

Dorchester Town Council

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3 July 2019

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 9 July 2019 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. Biles, A. Canning, L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie, R. Ricardo, 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 12 March 2019 (adopted by Council on 26 March 2019). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. The Great Field

(a) Update

To receive an update on arrangements for the development of the Great Field from Peter Lacey, Poundbury Project Manager, Duchy of Cornwall.

(b) The Poundbury Pavilion

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

4. Site Visits – Notes of the Meeting held on 28 May 2019

To receive the notes of the Site Visit Meeting held on 28 May 2019 (enclosed).

5. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

6. Dorchester Christmas Market

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

7. Sandringham Facilities

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

8. Corporate Plan

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

9. Elizabeth Place Bonfire

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

10. Volunteer Centre Dorset – Sponsorship Request

To consider whether to sponsor the annual Dorset Volunteer Awards Evening to be held on 30 October 2019 at the Dorford Centre (correspondence enclosed).

11. Dorset Architectural Heritage Week 2019

To consider contributing to the Dorchester Joint Heritage Committee's Architectural Heritage Week event to be held on 15 September 2019. The evaluation report from last year's event is attached together with a draft outline and budget for the 2019 event.

12. Small Grant Application

To consider a grant applications (enclosed) from:-

- (i) Plastic Free Dorchester
- (ii) Dorchester and District Gardening Club

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).

Members will also be asked if they wish to continue receiving this information in the existing format.

(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.

14. Monitoring Reports

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

Members will be asked if they wish to continue receiving this information in the existing format.

15. Dorchester Arts

To consider the notes of a meeting held with Dorchester Arts on 23 April 2019 (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. Municipal Buildings Lift

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 JULY 2019

THE POUNDBURY PAVILION

1. Members will receive a wider briefing on progress in relation to The Great Field at tonight's meeting, the main focus being on Play Equipment, Tree and Shrub landscaping and Footpath infrastructure. Positive progress is being made on these Phase 1 works, while at the same time it is important that they are delivered at a pace that does not compromise the landscaping works in particular.
2. For some time the Town Council had a priority for a building for football purposes, which it would directly manage. In the last three years our need has diminished as changing rooms for youth football generally became unnecessary, while organised football in Dorchester re-focused on The Avenue Stadium and other sites. While it is unlikely that The Great Field will return to regular use for organised football this can't be ruled out.
3. Toilet provision for users of The Great Field remains desirable, not essential, and the opportunity to incorporate it into another structure is one which has been regularly discussed with the Duchy. This approach means cost build cost can be contained while visual appearance can be enhanced.
4. The Duchy have consistently advocated a Pavilion style building on The Great Field to support a number of different community objectives. Following discussions over the years with a number of parties they have developed a project with the Alcohol Education Trust, a locally based charity working nationally with schools to educate young people regarding the impacts of alcohol. The project is based on a building which serves several different purposes; office space for the AET's full and part-time staff; a multi-use space for use by both the charity and also available for hire by groups and individuals; a small café run by the charity, any profits from which will support AET's work; and toilets and other ancillary spaces necessary for the three purposes of the building.
5. Discussions with AET and the Duchy have recognised that such a building needs a surrounding space for associated uses. The Town Clerk supported a successful application to a national Pocket Parks grant fund to purchase equipment (picnic benches, planters, bins, small scale play, etc) that will enhance both the use of the building and the experience of wider park users; AET will enter into a management arrangement for this space.
6. For the Town Council such a building assists in a number of ways:
 - It supports the development of The Great Field as a destination park for both the local and wider community
 - It provides a cost efficient way of meeting a need for basic toilet provision in a park where we want users to dwell. While the primary function of toilets in the building is to meet the need of building users, the design of the toilets facilitates their use by the wider park community
 - The building itself provides a focal point for organised and casual community activity in our largest public open space

- The operator has an interest in maintaining toilet facilities to a reasonable standard
7. While both the Duchy and CG Fry are being very generous with voluntary in kind support the specification of the building and associated infrastructure has still resulted in a build cost of c. £260,000. AET have made significant progress in securing funding, with 50% already in place, constructive discussions around a further 25% and early leads on the remaining 25%. Within the constructive discussions element are two items in which the Town Council has an interest, s106 Recreation monies which received in principle support from West Dorset DC councillors in March and a direct request to this Council.
 8. While the charitable aims of AET are important and they do a lot of work with local schools, their primary focus is national; therefore that part of the building exclusively for its work is not directly relevant to the town. The café and meeting room will have a community benefit, although it should be born in mind that they will be managed to deliver a surplus to the AET. The primary benefits of the building locally are the toilet and also an enhanced outdoor offer. Our officer discussions with the AET/Duchy have centred on a capital/in kind contribution towards these elements plus ongoing in-kind and modest cash contributions towards their running costs.
 9. AET currently plans to open and close its toilets around its use of the building, likely to be based on weekday and seasonal weekend daytime opening. While this presents some risk that toilets are not open when individuals may wish to use them it will nonetheless provide a good basic level of coverage.
 10. Our 2019/20 budget includes a sum of £30,000 for the additional cost of managing The Great Field, although it is recognised that the transition to our operational control, and therefore our cost, will be gradual. At present there are no costs anticipated in 2019/20, although discussions around practical support for play equipment are ongoing.
 11. The AET is well established but has traditionally not played a role in managing either buildings or café facilities, which brings a small medium-long term risk that the building's use might change. The Town Clerk will discuss with the Duchy and AET what the fall back position is for ownership, against the background that the Town Council has not previously expressed a wish to become directly involved in its management.
 12. It is **RECOMMENDED** that £20,000 is allocated from our budget to support
 13. AET to facilitate toilets within the building and equipment for the outdoor space.

