

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

13th NOVEMBER, 2012

At a Meeting of the Management Committee held on 13th November, 2012:

PRESENT Councillors K.E. Armitage, D.J. Barrett, C.S. Biggs, T. James, E.S. Jones, T. Loakes, A.J. Lyall, R.B. Potter (Chairman), and D. Taylor.

In attendance:
Councillor G.M. Jones.

APOLOGIES for absence were received from The Mayor (Councillor A.J. Canning) and Councillors S.C. Hosford, F.E. Kent-Ledger and M.E. Rennie.

28. **MINUTES**

The Minutes of the Meeting of the Committee held on 11th September, 2012, adopted by Council on 25th September, 2012, were taken as read and were confirmed and signed by the Chairman as a correct record.

29. **MINUTES OF MANAGEMENT PANELS**

(a) **Community Activities Panel – 3rd October, 2012**

The Committee considered the Minutes of the Community Activities Panel held on 3rd October, 2012 (for Minutes see Appendix I). It was reported that the Chairman of the Panel had arranged for a thank you letter to be sent to those people that had helped over the weekend with the youth footballers from Lübbecke and that she had heard that the young person who had injured his finger was recovering well.

It was

RESOLVED

That the Minutes be approved so far as this Committee is concerned.

(b) **Outdoor Services Panel – 23rd October, 2012**

The Committee considered the Minutes of the Outdoor Services Panel held on 23rd October, 2012 (for Minutes see Appendix II) and it was

RESOLVED

That the Minutes be approved so far as this Committee is concerned.

(c) Property Management and Maintenance Panel – 25th October, 2012

The Committee considered the Minutes of the Property Management and Maintenance Panel held on 25th October, 2012 (for Minutes see Appendix III) and it was

RESOLVED

That the Minutes be approved so far as this Committee is concerned.

30. **MANAGEMENT ARRANGEMENTS**

The Committee noted the schedule of work for the Outdoor Services Team. It was reported that the planning application for housing at St John's Way at Poundbury showed a pond at the Great Field. The Council had previously agreed that it did not wish to see a pond and that it would not take responsibility for it. It had, however, been agreed that the area could be a wetland. Members felt that the Duchy of Cornwall should be reminded of this.

It was noted that the two roundabouts that the Council maintained were due to be weeded and pruned in the near future.

It was

RESOLVED

- (1) That the schedule of work for the Outdoor Services Team be noted.
- (2) That the Duchy of Cornwall be reminded that the Council will not agree to take over a pond at the Great Field but that a wetland area was acceptable.

31. **DRAFT CORPORATE PLAN 2012-13**

The Committee considered the Council's draft Corporate Plan for 2012-13. Members felt that the following amendments should be made to the Plan:

Section 3.2 – add The Great Field, Skatepark and mention football and cricket.

Section 6 – add a paragraph regarding the obtaining of the Green Flag and Heritage Award for the Borough Gardens.

Members felt that for future years it would also be useful to have a performance indicator under the Planning and Environment Section regarding the number of planning applications that were recommended for refusal by the Council that were not endorsed by the District Council.

The Committee responded to some detailed questions on the Plan raised by a member of the public.

It was

RESOLVED

That, subject to the above amendments, the draft Corporate Plan for 2012-13 be approved so far as this Committee is concerned.

32. ALLOTMENT CHARGES

The Committee reviewed the charges for allotments to be effective from 1st January 2013. Members felt that the charges were cheap and that consideration should be given to increasing them more significantly from January 2014.

It was

RESOLVED

- (1) That the allotment charges for 2013 be as follows:

<u>Half Plots</u>	
Frome Terrace	£16.40
Other Sites	£16.90

<u>Full Plot</u>	
All Sites	£31.50

<u>Green Waste Removal</u>	
Full Plot	£5.10
Half Plot	£3.10

<u>Administration Fee</u>	
All Sites and Plots	£36.00

- (2) That the existing arrangement to charge double rent to those people resident within a four mile radius of the Municipal Buildings who would not qualify for an allotment under the normal criteria be confirmed.

