



Dorchester Town Council

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5 July 2017

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 11 July 2017** at **7.00pm**.

Adrian Stuart
Town Clerk

Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Membership of the Committee

Councillors C. Biggs, A. Canning, G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, R. Potter, M. Rennie, K. Rice (Chairman), D. Taylor, and The Mayor ex-officio.

1. Apologies

2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 9 May 2017 (adopted by Council on 23 May 2017). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. The Great Field - Update

Members will be informed that the Duchy of Cornwall will, later on in the year, be undertaking a consultation with residents regarding facilities to be provided at the Great Field. The consultation will focus on those facilities previously identified by the Poundbury Residents Association consultation and will include such things as a new play area, skatepark, BMX track, tennis facilities, pavilion and utility outlets so as to enable

community events to take place on the Great Field. The Committee will be reminded that £220,000 was allocated from the S106 monies to part fund the new community facilities at the Great Field.

4. Hawthorne Road Allotments - Feedback

To consider a report by the Deputy Town Clerk (enclosed).

5. Corporate Plan Review

To consider a report by the Town Clerk, which has been circulated separately, which will also be considered by Policy Committee on 18 July and Council on 25 July 2017. Members will be asked to give consideration to those matters within the remit of the Committee.

6. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

7. Borough Gardens Kiosk

To consider a report by the Deputy Town Clerk (enclosed).

8. Borough Gardens – New Tennis Courts Update

To consider a report by the Deputy Town Clerk (enclosed).

9. Elizabeth Place

The Committee will be informed that the Council held a lease from Magna for this area of land which expired in 2012. Discussions have been held with Magna who have agreed to issue a short term Licence to enable the Council to continue managing the site until Magna decide what to do with the area.

10. Volunteer Centre Dorset

To consider whether to sponsor the 2017 Dorset Volunteer Awards Evening. Correspondence enclosed. The Committee has sponsored this event for a few years to the value of £200.

11. Dorset Food and Arts Festival - 2017

To consider a grant application for the 2017 Dorset Food and Arts Festival (enclosed).

12. Life Education Wessex

To consider a grant application from Life Education Wessex (enclosed).

13. Cemetery Matters

(a) Exclusive Right of Burial and Interments and Burial of Ashes

To note the grants of Exclusive Rights of Burial issued and the number of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee (enclosed).

(b) Headstones and Inscriptions

To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

(c) Poundbury Cemetery – Revised Layout

At previous site visit meetings Members agreed to a slight revision to the layout of Poundbury Cemetery. The revisions include aligning the new road with the old road, only having one path and not four into the centre of the newly created enclosed area, not having a spur of road to the southern fence, having the enclosed area used for just traditional burials and moving the new ashes area to the east of the cemetery. A copy of the existing and revised plan is enclosed and the Committee will be invited to agree the revised layout.

14. Monitoring Reports

To consider the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House monitoring report (enclosed) and the Municipal Buildings maintenance report (enclosed).

15. Dorchester Arts

To receive the minutes of the DA Board Meeting held on 16 May 2017 (enclosed).

16. Urgent Items

To consider any other items that the Chairman or Town Clerk decides are urgent.

17. Public Bodies (Admission to Meetings) Act 1960

To resolve “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”.

18. Staffing

To consider a report by the Deputy Town Clerk (enclosed).

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11 JULY 2017

HAWTHORNE ROAD ALLOTMENTS – FEEDBACK

1. At the last meeting of the Committee it was resolved:-

“That a final decision on the scope of the project be made once the Policy Committee had completed its deliberations in respect of sites for affordable housing but that allotment holders be consulted at this stage so as to ascertain their views.”

2. It is anticipated that the Council will formalise its views with regard to potential sites for affordable housing during the September or November cycle of meetings.
3. Set out below are the views received to date from Hawthorne Road allotment holders:-

Dear Town Council,

Some thoughts about the proposal for the park at the hawthorn allotment sites.

Wouldn't it be more cost effective and useful to improve the existing facilities already down the road on the estate? I often walk past the roads and I have never seen children playing in the road and rarely using the existing park facilities. This is a large area that could be better used and would not impact on the existing allotment site.

Also around the estate there are parcels of unused land which seem to be wasted. Maybe spreading out the facilities and supplying fitness equipment similar to the great field at various areas would promote people to be more active.

Kind regards,

Telephone call from xx

Do not agree with the proposal at all. The land should be kept for allotment holders. There are two play areas in the vicinity and there does not need to be any others. It would be better to secure the existing allotments as they are and fence them in, allotment holders would be prepared to pay an additional fee on their plots for that facility.

It is a waste of money.

Dear Mr Newman,

I Just received a letter about the possibility of building a sports arena and a play area on the Hawthorne Road allotment.

For a start, I would like to point out that I have 2 children aged 8 and 9 and I live on Poundbury Crescent so this idea really involves me and my children (I also have an allotment plot).

I am not against this plan; however, I really don't see why you want to build the sports area and the play area on the side that leads to Wessex Road. Indeed, there is a small playground nearby already (on Poundbury Crescent) and the big field is not far at all. In fact, my kids go there all the time and it only takes 5-10 minutes from the allotment...As far as I am concerned, there is no need for more play areas around Wessex Road. But, in my opinion, if you decide to go ahead with the project, you should build everything on the other side of the allotment because, as you mention in the letter, you need a play area for children on Mountain Ash road, Prospect road and Hawthorne road ; I really don't understand the reason why you want to build something around Wessex Road!!! It seems completely illogical and pointless to me !!!

You should really reconsider your plan before you go ahead with the project. Please keep me informed.

Regards,

Dear Sirs

I am responding to the letter sent on 15 May 2017, relating to the creation of a 'sports arena'. I currently rent allotments 23 and 24.

- 1. I am surprised that the Council is able to afford such an arena at a time of austerity, when useful green-waste trailers have been abandoned.**
- 2. The letter states that the arena and play area is for Hawthorne Road, Mountain Ash Road etc, yet is located at the opposite end of the allotments from these roads. Would it not be more logical to site such a play area closer to these roads, and the houses of the children alleged to be playing in the street?**
- 3. The diagram shown is very schematic and not to scale and does not represent the current layout of paths and allotments. In reality, the paths between allotments are very thin. It does not show a path between allotments 32 - 25B etc.**
I would ask for a gap to be left between allotments 21 to 24 and the new arena, to allow for sunlight to the allotments 4. As the proposed development places the arena next to my allotments, I would be concerned about a further reduction in light adjacent to a fence - the existing Wessex Water buildings and vegetation to the south of a site that slopes downwards to the north, mean that sunlight is reduced year on year. A fence along the path needs to allow some light to pass through, and not to be a solid fence.
- 5. The proposed arena would replace an existing water trough - will there be a replacement for this?**
- 6. The proposed fence, marked in yellow on the sketch, has no access to the allotments - how will allotment holders gain access to their plots?**
- 7. Manure can currently be delivered along the path, which to be then shifted a short distance to the plots. How do you propose to allow access for trailer-loads of manure?**
- 8 The proposed new fence will run directly along the line of the former Roman aqueduct. Can I ask how these important archaeological remains are to be preserved while penetrating the ground with fence posts?**

While I am writing, please can I ask what happened to the compost bins that were offered for green waste? I requested one each for nos. 23 and 24, yet have not seen them.

Yours faithfully

Dear Mr Newman

With reference to your letter dated 15 May 2017 regarding the provision of play equipment and a play area at the Hawthorn Road allotments as an alternative to children playing in the streets.

Firstly I am surprised to hear that children are playing in the streets - from what I hear they are usually in their bedrooms playing with their ipads, ipods, computers etc.