Adrian Stuart
Town Clerk

Notes of a Site Visit held on 28 May 2019 at 10.00am.

Sites visited – Poundbury Cemetery, The Great Field, Borough Gardens, King's Road Playing Fields, St George's Road allotments and Louds Mill Depot.

Attending: Councillors S. Biles, L. Fry, J. Hewitt, F. Hogwood, S. Hosford, D. Leaper, T. Lyall, R. Major, R. Potter and M. Rennie.

Adrian Stuart, Town Clerk.

Steve Newman, Deputy Town Clerk.

1. Poundbury Cemetery

The Deputy Town Clerk updated Members on the work that had recently been undertaken at the cemetery, the work that was still in progress and work that was planned in the near future:-

- The earth bund had been removed and new north westerly boundary wall had been completed.
- The additional road network had been completed.
- Disturbed soil from the building works and been re-seeded.
- Work had commenced on chasing out the cracks and cleaning the original northerly wall in readiness for it to be painted with Keim breathable paint later in the year.
- Work would commence during the summer with a new cleft chestnut post and rail fencing with an entrance arch to the green burial area together with wildflower planting following the work being undertaken to create the correct soil conditions.

The Town Clerk identified the land adjacent to the southern boundary of the cemetery which was potentially earmarked as land for an extension to the cemetery. Members felt that the Town Clerk should initiate discussions with the Duchy of Cornwall regarding delineating the area on the ground sooner rather than later.

2. The Great Field

The Deputy Town Clerk reported on the consultation exercise undertaken by the Duchy of Cornwall in respect of the development of The Great Field which was intended, when complete, to be transferred to the Town Council. The proposals for The Great Field included:-

- Extensive tree and shrub planting.
- The provision of an amphitheatre area.
- A new statement play area.
- A new café and offices to be provided and managed by the Alcohol Education Trust.
- A network of paths around the area which Park Run had already expressed an interest in making use of.

3. The Borough Gardens

The Deputy Town Clerk informed the Group of the refurbishment to the Gardens and the House which had been carried out in 2006-07. It was also reported that a new Head Gardener had been appointed and he would be commencing his duties mid June 2019. The Town Clerk reported on

the various costs associated with the Gardens and the work that had been undertaken by the Outdoor Services Manager to integrate the outdoor services staff as a whole. It was noted that Members would be asked to give further consideration, at some stage, to the options available for the greenhouse area (and operation) and surrounds and tennis courts one and two.

Members walked the Gardens and their attention was drawn to the Highway work being undertaken at the Princes Street entrance and the work proposed for the surfacing surrounding the Gregory Memorial Fountain.

The Group felt that the Gardens were a great asset to the town and were being managed to a high standard which was also reflected by the Garden's green flag status.

4. King's Road Playing Field and Play Area

The Group visited King's Road playing field and play area. It was noted that there was no longer a demand for football on the playing field and that it was now generally little used. The sports arena, older children's play equipment and the enclosed play area were popular.

The Town Clerk informed Members of the idea of creating a wildlife walk from King's Road Playing Fields, across the river and all along Lubbecke Way to Long Bridge. This matter would be considered further during the development of the new corporate plan.

5. St George's Road Allotments

Members visited the allotment site and was updated regarding the number of sites and plots around the town and the current allotment waiting list (there was not one) and the efforts that had been made to reduce the subsidy for the service, which was now very small, paid by the town's council tax payers.

The Group noted that the notice board at the St George's Road allotment site was to be moved to a more appropriate position and the gated entrance closest to St George's Road had recently had the slope angle reduced enabling better access to that end of the allotments.

6. Louds Mill Depot

Members visited the Louds Mill Depot and noted its facilities. The Town Clerk reported on the installation and benefits of the solar panels which had recently been fitted to the roof of the depot.

The Group felt that the depot was a very useful facility and was still in good condition and fit for the future.