(Councillor T. James declared an interest as an allotment holder)

33. ARTS CENTRE / TOWN COUNCIL JOINT PROMOTIONS

Members were reminded that each year the Council sponsored up to three joint promotion events with the Arts Centre with each joint promotion receiving funding of up to £1,000. The Arts Centre this year had only so far proposed one joint promotion. The Committee was asked to consider releasing the £1,000 payment towards Miracle Theatre's 'Frankenstein' production which was a family entertainment show to be held in the Corn Exchange in February, 2013.

It was reported that the Arts Centre had indicated that it was proposing to undertake a community arts project entitled 'The Dorchester Hare' towards the end of the financial year and had asked whether the Council would be willing to financially support

it. Members felt that this could be a project that was supported as a joint promotion but that additional information was required before a decision could be made.

It was

RESOLVED

- (1) That the 'Frankenstein' joint promotion with the Arts Centre be supported and a grant of £1,000 approved.
- (2) That the Arts Centre be requested to provide additional information on 'The Dorchester Hare' for consideration at the next meeting of the Committee.

34. **CEMETERY MATTERS**

(a) **Exclusive Right of Burial**

The Committee had before it a report which detailed the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee and it was

RESOLVED

That the report on the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee be noted.

(b) **Interments and Burial of Ashes**

Members considered a report which listed the dates and times of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery since the last meeting of the Committee and it was

RESOLVED

That the report listing the dates and times of interments and burials of ashes together with South Chapel usage since the last meeting of the Committee be noted.

(c) **Headstones and Inscriptions**

The Committee received and noted applications for the design of headstones and inscriptions and it was

RESOLVED

That the action of the Town Clerk in approving designs numbered 3928 to 3932 be confirmed and

the Register of Memorials be signed by the Chairman as a correct record.

35. **MONITORING REPORTS**

The Committee received the monitoring reports for the Weymouth Avenue Pavilion, Borough Gardens Community Room and the Municipal Buildings which included additional detail regarding forthcoming projects, scheduled maintenance and urgent repairs.

It was

RESOLVED

That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Report be received.

36. **MUNICIPAL BUILDINGS HIRERS**

In accordance with Minute 21 the Deputy Town Clerk submitted a report regarding where previous hirers learnt about the Municipal Buildings as a venue to hire.

It was

RESOLVED

That the report on where hirers learnt about the Municipal Buildings as a venue to hire be noted.

37. **ELECTRICITY AND GAS CONSUMPTION**

The Committee received a report by the Deputy Town Clerk which set out the Council's electricity and gas consumption in 2011-12 compared to the electric and gas used in 2010-11. Members were pleased to note that both electricity and gas consumption had reduced.

It was

RESOLVED

That the report on electricity and gas consumption be noted.

38. **REPLACEMENT OF EQUIPMENT – TWO RIDE-ON TRACTOR MOWERS**

The Committee considered a report by the Compliance Manager on the need to replace two ride-on tractor mowers which were based at Weymouth Avenue Cemetery and Louds Mill Depot. Both machines had completed seven full mowing seasons and would now require major and expensive repairs over the winter to see them through another mowing season. It was noted that the cemetery machine might not need to be replaced should the maintenance arrangements for the cemeteries change on the retirement of the Cemetery Assistant.

It was

RESOLVED

- (1) That funding of up to £13,250 be made available in the 2013-14 budget to purchase a replacement tractor mower to be based at Louds Mill Depot.
- (2) That the need to replace the Cemetery tractor mower be considered during the consideration of the future maintenance arrangements for the cemeteries at Minute 42 below.

39. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information. Members expressed concern that there was no mention in the Arts Centre Minutes of discussions that had been held between the Arts Centre and the Council. It was noted that it had previously been agreed that the Arts Centre would have a fixed item on its Board Meeting Agenda to report back on any discussions that had been held between the Council and the Arts Centre.