Secondly, and more importantly I consider this to be a complete and utter waste of money. I walk my dogs twice a day around the Great Field (and yes, I have a pocket full of little black bags and do clean up after them! I also put the bags in the bins provided and do not toss them over the fence into the other field!)

However my point is that this facility is greatly underused. I occasionally see two boys playing in the basket ball court, and then not every evening.

I could not say how often the facilities at Kings Road are used.

Finally, some of the allotment holders have experienced vandalism caused by youngsters, with plants being pulled up and strewn around and glass in frames being broken, sheds being broken into and even pushed over. now consideration is being given to providing a play area right next to the allotments.

According to the plan provided, I would not be affected by this proposal but I know some people will be very disappointed to lose their allotment, although presumably this would not happen until 2018 as the fees have already been paid for the year ahead and planting has taken place.

However, my main objection is the cost of this proposal, when existing facilities are already underused and when councils are strapped for cash when looking at more important things.

Yours sincerely

Dear Mr.Newman.

I'm concerned that I did not receive a letter or an e-mail telling me about the town council's plans for the Hawthorne Road allotments.

By chance I met a fellow allotment holder this morning who told me about the proposal.

As the holder of allotment 27B I am one of those affected and I am very upset about the loss of my allotment. I chose this site as it's in walking distance of my home in Cornwall Road and I have worked hard over the last 3 years to bring the allotment up to an acceptable level so that it now provides plenty of vegetables for my household.

However I appreciate that the Town Council has to cater for all residents of the town and that play facilities for younger persons can have a benefit, both direct and indirect.

By contrast the allotment mainly provides enjoyment for older persons.

If the proposal goes ahead then I would strongly request that I am offered an alternative plot in the Hawthorne Road allotments. However as you are potentially displacing 13 allotment holders I don't see that there are enough alternative plots for us all.

I would be happy to meet you at any time to discuss the proposal in greater detail.

Yours sincerely

Dear Mr Newman

I would like to register my opposition to your proposal to convert the allotments at Hawthorne road.

I agree that there needs to be more social housing available, and yes, children should be encouraged to safe places to play but I feel there is lots of capacity already for play spaces across Dorchester, not least on the play area at Poundbury feild a few hundred yards from the proposed development .

I do not feel you have balanced the leisure and fitness needs of the current allotment holders old and young who will be devastated to lose their plots, many of whom have invested years into their plots. What about the needs of older people?

I would definitely register my displeasure at reading election material from the liberal democrats announcing that a play space at Hawthorne road will be built. This does not feel like a genuine consultation at all, rather a done deal.

Finally, I live on Mountain Ash road, I don't think anyone from the council has asked the children here what they would like- you certainly haven't asked mine!

Yours sincerely

Sir,

I am writing in response to the proposals to build a Games Area on part of the Hawthorne Road Allotments.

I am an interested party as I have an allotment on that site though not one of those affected directly.

As a resident of the area I frequently walk past the play area on Poundbury Crescent and it rarely has more than a couple of children on it. I live on Mountain Ash Road and there are about 4 children who play occasionally after school in the road. Is there really a need to build this play area? I think not.

The building plot would use a quarter of the allotment area and displace several allotment holders. I suspect more allotment holders would be displaced than there would be children using the facilities.

I have asked whether there are any spare allotments available at Hawthorne Road and have been told there are not as there is a waiting list. Thus displaced allotment holders would have to be moved to allotments elsewhere in the town. Surely the fact that there is a waiting list shows that there is a demand.

And what about the cost? Can the Council afford to spend money on a white elephant play area?

And where will it all end? We seem to be set on a course where every bit of green space is built on. That area is a pleasure to walk through as shown by the number of people who use it as a route to the town. It is not a shortcut as it would be just as far to walk along Bridport Road - but it is so much more pleasant even if your shoes might get a bit muddy.

Regards

Dear Dorchester Town Council,

I am writing in response to the proposed destruction of allotment plots at Hawthorne Road in order to provide a play park.

I question the justification for building the play park which is to provide an area for children from the Prospect Road/Mountain Ash area. There is already a play park a little further down the road which is in easy walking distance and could be used. I suspect the destruction of the allotments is a forerunner to the selling and development of the entire allotment area and I am not in favour of this. If this is not the case then I am sure it would be appreciated by all allotment holders if there was a written statement by DTC that they support the principal of providing allotments to Dorchester residents and declare their intention to support allotments in the future. If the development does take place then the fence which will be built around the remaining allotments should be sufficiently high to prevent casual entry from non- allotment holders. I would be grateful if this could be passed to the relevant party.
Thanks and Regards

Dear Mr Newman

I have been sent a copy of your letter that talks about the potential removal of 25 percent of the allotment land at the Hawthorn road site . Said land to then be used as a sports arena in one half and a play area in the other.

As someone who is currently waiting to be allocated a space at this allotment site, I was very surprised to hear about this and also somewhat confused as to the reason given.

I live in St Thomas Road on the corner of Mountain Ash road, having done so for a number of years and although your statement was true that Children [a maximum of five at anyone time] played on the corner of Mountain Ash and Hawthorn road [because their houses are located at that corner], they do not do so now as they are older and one assumes they are going to the skate-park or other places to amuse themselves.

If you look at the aerial view of this area, you will see that there is a play area located [walking pace] 2 minutes and fifteen seconds further on than the Allotments at the Junction of Poundbury Crescent and Cedar road and three minutes further on from this is the Great field at Poundbury which has a Sports arena already in location.

There are also Two large disused tennis court areas in John Coles Park which would make an Ideal location for a Sports arena and bridge the age gap from the young person's play area already in the park. From a family logistic point of view this would be a fantastic solution for families being able spend time together rather than the older children being bored because there is nothing for them to do in the park.

Allotments were created to give people in the area the ability to supplement their income by growing their own food in an allocated plot of land. Although the ideal has diminished somewhat, it still forms a large part of why they are there, otherwise why would people still grow vegetables on them.

Recently we have seen a sharp increase in the cost of food in Supermarkets and shops which again makes the use of allotments a benefit to people in reducing their weekly food bill. They

are also eating healthier and exercising which should mean they are less likely to be an early burden on the NHS.

Referring to the 1908 Allotments act and subsequent amendments, It is clear that councils have to show specific care and consideration for Allotments and the people that use them.

I am aware that councils can reallocate the use of Allotment land if it is able to offer a suitable alternative which in this case it can't as the alternative allotments are logistically impractical.

In your letter, you offered potential Hawthorne road plots to the affected people at the Hawthorne Road allotment ?? . How can this be possible based on the 25 percent reduction and the fact that there is already a waiting list.

Under the Allotment statutes, If plots were available now they should have already been allocated ?? .

I am also assuming you are waiting for responses prior to the council's request being sent to the Secretary of State for consideration.

If you also look at the size of the site and the location of the other allotments and their size, reducing Hawthorne road will mean that it will become the smallest of all the allotments and the northwest quadrant of the town will be very poorly served from an allotment availability wear as the other town quadrants seem to be adequately covered.

In closure i feel there is not enough justification to reduce its size , but more than enough to maintain it. far from declining in popularity Allotments are becoming more and more sought after and should be maintained for the popular institution they are.

I have copied this letter and all enclosures to Susie Hosford, Councillor and Mayor of Dorchester, Andy Canning Councillor, Richard Biggs Councillor, David Taylor Councillor . plus Oliver Letwin MP for this area

I look forward to hearing from you in due course .

Your Sincerely

Dear Steve Newman and Dorchester Town Council,
Re: Council development of Hawthorne Allotments

It is fantastic news that the council are even thinking of making new sports areas in the town, and normally I would be in accordance with their wishes. Unfortunately they want to take away another vital facility to do it, which seems rather short sighted. When all we hear about in the news and media is the state of our health, and that we should be eating "proper" food, growing it organically and eating it as soon as you pick it. Closing part of the Allotment seems counterproductive.

There is still a long wait to get an allotment, and to reduce the number of sites won't help. By all means build better facilities for the "street urchins", but find some other way of doing it. By the railway there is a large area of land waste land that could be used, (I understand that it is owned by the railway, but some arrangement might be available) and this is near to the houses as well.

There could also be more done by HRH to make allowance for the youth of our town.

Yours

Dear Mr Newman,

Thank you for your letter regarding the proposal to dispose of some of the allotments at this site in favour of a children's play area. I wish to make some comments and raise some questions regarding this plan. I have a vested interest in this proposal as one of the allotment holders who will be directly affected.

1. As you mention there are already sites of such equipment at the Great Field and Kings Road. Also there are play areas in Wessex Road and for younger children at the Borough Gardens. Is this play area therefore necessary?
2. I understand, from conversations with others, that the Wessex Road play area site has been earmarked for housing development, although this is not specifically mentioned within the letter. Is this so?
3. If the proposal is an alternative to children from playing in the road at the Prospect Road end of the Allotments, then wouldn't the use of land at that other end of the site be preferable? I presume therefore that there may be some truth in 2. and that the play area is proposed to be easily accessible to children from the Wessex Road end too.
4. I assume that such a development would have a substantial cost (principally to local council taxpayers and affected allotment holders). Has there been an audit of the existing sites (Great Field and King's Road) to demonstrate that the facilities at this proposed development will be likely to be sufficiently used and offer 'value for money'?
5. Have the children of the immediate area (and their parents) been canvassed for their opinions on the type of recreational activity and areas they would like and use?
6. I am unsure what the plans for the 'play area' section are. Does this mean young children's play equipment or does this mean an open natural area for recreation and play? The benefits of the Great Field and Kings Road are that they are large open areas for formal and informal recreation for children and adults, particularly the Great Field. I am sceptical that this could be achieved on this site due to the size and that it risks being a relatively closed and unwelcoming site.
7. If the allotments at Hawthorne Road are Statutory Allotments they are protected by Acts of Parliament and their disposal requires permission from the Secretary of State. Has this permission been obtained?
8. In the Liberal Democrats local election literature I recall that they announced that there would be a play area in Hawthorne Road. So it is confusing as to whether this is a proposal or a fait accompli.
9. The letter says that allotment holders will be offered another allotment but there may be insufficient at this site to accommodate all.
10. It has also been mentioned that I need to have my name on the waiting list for another plot - is this so?
11. An alternative site, including basic preparation, is offered by the council. However transferring established fruit bushes, for example, will not be an easy or possibly successful task and may cause concern and costs to allotment holders.

I do appreciate that Dorchester is growing and recreational facilities are essential. They are essential for all age groups. Allotments provide recreational activity for adults of all ages and I'm sure there is much evidence as to the health and social benefits of maintaining one. I wonder if the council should be adding to the current recreational facilities, opportunities, activities and initiatives rather than replacing one facility used by adults to one used by children.

Kind Regards

Dear Mr Newman

Thank you for your letter dated 15 May 2017 informing the Hawthorne Road allotment holders of the Town Council's proposal to use part of the Hawthorne Road allotment site to locate a sports arena and children's play area. I must start by saying that I was surprised to hear about such a costly proposal when, at the end of every year when the allotment rent is due to be paid, I am reminded of the Council's need to cut costs and save money which this year resulted in the withdrawal of the allotment green waste removal service. As a council tax payer living in Dorchester I would like to know where the money for the proposed facilities will be found.

Your letter states that the purpose of the sports arena would be to provide an alternative to children playing in the streets in the Mountain Ash Road, Prospect Road and Hawthorne Road areas, however, everyone I have spoken to who lives or visits people living in these roads has said that they do not see children playing in these streets. Has an assessment / survey been carried out on the need for a sports arena and children's play area in this vicinity? Why is the Council proposing to locate the facilities at the opposite end of the allotment site to these roads? There are already under-used play areas located in Poundbury Crescent and on The Great Field. Additionally, the intended location of the entrance to the proposed facilities would pose a danger to children crossing Poundbury Crescent on a bend in the road in between parked cars.

One of the main reasons residents hold an allotment is to have a quiet, peaceful space where they can go to unwind, relax and enjoy their surroundings while growing their own crops, improving both their mental and emotional health in addition to the physical benefits of gardening, the last thing allotment holders want is noisy children playing adjacent to their plots disrupting the peace and tranquillity, particularly as a good number of allotment holders are elderly. Surely adult recreation is as important as children's recreation and should be given as much priority by the Town Council? What steps will be taken to ensure litter dropped in the proposed facilities does not spread onto the allotment site? As a single woman who is often working on my allotment alone until late into the evenings I would also like to know what steps would be taken to ensure my safety with potential groups of teenagers congregating in the proposed facilities during the evenings. Would security measures be taken to restrict access to the allotment site to solely the allotment holders? If access is restricted how would a trailer deliver manure onto the site?

One of the allotment holders who would be affected by this proposal is a gentleman in his 80's who has held his allotment since the 1980's, his allotment is a way of life for him, not just somewhere he goes at the weekends. Years of hard work go into preparing and maintaining an allotment which cannot simply be relocated to another plot, elderly plot holders are not in a position to take on the amount of work involved in cultivating a new allotment and it would be unfair on the Town Council's part to dispose of allotments of elderly holders.

Has any consideration by the Town Council be given to the preservation of the Roman aqueduct which lies beneath the allotment site? I trust that none of the proposals will cause any damage to these archaeological remains as I am sure that the Council considers the Roman heritage of Dorchester to be as important a part of its history and culture as do its residents.

I was surprised to read in the latest Dorchester & District Focus newsletter that 'Later on this year, a new multi-use games arena will be built by Hawthorne Road', when your letter states that this is still only a proposal by the Town Council and both my tenancy agreement and the Allotments Act state that allotment holders must be given not less than 12 months' notice in writing of the termination of their tenancy. Under the Allotments Act, what steps would the Town Council take

to seek permission to dispose of the 13 statutory allotment plots? I am sure I do not need to spell out to you the reasons why the Law regards allotments with such importance as to protect them by means of legislation, it is precisely for situations such as this and it would appear that the Town Council does not hold its allotments or allotment holders with the same high regard.

On 10 June 2017 I met a lady and gentleman who were looking at potential available plots on the Hawthorne Road site as they live in one of its adjacent roads and are currently on the Town Council's allotment waiting list, they are hoping to be offered one of the plots at the Hawthorne Road site as it is located close to their home, which indicates to me that there is an obvious demand for allotments on this site. The number of plots should not be reduced on a site which is the only site in that vicinity, residents want to hold an allotment which is located close to their home. Your letter states that affected holders would be reallocated an allotment preferably at Hawthorne Road, where will these vacant plots be found on a site that has a waiting list? As local authorities have a statutory duty to provide sufficient allotments, I would like to know how many people are currently on the Council's allotment waiting lists and what steps are being taken to allocate allotments to them. Your letter stated that the Council is looking at potential sites for affordable housing in the town, if this is the case then surely an increase in housing will result in a greater demand for allotments and the Council should be looking to increase the number of allotments in the vicinity, not decrease it as you are proposing by the disposal of 13 plots? In addition, it is very likely that the financial uncertainties caused by the impending Brexit negotiations will cause even more residents of the town to look at growing their own crops as a means of reducing their food bills.