Members noted that the equipment originally purchased by the Dorchester Arts Forum had been divested to other organisations and the Committee felt that it would be useful for the Council to hold a list of where the equipment was so that any enquiries for hire could be directed to the correct organisation.

It was

RESOLVED

- (1) That the various information reports be noted.
- (2) That the Dorchester Arts Centre be reminded to have a fixed item on its Board Meeting Agenda to report back on any discussions that had been held between the Council and the Arts Centre.
- (3) That a list of where the equipment originally purchased by the Dorchester Arts Forum can now be hired from be prepared in order to respond to any enquiries for hire that might be received.

40. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st September, 2012 and 31st October, 2012 totalling

£132,484.26 (net) together with direct debits for the same period totalling £108,961.08 (net).

It was

RESOLVED

That the cheque transactions and direct debit payments lists be approved and signed accordingly.

41. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

RESOLVED

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion.

42. **MAINTENANCE OF CEMETERIES**

The Committee had before it a report by the Compliance Manager on possible options for the future maintenance of the cemeteries following the retirement of the Cemetery Assistant early in 2013. Members agreed the principle of the proposal but felt that the additional cost was too high. The Committee felt that it might be possible to reduce the cost by reducing the number of cuts and by prioritising areas of Weymouth Avenue Cemetery that might not need cutting as regularly as other areas.

Whilst discussing this matter Members were reminded that the rateable value of civic cemeteries had been increased significantly by Government.

It was

RECOMMENDED

- (1) That a report be presented to the next meeting of the Committee on whether it might be possible to reduce the cost of the proposal for future maintenance of the Cemeteries.
- (2) That the purchase of a replacement tractor mower to be based at Weymouth Avenue Cemetery be considered at the next meeting of the Committee in light of the further consideration of the future maintenance arrangements of the Cemeteries.

43. **ALLOTMENT PROVISION**

Members considered a report by the Deputy Town Clerk asking the Committee whether it wished to continue to seek additional land for new allotments in light of the significant reduction in the Council's allotments waiting list.

It was

RECOMMENDED

That the Council does not pursue additional land for allotment use at the present time.

44. **PROPOSED TIMBER RECYCLING POINT**

Members were informed that Transition Town Dorchester wished to establish a timber recycling point in the town and following discussions with the Duchy of Cornwall it was being proposed that this be operated from land leased by the Council from the Duchy underneath the bypass between the allotments at St George's Road.

The Committee was supportive of the idea but felt that the land identified was not suitable for such a facility.

It was

RECOMMENDED

- (1) That the idea for a timber recycling point be welcomed.
- (2) That Transition Town Dorchester be informed that the land proposed for the recycling point was considered not to be suitable for the facility.

45. **KING'S ROAD PLAYING FIELDS**

The Committee considered a report by the Deputy Town Clerk on a revised proposal from Sunninghill Preparatory School in respect of its proposed use of King's Road Playing Field and it was

RECOMMENDED

That the Council does not enter into any arrangement with Sunninghill Preparatory School in respect of its proposed use of King's Road Playing Fields.

46. **MUNICIPAL BUILDINGS EXTERNAL STONEMWORK REPAIRS**

The Committee had before it a proposed select list of contractors in respect of the external stonework repairs for the Municipal Buildings and it was

RECOMMENDED

That the proposed select list of contractors be approved.

47. **CONVERSION OF BOROUGH GARDENS BOWLS PAVILION TO PUBLIC TOILETS – CONSIDERATION OF TENDERS**

The Committee was circulated with the outcome of the tender process for the conversion of the Borough Gardens Bowls Pavilion to toilets. It was noted that if the lowest tender was accepted the total cost of the works including all professional fees etc would be £69,746.07. The Council had been awarded £65,612 Section 106 money for the project. Members felt that the project should proceed and that an approach be made to West Dorset District Council for additional Section 106 money to cover the slightly increased cost. If this was not forthcoming the Policy Committee should be requested to agree that the Council should fund this small additional sum itself.