There are already concerns over how the allotment site and waiting list are managed, plots 26B, 29A, 29B and 30A are all overgrown with weeds and causing a nuisance to neighbouring allotment holders, Plot 26B has not been used at all in the three years I have held my allotment. The Code of Practice issued with my Tenancy Agreement states that 'Allotments will be inspected four times a year without prior notice. Any allotment which fails an inspection i.e. scores a C/D will be liable to automatic termination', is this still the case? Why has action not been taken regarding the four overgrown plots and one plot left to go untended for three years when there is a waiting list? The Code of Practice also says that 'It would be appreciated if occupiers of neighbouring vacant plots could keep them free of weeds pending their re-occupation', this is hardly reasonable if plots are not being re-allocated by the Council, are we expected to keep a neighbouring plot free of weeds for three years? I would like to know how the waiting list is managed, if residents on the waiting list are currently not being offered unused plots as seems the case the current situation will only worsen if 13 of those plots are disposed of.

I urge the Town Council to consider the importance of allotments to the local community and the reasons they are protected by law, along with the many benefits they provide to its residents and to reconsider its proposals. I request that a meeting of the Town Council, the Hawthorne Road allotment holders and the town councillors is held so that the Council's proposals can be discussed in an open forum with the viewpoint of all taken into consideration before any further action is taken in this matter.

Yours sincerely

4. Along with the views of allotment holders the Government's allotment disposal guidance requires that the views of the National Allotment Society be sought on the proposal. It is recommended by the guidance that this consultation is undertaken prior to Members making a final decision to proceed with a disposal application.

5. At this point in time it is suggested that the Committee notes the comments received to date and also agree that the comments of the National Allotment Society be sought. Members can then make a final decision on the proposal during the September / November cycle of meetings.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11th July 2017

OUTDOOR SERVICES UPDATE REPORT – Summer 2017

1. Winter work projects can now be seen at their best in several areas within the Council's maintenance.

Fordington cemetery access and appearance is significantly improved as is Weymouth Avenue Cemetery after grass works last winter. Further spraying of weeds in the path edges this year will retain and slightly further improve the situation.

In the Borough Gardens the new viewpoint by the Cornwall Road / West Walks entrance has opened up the vista down to the fountain complimented with the newly planted replacement tree and donated bench which is heavily used now the situation and aspect have improved so dramatically.

The new carpet bedding bed has been planted now and currently is showing a design featuring "Dippy" the dinosaur. The new location and excellent design have received very positive feedback with many compliments to the Gardens staff and many photos being taken. The new location being on the bank makes taking good photos much easier.

2. The annual bedding in the Gardens for summer display this year has produced results already, the planting was carried out earlier and more quickly than last year so the displays are already of a good standard well before the peak summer period. A good range of plant species both traditional and more contemporary have been used to excellent effect. The old carpet beds adjacent to the gate entrance from Cornwall Road have been planted this year but will be turfed and re-laid in the coming autumn/winter to reflect the change of location of the carpet bed.

It is also planned that the grass and annual beds around the Tirah Memorial in the gardens will be re-levelled and turfed this winter. The grass around the beds is currently very uneven and difficult to cut properly as a result of soil moving into the beds over the years and the grass edges collapsing. Replacement beds will be cut into the new grass which will be essentially the same as existing with the exception of the narrow sections where only 1 plant can be planted, these sections do not prove to be very successful as the individual plants have limited impact.

3. Away from the Gardens, more routine work has continued keeping play equipment in a safe and well maintained condition, the focus will continue to be on paint and wood treatment identified as being required in several play areas by our external insurance inspector. Whilst the need to repaint has been identified it is not an insurance risk as such so work is non urgent and can be done around other routine commitments and ad hoc work arising.

Staff continue collecting litter from open spaces and all vacant allotments have been prepared for re-letting by strimming off grass and removing debris and rubbish. Any un-let plots are on a routine spray schedule to ensure they remain easily taken over by new allotment applicants and do not present problems to adjacent plot holders. The recent very dry period had stopped the spraying but we are using a member of staff to trim the grass down instead. The good news for Members is that the number of vacant plots is low at the moment (16) and work is ongoing to

match those on the waiting list with plots they want. It is the case that some people wait for a specific site or area of a site which means they won't accept other vacant plots that come up.

4. Cricket is very much in full swing now with the season over half way through. Two County level games were played this year both of which were very successful and a large amount of credit should be given to the stand in Groundsman who was very much thrown in at the deep end due to the sickness the full time Groundsman who has not yet returned. Again we are seeing the benefit of developing one of our staff to have these specialist skills to give depth of cover for such situations. It is anticipated that the season will progress well and culminate in the Dorchester Cricket club festival in late August which in turn heralds the return of the football season.

5. Tree survey work will commence later in the summer, a new electronic system is in place to accurately record the results of the surveys. At the same time conditional surveys of bins and seats will be carried out.

6. A significant amount of work has been put into reviewing the types and condition of machinery the staff use to carry out a wide range of activities. The previous Compliance Manager had done some very good work establishing an inventory and keeping records which has assisted this task considerably. Some older machines exist that are essentially worn out and these will be replaced, others although in good condition for their age and still useable, now contravene modern regulations regarding the amount of vibration they emit and these will be replaced over the summer.

7. Work has now started on developing a training programme for staff, this is slow as records are fragmented but will be completed by the end of the summer. This will allow the Council to send staff on training for critical skills where gaps have been identified or refresher training to ensure staff are up to date. It is hoped that this will again demonstrate to staff that they are valued and have a significant role to play within the service delivery area of the Council. More critical staff training is being carried out on an "as and when" basis currently.

8. The redecoration of the Borough Gardens clock is scheduled to take place this year after the school holidays are over. The colour scheme is to remain as it is. It is also hoped that the clock faces and hand mechanisms will be renewed and serviced at the same time. These are the only elements of the clock not to have been renewed or serviced as part of the original Lottery project. We have received a quotation for this work but it will be dependent upon the prices received for decoration, (quotations are due to be returned in mid-July.) not exceeding the allocated project budget.

9. The fernery within the Borough Gardens is complete. It has received many positive comments and praise from Garden users. The fernery comprises many fern species, the highlight for many being the tree ferns which add vertical height and interest to the area. Additionally, several pieces of carved stone have been introduced along with larger wood piles and an eco-pile (smaller branches piled to create a habitat and food source for invertebrates, insects and small mammals.) The whole bed is mulched with woodchip produced by the new shredder, this will help to reduce water loss and inhibit weed growth and is an excellent re-use of material we used to send to Eco in Weymouth.

The Victorian theme around ferneries is one of displaying soft decay over time or the slow reclamation of dark forgotten areas by nature, many classic ferneries also comprise tumbledown building elements to reflect this.

Whilst a tumbledown building would not be suitable for the gardens another common feature used is a piece of old agricultural or horticultural machinery which would be appropriate to the new bed. Members are requested to let Carl know if there are any likely people who would be happy to donate a piece of machinery or implement to the gardens.



Borough Gardens Fernery 2017

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11 JULY 2017

BOROUGH GARDENS KIOSK

1. At the January meeting of the Committee it was agreed that a review of the kiosk operation in the Borough Gardens be undertaken which excluded any consideration of a fully commercial operation.
2. The Town Clerk and myself met with representatives of Rethink recently and a copy of the notes of that meeting are attached. Members will note that a reporting procedure has been agreed so as to enable the Committee to monitor the activity of the kiosk over the summer.
3. Information received from Rethink as follows:-

<u>Open Hours</u>	<u>Open Days</u> (always market day and both days on weekends where possible)
April: 78	April: 13
May: 86	May: 13
June: 92	June: 14

Staffing

We currently have one dedicated Kiosk member of Rethink staff and two volunteers who regularly run the kiosk. We have four service users currently attending and gaining support, work experience and training there also. Sadly our other dedicated kiosk staff member left unexpectedly and at very short notice and therefore we have been left without cover for alternate weekends. We have a current recruitment campaign active and hope to fill this position within the next 4 weeks (19 July).

Closed days

At present due to the above we have been closed more than usual on weekends which is far from ideal, however we have utilised other Rethink community staff to plan forward and cover events in the park. For your information the kiosk will be closed Sunday 2nd July, Saturday 8th and Sunday 9th July (although I am trying to cover the Swing-time event) and Saturday 15th July.

Generally

The kiosk is running very well and due to the good weather of late takings have been higher than last year with the park being bustling.

Steve Newman
Deputy Town Clerk

BOROUGH GARDENS KIOSK: NOTES OF MEETING WITH RETHINK REPS – 4 MAY 2017

Present: Adrian Stuart, Steve Newman (DTC), Katie Foulser, Head of Community Services South, Michelle Dunnings Weymouth Locality Service Manager (Rethink)

1. AS identified the optimum outcome from the Kiosk's operation as: -
 - Providing a regular, reliable service to users of the Borough Gardens
 - Providing opportunities for a Charity to gain financially, increase its profile and provide opportunities for its own support community
 - Using that financial gain to improve its services locally to the Dorchester community
 - At minimum, ideally nil,
 - cost to the Dorchester TaxpayerDiscussions centred on how the current operation was performing against these outcomes

2. Rethink identified their current position and plans for summer 2017:-
 - Staffing is provided by
 - A paid Kiosk supervisor plus part-time casual cover
 - Four volunteers who are current/past service users
 - Occasional support from other service users and their supporters
 - Plans for 2017 opening hours are
 - Main summer school holidays – daily
 - May, June, early July, September – Wednesdays and Saturdays
 - Additional Sundays as events require
 - Rethink were not aware of the 2007 agreement which had requirements to open daily from April – September and weekends October – March
 - Currently the service makes a small loss
 - The primary focus for Rethink is to provide their clients with a positive working environment
 - The service currently makes a small loss although Rethink are aiming to at least break even in 2017

3. A reporting system was agreed as follows:
 - At the end of June, August and September Rethink would submit a one page report to Steve Newman for onward transmission to the Management Committees of 11 July, 12 September and 14 November
 - The report would cover profitability, opening hours and Rethink client benefit, plus any other issues that Rethink want to mention
 - Steve will communicate back any comments about service levels received at the Management Committee meetings.

AS

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11 JULY 2017

NEW TENNIS COURTS – BOROUGH GARDENS

1. This report updates the Committee on progress with the new tennis courts planned for the old Bowling Green in the Borough Gardens.
2. The Planning Application for the courts has now been agreed. One of the conditions of the consent is:-

No development hereby permitted shall commence until an archaeological programme of works in accordance with a written scheme of excavation and investigation has been submitted to, and approved in writing by the Local Planning Authority. This scheme shall cover archaeological fieldwork together with post-excavation work and publication of the results. The approved scheme shall be carried out as approved.

3. This condition relates to the small part of the original ground levels which have been preserved in the south east corner of the site discovered during the first archaeological investigation. The old ground surface in that area appears to have been partially disturbed by post-medieval activity. It seals a prehistoric boundary ditch, which has not been closely dated as yet, but the flint recovered from the fill suggests a Neolithic rather than Bronze Age date. Once this additional investigation has been undertaken the tennis courts will be able to be constructed as intended without further mitigation for this particular area. A written scheme of investigation has been drawn up for approval by Historic England and the investigation is scheduled to commence on Monday 17 July.
4. Five companies from the LTA's approved list of contractors were approached and asked to submit a tender for the construction of the tennis courts. Four out of the five contractors did not submit a tender. The one tender that was received was significantly higher than expected coming in at some £60,000 over the anticipated build cost. A significant part of the tender cost was the groundworks (excavation and disposal) and bringing in materials for the sub-base, due to the difficulties associated with accessing the site – the total cost of these elements was substantial. A separate quotation for this part of the work has therefore been sought from a local groundworks contractor which is anticipated to be significantly better value.
5. With regard to timescale the aim is to satisfy the archaeological planning condition (as set out above) over the summer. Discussions with contractors will also continue with a view to achieving a build cost more in line with the original estimated cost. It is hoped that the Committee will be in a position to appoint contractors at its September meeting.

Steve Newman
Deputy Town Clerk



Volunteer Centre
Dorset

Volunteer Centre Dorset

Reg Office:- The Coach House, Acland Road, Dorchester, Dorset, DT1 1EF, Telephone 01305 269214
E-mail: awards@volunteeringdorset.org.uk, Website: www.volunteeringdorset.org.uk

Dorchester Town Council
19 North Square
Dorchester
DT1 1JF

17th May 2017

Dorset Volunteer Awards Evening
26th October 2017

Dear Sir / Madam

Once again, Volunteer Centre Dorset is hosting the Dorset Volunteer Awards Evening, recognising the fantastic contribution of volunteers across the county.

Awards will be given out to nominated volunteers from three different categories: Young Volunteer of the Year, Volunteer of the Year and Group/Team of the Year. There will also be the Community Award for Volunteering, which recognises the involvement of local businesses and their staff through employee volunteering in the local community. The 'Oscar style' event is attended by 200 guests from all over Dorset and formally thanks volunteers chosen by their peers, who are truly unsung heroes of the community. With VIP guests, live music and light refreshments, this free night is the premier countywide awards night. Last year's guests included Lord and Lady Fellowes, Jean Lang, Deputy Lieutenant of Dorset and Debbie ward CEO of Dorset County Council.

As you can imagine, catering for 200 volunteers is a huge challenge financially and logistically and the only way to achieve this is via sponsorship and support in kind. We are looking for a main sponsor of £1000.00, category sponsors of £300.00 for each category and table sponsors of £50.00 per table. All our sponsors will be acknowledged via media, website, and during the evening as the night is promoted prior and post event. Your support will be hugely appreciated by the hundreds of volunteers from across the County working tirelessly behind the scenes.

We hope you feel you are able to support these wonderful volunteers. Please do not hesitate to contact us if you have any questions.

Kind regards

Craig Womble
Deputy Manager

Accredited by:-



Volunteer Centre Dorset
Charity No:-1113758 Company No:- 5685988

DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorset Food & Arts Festival 2017
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Mrs. Christine Walsh Address: Duchy of Cornwall Poundbury Farmhouse Poundbury Farm Way Poundbury DORCHESTER DT1 3RT Tel: 01305 250533 (Mobile)07796 771 571
3.	Address where activities are based.	Queen Mother Square Poundbury Dorchester DT1 3BW
4.	What area (community) is served?	Dorchester & the surrounding areas
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How does your organisation / activity benefit the residents of Dorchester	See attached
7.	Present charges/ subscription/fees. Please attach schedule if available.	See attached
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i>	See attached
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	The event is always run on donations & sponsorship and this would continue for any future events.