It was

RECOMMENDED

- (1) That the project proceed and an approach be made to West Dorset District Council for Section 106 money to cover the additional cost but that if this is not forthcoming the Policy Committee be requested to agree that the Council should fund this additional sum.
- (2) That, subject to checking of the detailed priced schedule, R.B. Snook Building Limited be appointed to undertake the contract to convert the Borough Gardens Bowls Pavilion to public toilets at a cost of £59,920.

Chairman

DORCHESTER TOWN COUNCIL

COMMUNITY ACTIVITIES PANEL

3rd OCTOBER, 2012

At a Meeting of the Community Activities Panel held on 3rd October, 2012:

PRESENT The Mayor (Councillor A.J. Canning) and Councillors T. James and M.E. Rennie.

APOLOGIES for absence were received from Councillors E.S. Jones, A.J. Lyall and P.G. Mann.

1. **VISIT OF FOOTBALLERS FROM LÜBBECKE**

The Panel noted that two teams of footballers, aged 11-12 and 13-14, would be visiting Dorchester over the weekend of 12th-15th October and staying at Weymouth Avenue Pavilion. It was noted that they would arrive during the evening of 12th October and depart on Monday 15th October. During their visit they would play football against teams from Dorchester on Saturday 13th October which would be followed by free time and a barbecue that evening for which Dorchester's Explorer Scouts had agreed to do the cooking.

A visit to Weymouth had been planned for Sunday and on their return pizzas would be purchased for the evening meal. The party would depart on Monday morning.

It was

RECOMMENDED

That the suggested programme be agreed so far as this Panel is concerned.

The Chairman expressed her disappointment that to date very few Members had indicated their willingness to assist at Weymouth Avenue Pavilion over that weekend.

DORCHESTER TOWN COUNCIL

OUTDOOR SERVICES PANEL

23rd OCTOBER, 2012

At a Meeting of the Outdoor Services Panel held at the Great Field, Poundbury on 23rd October, 2012:

PRESENT Councillors S.C. Hosford, E.S. Jones and R.B. Potter (Chairman).

In attendance:

Mr. P. James – Duchy of Cornwall

APOLOGIES for absence were received from The Mayor (Councillor A.J. Canning) and Councillors D.J. Barrett and T.C.N. Harries.

1. **THE GREAT FIELD**

The Panel had before it a plan, provided by the Duchy of Cornwall, which gave the suggested location for the play equipment at the Great Field.

The representative from the Duchy of Cornwall showed the exact proposed location for the equipment and explained that there were still some earthworks to be completed which would create a gentle slope and a flat area for the equipment.

Members felt that the proposed location was suitable subject to the equipment being moved slightly closer to the existing youth shelter and assurances that the area would have suitable drainage.

The Duchy representative reported that the earthworks should be completed within a few weeks and once this was done he would mark out the exact position of the play equipment.

It was

RECOMMENDED

That the proposed area for the play equipment be agreed subject to a site visit following final completion of the earthworks to view the exact location of the equipment.

2. **PLAY AREA INSPECTIONS**

The Panel had before it the independent play area inspection report. Members noted that the report stated that the general standard throughout the play areas was high with clear indications of good maintenance being undertaken. Members were informed that all the works identified as needing remedial action immediately had already been undertaken.

It was

RECOMMENDED

That the play area inspection report be received.

3. **KING'S ROAD PLAYING FIELD**

The Panel considered whether to place a community notice board at King's Road Playing Field. Members felt that this was a good idea and it was

RECOMMENDED

That a notice board be located at King's Road Playing Field.

4. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

RESOLVED

That, in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matter, the public and representatives of the press be excluded from this Meeting during its discussion.