11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	Saturday 5 th August 2017 Saturday 5 th August 2017
12.	Please give details of the cost of the project.	See attached
13.	<i>Please give details of other grants awarded or applied for.</i>	None
14.	Amount of grant requested from Dorchester Town Council.	£500.00
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	See attached for Tribute to one of our members, Jo Yeatman.
16.	<p>Declaration</p> <p>I declare that the information given on this application is true and complete in every respect.</p> <p>I understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available, please make this known when submitting the application.</p> <p>Signature of Applicant: Christine Walsh</p> <p>Position Held: Team Administrator & PA to Peter James, Duchy of Cornwall & Co Chair of Dorset Food & Arts Festival committee</p> <p>For and on behalf of Duchy of Cornwall Date: 6th June 2017</p>	

Dorset Food & Arts Festival 2016 Budget Sheet

Income		Outgoing			
Supplier	Amount	Supplier	Amount		Notes
CG Fry	£1,000.00				
Zero C	£1,000.00				
Adam Architecture	£1,000.00	Stage & Acts & PA Engineers and Compere	£5,500.00		
Kemp & Co	£1,000.00	Monies back to WH for Cream Teas	£439.59		
Ben Pentreath	£1,000.00	Banners	£461.45		
House of Dorchester	£1,000.00	Photographer	£350.00		
Morrish Builders	£1,000.00	Festival Programmes	£1,254.00		
Blueberry Mortgages	£1,000.00	Louise Leffler	£1,200.00		
GR Edwardes	£1,000.00	Bins	£145.88		
Hall & Woodhouse	£1,000.00	Banners	£117.00		
McCarthy & Stone	£1,000.00	Website	£60.00		
Meyers	£1,000.00	Editing of Webpages	£600.00		
Porter Dodson	£500.00	Flute Cake	£175.00		
Dorset Wine Company	£300.00	Licence	£50.00		
DTC	£250.00	Cheese	£39.00		
Spirare	£250.00	Generators	£69.05		
AWP	£250.00	Loos	£562.50		
Parkers	£250.00	Electrician	£799.20		
Bridal Preloved	£25.00	Bradsons Parking Marshalls	£972.00		
Gallery on the Square	£25.00	Flyer	£317.00		
Angel Cake Company	£25.00				
Shaw Fitch	£25.00				
Chillifish	£25.00				
Blanchards Bailey	£25.00				
The Poundbury Clinic	£25.00				
Stonecoast	£25.00				
Poet Laureate	£25.00				
Duchy visits	£76.80				
DFM & DFD	£2,465.00				
Raffle Tickets/Bag Sales	£400.00				
Float	£582.37				
Total Income	£17,549.17	Total Outgoings	£13,111.67		
Weldmar Donation:					
Total Profit	£4,437.50				
Zero cash contributions but sponsorship in other ways		Duchy Contributions			
Brace of Butchers	Lamb				
Boos Toy Shop	Childrens activity				
Symonds & Sampson	Advertising	Programme & Art Work	£2,880.00		Duchy PR
BBC Radio Solent	Advertising	Gazebos (to be used again)	£235.16		
Bright Daisy Publishing	Advertising	Contribution	£0.00		
NFU	Insurance for car	Duchy PR	£3,115.16		
Anglotown	T shirts				
Meyers	Weldmar & Banner				
Waitrose	Sponsorship				
	Car Park!				

**DORCHESTER TOWN COUNCIL
GRANT APPLICATION FORM**

1. Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Life Education Wessex & Thames Valley
2. Name and address of responsible officer who should be contacted regarding this application.	Name. John Clements Address 2, Barnes Croft, Coles Lane Milborne St Andrew Dorset DT11 0LG john@lifeeducationwessex.org.uk
3. Address where activities are based.	The Prince of Wales First School St Mary's Catholic First School St Osmund's CE VA Middle School Damer's First School Dorchester Middle School
4. What area (community) is served?	Catchment areas of above schools
5. Are there any other similar facilities or services provided in the area/district?	No
6. How does your organisation / activity benefit the residents of Dorchester	Apart from the immediate impact of our programmes upon the young children (confirmed by evaluations that we have carried out) our programmes will also have a positive impact upon the local community: <ul style="list-style-type: none"> • Parents/carers attending our information sessions will be able to reinforce our positive messages at home • A reduction in drug & alcohol use by young people will result in less drug and alcohol related crime • A reduction in alcohol use will also result in less anti-social behaviour thus improving community
7. Present charges/ subscription/fees. Please attach schedule if available.	N/A
8. Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	N/A

<p>9. Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>LEW has been providing its unique and valued health and drug primary aged children (3-11) for almost 20 years. Every year we see schools throughout Dorset, Devon, Hampshire and Somerset. The ai with the knowledge, skills and self-confidence to form positive atti choices. Through the use of group work, puppets, circle time disc play, music, exercise and a variety of audio-visual materials, all chi participate.</p> <p>The fun and memorable programmes are evidence based, age-approp progressively delivered on an annual basis. They are developed a current best practice and government guidelines to complem curriculum. Children are also taught friendship skills and how to</p>
<p>10. How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</p>	<p>difference will be made up from donations and grants from other co plications to trusts, local community groups, companies and our ow ndraising events</p>
<p>11. a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>October 2017 (visit to Dorchester Middle School)</p> <p>May 2018 (visit to The Prince of Wales First School)</p>
<p>12. Please give details of the cost of the project.</p>	<p>The cost to deliver our health programmes to schools is £630 a approx.. half of this and we need to raise the shortfall. We will be sp days visiting the schools mentioned above, which equates to a shortf</p>
<p>13. Please give details of other grants awarded or applied for.</p>	<p>We seek donations and grants from councils such as yours, together trusts, local community groups, companies and we have our own pro fundraising events.</p>
<p>14. Amount of grant requested from Dorchester Town Council.</p>	<p>Up to £3380</p>
<p>15. Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i></p>	
<p>16. Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge wh grant and that the information will be available in the public domain. If you have provided any information whic made publicly available please make this known when submitting the application.</p> <p style="text-align: center;"></p> <p>Signature of Applicant(s).....</p> <p>Position Held.....Administrative Assistant.....</p>	

**LIFE EDUCATION WESSEX
COMPANY LIMITED BY GUARANTEE**
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2016

	2016 £	2015 £
INCOMING RESOURCES		
DONATIONS AND LEGACIES		
Donations	37,880	41,172
Grants receivable	<u>117,282</u>	<u>121,724</u>
	<u>155,132</u>	<u>162,896</u>
Fundraising events	<u>24,967</u>	<u>26,342</u>
INVESTMENT INCOME		
Bank interest receivable	<u>44</u>	<u>36</u>
INCOME FROM CHARITABLE ACTIVITIES		
School based programmes	<u>158,619</u>	<u>170,788</u>
OTHER INCOME		
Other income	<u>3,049</u>	<u>2,779</u>
TOTAL INCOME	<u><u>341,811</u></u>	<u><u>362,841</u></u>
EXPENDITURE		
COSTS OF RAISING DONATIONS AND LEGACIES		
Opening Stock	3,651	3,458
Books and materials	5,477	6,893
Closing Stock	(4,259)	(3,651)
Staff and pension	32,605	29,727
Office rent, rates and related expenses	2,124	3,204
Event expenses	2,328	-
Administrative salaries	16,806	15,729
Travelling expenses	415	502
Professional fees	421	3,139
Fundraising consultancy costs	8,450	2,300
Photocopying and stationery costs	130	170
Computer repairs and consumables	741	2,934
	<u>68,883</u>	<u>64,817</u>

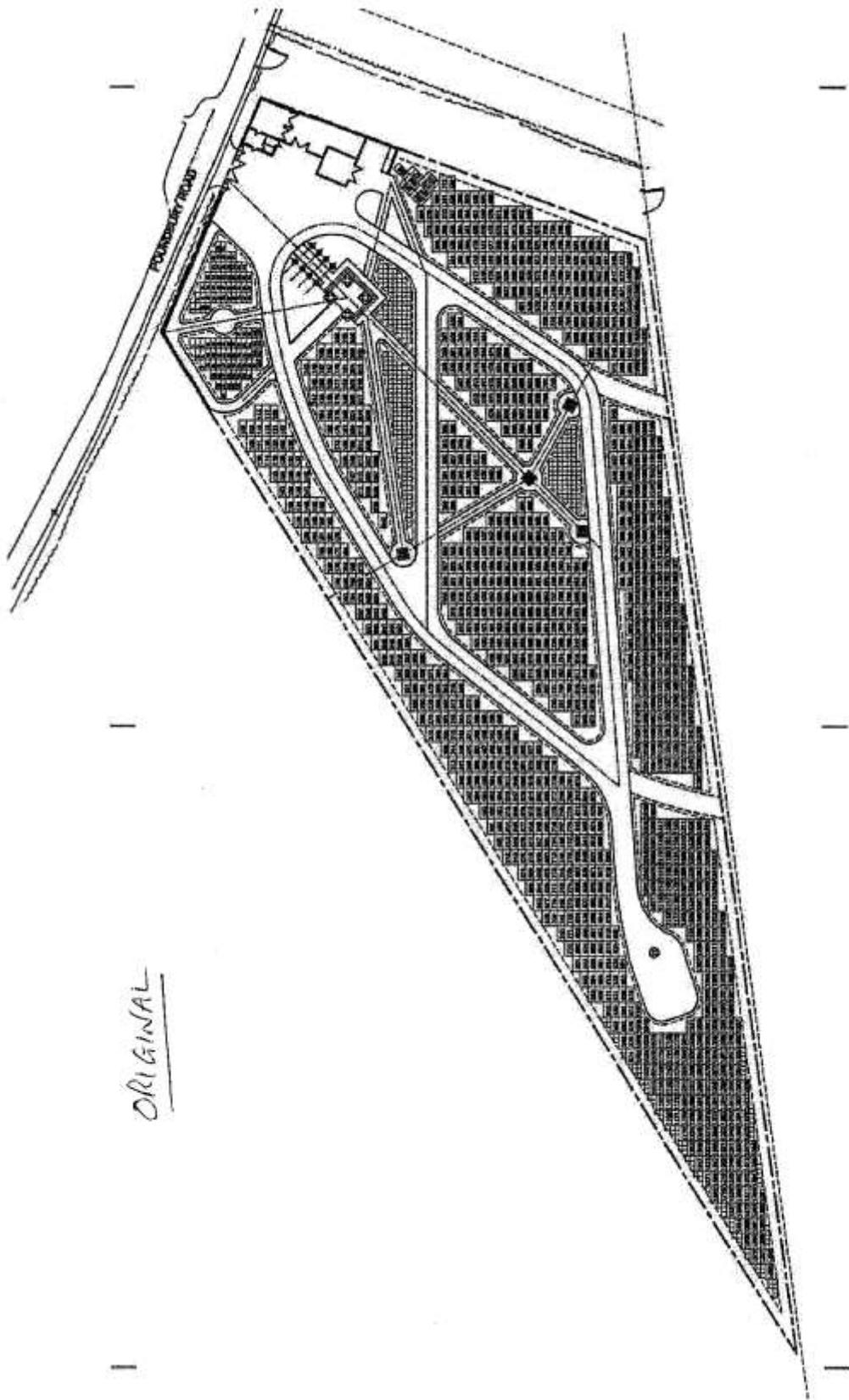
DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 11 JULY 2017
EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES

1. To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

Name	Grant No:	Grave Number
Dorchester Cemetery		
BARBARA MEMBURY	2970	2245B
ANTHONY EDGAR GEORGE WHITTINGDON	2971	2244A
JOHN RICHARD HOOKER	2973	2244b
CECIL JOHN EDMUNDS	2976	2243B
CLAIRE JAMILA PRICE	2977A	2243A
Poundbury Cemetery		
FLORENCE GILLIAN POPE	2977	688
PAMELA MARION JENKINS	2975	C92
MARIAN SUSAN GREENMAN	2978	689
Fordington Cemetery		
DAVID IAN PHAROAH	2972	GOR67
PETER HENRY GOLDING	2974	GOR68

2. Since the last meeting of the Committee there has been the following interments, ashes etc at Dorchester's Cemeteries:-

01.05.2017– 30.06.2017	Dorchester	Fordington	Poundbury
Interments	-	-	4
Ashes	8	1	1
Garden of Remembrance	-	2	-
Dorchester South Chapel	-	-	-
Poundbury Chamber			-
Children's Plot			-



ORIGINAL

ALL DIMENSIONS TO BE CHECKED ON SITE

AS SHOWN ON THE PLAN

DATE: 05/20/17

PROJECT: PRELIMINARY LAYOUT

SCALE: 1:200

DATE: 05/20/17

PROJECT: PRELIMINARY LAYOUT

SCALE: 1:200

PRELIMINARY 100617

From: Poundsbury Cemetery
Poundsbury Road
Dorchester
Dorset

The Revised Layout
Phase 2 Works

DAVID SHAW PARTNERSHIP
Architectural Estimators Making Better Tombs

10, Waterloo Gate, Dorchester
Dorset, DT1 1LQ, UK
Tel: 01302 321111

Issue: 1:200 @ A1
Date: May 2017
Drawn: [Name]
Check: [Name]
Drawn No: 35/2811/01



Revised Layout 1:200

Scale 1:200

North

0 5 10 15 20 25 metres



Sealing out dimensions 1:200

Scale 1:200

North

0 5 10 15 20 25 metres

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 11 JULY 2017**

Monitoring Report - Lettings

Chargeable Bookings 2016-17					Chargeable Bookings 2017-18				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
MAY	24	30	6	£4518	18	25	6	£3895	(£623)
JUNE	31	23	7	£4081	28	22	4	£3505	(£576)
Total	55	53	13	£8599	46	47	10	£7400	(£1199)

Bar Income 2016-17			Bar Income 2017-18		
MAY		£405	MAY	£540	£135
JUNE		£310	JUNE	£516	£206
Total		£715		£1056	£341

Non Chargeable Bookings 2016-17				Non Chargeable Bookings 2017-18			
	Council	Partners	Total		Council	Partners	Total
MAY	9	2	11	MAY	11	13	24
JUNE	5	5	10	JUNE	5	4	9
Total	14	7	21		16	17	33

Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)									
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
22	16	24	14	18	15	7(4)	3(3)	5(2)	(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 26.7%

Weymouth Avenue Pavilion 2016-17				Weymouth Avenue Pavilion 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
MAY	18	1	£868	15	0	£590	(£278)
JUNE	13	0	£520	16	0	£602	£82
Total	31	1	£1388	31	0	£1192	(£196)

Borough Gardens House 2016-17				Borough Gardens House 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
MAY	6	1	£291	9	1	£354	£63
JUNE	10	1	£417	7	3	£275	(£142)
Total	16	2	£708	16	4	£629	(£79)

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 11 JULY 2017
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	November 2016	November 2017
Boiler Service	Benzoni Services Limited	September 2016	October 2017
PAT Testing	DAM Group	November 2016	November 2017
Lightning Protection	GNS Steeplejack Ltd	August 2016	August 2017
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	August 2016	August 2017
Fire Alarms annual test and service	Andy Whitty	November 2016	November 2017
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	October 2016	October 2017
Service Clock – annual test and service	Smiths of Derby	November 2016	November 2017
Ventilation Clean	Rentokill	October 2016	October 2017
Intruder Alarm	Chubb	March 2017	March 2018
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics – 3 Year Service Agreement 14/16	May 2017	May 2018
Lift	Stannah	June 2017	June 2018
Fire Extinguishers	Fire Express Ltd	August 2016	August 2017
Fixed Wire Testing (5 Year)	New contract: 2016 A. Whitty	March 2016	March 2021
Provision of toilet sanitary receptacles and emptying	PHS group Ltd	Eco – shield White x 4 Sanitary Bag Dispenser – x 24 Nappy Bag dispenser x 26	Regular visits
Glass Collection Waste (Bar)	Dorset Waste Partnership	Fortnightly	Fortnightly
Car Park Gates – Annual test and service	Trident Access – no longer operating.	February 2016	February 2017

Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members

Project	Cost	Progress
Repairs to Town Hall stonework and external woodwork re-paint	£35,000	Scheduled for end of August early September 2017.