5. **CHANGING FACILITIES AT THE GREAT FIELD AND ADDITIONAL TRAINING FACILITIES**

Members were reminded that the Management Committee at its last meeting had noted that there was a need for additional all weather training pitches in the town. Members were also aware of the need for changing facilities at the Great Field which it was hoped would have been resolved with the building of the proposed new school as it could have community use changing facilities. However it had not yet been decided when the school was to be built, the latest information suggesting that it would not be commenced until 2017 at the earliest and there was also uncertainty as to whether the school would actually be built on the land adjacent to the Great Field at all.

The Panel was informed that West Dorset District Council was holding a significant sum of Section 106 contributions in respect of the Poundbury development.

Members felt that if the funds were sufficient stand-alone changing facilities should be built at the Great Field. The Panel also agreed that any remaining funds should be used for the creation of a floodlit all weather training pitch with changing facilities and parking in a location to be agreed.

It was

RECOMMENDED

That if sufficient Section 106 funds are available the Director of Environment at West Dorset District

Council be requested to consider releasing them to build stand alone changing facilities at the Great Field and a floodlit all weather training pitch with changing facilities and parking in a location to be agreed.

DORCHESTER TOWN COUNCIL

PROPERTY MANAGEMENT AND MAINTENANCE PANEL

25th OCTOBER, 2012

At a Site Meeting of the Property Management and Maintenance Panel held at Poundbury, Weymouth Avenue and Fordington Cemeteries and the Municipal Buildings on 25th October, 2012:

PRESENT Councillors C.S. Biggs, S.C. Hosford, A.J. Lyall (Chairman) and D.S. Roberts.

In attendance: Councillor V.J. Allan.

APOLOGY for absence was received from The Mayor (Councillor A.J. Canning).

1. **POUNDBURY CEMETERY**

The Panel inspected the Cemetery and were pleased with its overall condition. Some matters were identified as follows:

- One of the graves had sunk quite significantly and required levelling.
- The manhole cover located in the grassed area to the right of the ashes pit was a trip hazard and needed the edges building up to form a slope.
- The office windowsills and door required painting.

It was

RECOMMENDED

That attention be given to those matters identified above.

2. **WEYMOUTH AVENUE CEMETERY**

The Panel was informed of the actions that had been taken since the site visit held last year and then went on to inspect the Cemetery.

The following matters were identified:

- North Chapel – There was a slate missing near to the ridge of the roof, a small amount of lead work was missing to one of the windows and the guttering had become separated.
- There was still a significant amount of ivy growing over the wall next to the railway line and it was felt that Network Rail should be requested again to remove it.

It was

RECOMMENDED

That attention be given to those matters identified above and Network Rail be requested again to remove the ivy from the boundary wall.

3. **FORDINGTON CEMETERY**

The Panel was informed of the actions that had been taken since the site visit held last year and then went on to inspect the Cemetery.

The following matters were identified:

- The hawthorn bushes needed trimming back prior to Remembrance Sunday on the bank overlooking Holloway Road.
- The vine needed removing again from the entrance of the Garden of Remembrance.
- The German War Memorial needed cleaning prior to Remembrance Sunday.

It was

RECOMMENDED

That attention be given to those matters identified above.

4. **THE MUNICIPAL BUILDINGS**

The Chairman informed Members of the improvements that had been undertaken in the Municipal Buildings over the past few years. It was also noted that the repairs to the external stonework would be commenced in the Spring of 2013.

The Panel then carried out an inspection of the Buildings when the following matters were identified:

- Consideration should be given to attaching some doors to the shelving in the corridor leading to the Town Hall Keepers office.
- The ceiling light covers in the kitchen needed cleaning/replacing.
- The paintwork to the wall next to the window nearest the clock in the Corn Exchange needed re-painting.
- The doorframe to the Magistrates Room needed some minor repairs.

It was

RECOMMENDED

That attention be given to those matters identified above.