DORCHESTER ARTS BOARD MEETING
TUESDAY 16 MAY 2017, 4.30pm
CORN EXCHANGE

Mark Tattersall MT (Artistic Director)
Louise Sheaves LS (Chair)
Terry Hooley TH (Treasurer)
Fiona Pearson FP
Trevor Ware TW
Tess James TJ
Sara Lock SL (Vice Chair)
Carl Woodward CW
Susie Hosford SH (for WDDC)
Penny Treadwell PT
Fiona Kent-Ledger FKL (for DTC)
Jane Burden JB (secretary)

1. Present: MT, LS, TH,SH, TJ, FKL, FP,PT, JB,TW

The Chairman welcomed Jennie Veale who may become a Trustee

2. Apologies were received from: SL, CW.
3. There were no conflicts of interest registered.
4. The minutes of the last board meeting were amended as follows

- in item 5 bullet point 2 TH should be TW
- in item 6 the wording should read " things continue to go cordially"

Subject to these amendments the minutes were proposed as accepted by TH and seconded by LS.

5. Matters arising:

All matters arising would be covered by the agenda other than the photographic competition on which Trevor reported that this proposal was being progressed with the Dorchester Camera Club. There are skills in that Club to assist with the competition. There will a cost for the software to be used.

6. DTC.

Fiona reported that things were going well

- The hard hat tours of the Maltings for Councillors had not happened.
ACTION: FKL to give LS a list of these councillors. LS to organise a visit.
- The biodegradable plastic cups used in the bar are very floppy and apt to spill on the wooden multi-purpose floor. Stronger (recyclable) cups have been sourced and will be brought in once the existing stock has been used up.

7. Finance : see separate document.

The budget was distributed by TH.

The box office result for the year end was better than expected, but still below budget, so the target for 17/18 was set between the 16/17 actual and the 16/17 budget.

TW asked about ticket price increases and MT said he is reluctant to raise ticket prices but admits that there are areas (classical and jazz) that can possibly be pushed up to raise extra revenue. Participation projects will contain, where possible, a management fee to help pay for Megan's salary. DA membership fees are looking positive.

The year-end total is slightly inflated by the inclusion of some sponsorship for 17/18, but it was stressed that several new initiatives do make the 17/18 projected figures realistic.

The brochure format is probably ready for a change (see AOB for further discussion). TW asked if there is an area for advertising space on the online messages that go out? MT replied that it is difficult to sell as one-off, but Jackie is looking at brochure sponsorship revenue.

JV asked about hard copy brochure advertising but MT is reluctant to add pages for various reasons (they have to be added in 4's, resulting in a sharp increase in printing cost, plus extra paper contents in the form of letters or invites could send the postal weight over the limit).

Grants to DA remain the same; MT told the board that volunteer expenses are rarely claimed. The budget was summarised as 'break-even with some great new initiatives in fundraising'. MT enthused about the teamwork to obtain this result.

TW remarked that membership numbers could be boosted by recruitment by the Board. He thinks that the higher the membership numbers the better our future success, as it pulls people into DA space and is a good starting point for fundraising.

#Action: JB offered to find more Dorchester businesses to offer 10% discounts to members.

8 HR and Policy.

FP is working on a new board induction pack and reported that all is going well. The new Programming Assistant post was advertised and there was a tremendous response. Four very strong candidates were interviewed and Caroline Green was chosen. She has a specialism in children's programming so proves a very good fit for DA.

FP Reported that Policy was ticking along with targeted progress being made.

9. Fundraising.

PT Highlighted the role of the Sugar Group to the board. Lord Fellowes is to host a Sugar Group event in October and 3 large general fundraisers are also being planned. Smaller events are being considered and the first members' coffee morning was a great success. The Board were reminded about Mel Hooley's fundraising play 'Prescription for Murder' and Nathan Swain's place in the Dorchester Marathon.

TW updated the board on the photography competition, saying that it is going well. A small team is looking at the software development and £500 is still the figure required for this essential part of the initiative.

10 The Maltings.

MT explained that the next stage is tricky and needs careful consideration. Advice has been sought on the timing of the OJEU procurement process and on balance it seems advisable to undertake this before, rather than in parallel with, the next stage of design. This arose from a discussion with project management specialists Plann, and the current thinking is to bring them on board both to handle the OJEU process and to work on project planning, funded by the release of the 'canopy' 106 funds.

Discussions regarding an allocation from the WDDC corporate reserve have been affected by recent political developments but the plan for MT to work on The Maltings two days a week is going well and he starts in June. He reported on successful meetings with large commercial companies who could be interested in the commercial annexe and is discussing potential ideas for a consortium model to pay for the annexe building.

David Lockwood from The Bike Shed (Exeter) is visiting soon to discuss potential interim performance use of the site.

Kevin Creswell from Value Added Consultancy has delivered his VAT advice and has recommended the most efficient structure in terms of recouping VAT on the build costs. Fundamentally this involves DA as the operating entity in a building owned by The Maltings Arts, with a rental agreement drawn up between them. DA has paid Kevin's fee which will eventually be paid by The Maltings Arts.

LS offered hard hat tours of the building. Max 10 people.

MT informed the board that SL has a good contact to perform a Fundraising Feasibility Study – an essential precursor to launching the fundraising campaign proper. This would help determine the mix of fundraising required, the feasibility of raising the funds, and the likely timeline, as well as assessing local enthusiasm for and awareness of The Maltings project.

11. Board.

Jennie Veale introduced herself and LS welcomed her to the meeting.
FP informed the board of a possible new board member with law experience.
Action: She will engineer a connection for LS.
JV has a connection with an accountant (to take over from TH next year).
Action: She will follow it up and report back.

12. AD's report: See separate document.

MT reported a good end to the Spring season. He remarked that theatre had been very good but there was some feedback about the more dark pieces (often on health and wellbeing themes) that were thought to be 'depressing' and weren't building a loyal audience as had been hoped. The stand-up comedy cash cow is generally thought to be waning, but there is no indication about what genre may take its place.

DA is keen to associate with The New Hardy Players and will support their production of The Withered Arm at Ashton Farm Barn, taking a fee for marketing and promoting the shows. DA will be a good presence at the 2017 Xmas Cracker with a lantern parade.

The DA Open has lots of entries already and looks like it will be a good show. An exciting new initiative was introduced by MT on the theme of a stage adaptation of Christopher Nicholson's 'Winter', entitled 'A Pure Woman'. He is working with Poonamalee Productions/Simon Reade on the project and the aim is for it to tour in Autumn 2018, with a multiple-night opening run in late September at the Corn Exchange. MT will discuss the involvement of the Thomas Hardy Society as investors with Lord Fellows and the project would promote DA's interest in supporting and promoting local creative talent. A G4A application may also be made to go towards development costs of £20k.

13 AOB.

LS asked for comments about the brochure format. A discussion ensued with a seemingly equal opinion for 'change' versus 'stay as it is'.
Action: Board members to bring in examples of different brochures.

14. DONM:

Monday 31st July at 4.30.

The meeting finished at 6.30.