Meeting closed 1.15pm.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9th July 2019 OUTDOOR SERVICES UPDATE REPORT – Early summer 2019

1. The start of this period saw hot, dry weather arrive (after very wet conditions) until late May. This resulted in significant early droughting in May. June saw more mixed weather with regular rain and grass growth was, and continues to be, vigorous. Maximum effort was put into trying to keep the grass under control which was achieved. Rota based team working and flexibility is now embedded and has resulted in increased productivity. There have been no complaints about long grass in areas the council has responsibility for so far this year. The drier conditions in late June and early July, now established, should see grass browning and growth slowing, Operations however will carry on as weed growth and the production of grass seed heads still continues making verges a little shabby to look at unless cut.

2. The new Head gardener for Borough Gardens has been recruited and started work in Mid June. His immediate brief is to review work methods and processes along with the plantings and cultural operations in conjunction with the Outdoor Services Manager. Since his arrival he and the staff have been working hard doing many tasks within the site. The main effort has been concentrated on the maintenance of the summer annual bedding and the carpet bed which this year commemorates “Twinning with Bayeux”. In addition, good work has been carried out continuing to open up the entrance to the gardens from Cornwall Road/ Princes street, building on the completed road works project outside to make the junction safer. This will make the gardens a very inviting site to people who look from the junction, encouraging them to visit. Additional work has been done cutting the hedging around the fountain that had been left to overgrow the work in this area is still ongoing and will encompass formative pruning of the adjacent overgrown shrub beds. This work will establish the quality of maintenance expected in the future which will slowly be spread to the rest of the gardens over the coming months, increasing their quality and appeal. The more flexible working approach has seen grass cutting in the gardens carried out on a more frequent basis by depot staff. The compost area, ladders, fencing and pallets have now been moved to enhance the visual effect which has improved the Cornwall road entrance area.

3. The outdoor services team have been very busy grass cutting although the recent dry weather now means their attention can turn to other operations in the coming weeks. Routine work has continued, keeping play equipment in a safe condition. A deeper maintenance visit is taking place at Borough Gardens ahead of the school holidays to try as much as is possible to keep the play areas’ infrastructure and equipment going for the summer break when use is high. During the coming winter, works will take place to replace rotting retaining timber structures with rendered block to provide a longer lasting solution along with some re-grading to remove dips that collect water and the digging of a larger soak away to allow the currently disconnected water fountain to come into use again without the problem of the soak away surcharging into the play area.

Within cemeteries attention focused on re-seeding the newly graded soil area in the sections bordered by the new road and wall. The weather after seeding was very dry and germination was poor however the later wetter spell saw further germination which has now been cut to demarcate the newer wildflower areas from the formal burial sections.

Work has continued on the redevelopment of the natural burial section; topsoil has been stripped back and roughly levelled in preparation for seeding in the coming autumn. In the meantime, we are treating the re-growth of pernicious weeds and grass in the area to create as clean a seed bed

as possible to prevent the problems that developed previously where desirable species could not compete and died out leaving essentially rank grass. The site will have a border of regularly cut grass to allow easy access and provision of seating. Quotes have been obtained for new fencing and gates to that section and orders have been placed for those elements of the works. Members will be aware for previous reports that to improve appearance staff have been instructed to no longer mound up graves upon backfilling and to instead top up graves on each monthly grass cut visit, this is less unsightly and leaves a better overall finish as does the use of decking to prevent grass damage when graves are being dug. A further notable increase in quality has been achieved by the newly introduced policy of removing all spoil produced by gravedigging from the site until the service is completed this has allowed for safer movement around the actual grave, more room for mourners and also a much-improved visual appearance for attendees to the funeral.

4. Biodiversity work has moved forward further with the introduction of trial wildflower areas at Fordington Cemetery as per the Biodiversity action plan item 6.0 Calcareous Grassland.



Several sections of prominent wildflowers have not been cut so far this year; it is fortunate these are in the main not in zones where recent burials have taken place so easing issues around safe access to graves etc. Temporary information notices will be put up in the cemetery advising users of the projects aim and ambitions. If this is well received this year then the scheme will become permanent with more information provided on site by the planned target date of Feb 2020. The grass/wildflower banks at Maumbury rings will be cut in the next few days the cuttings will be raked by volunteers and disposed of. This will coincide with the preparation for use of the site for the Moonbury Event. A second electric powered vehicle has been ordered; this is expected to be delivered sometime in the late summer. It will replace a diesel-powered pick-up type vehicle used for the collecting of litter and emptying bins across the Town as well as the cutting of vacant allotments, hedges etc so will be very visible. The vehicle will be the same specification as that used in borough gardens and will be similarly sign written.

Officers are commencing on work to evaluate the purchase of batteries to store electricity generated by the panels on the depot roof. It is envisaged that this storage capacity will provide for the charging of electric vehicles and equipment. Garden maintenance equipment such as hedge trimmers and brush cutters will continue to be replaced at end of life by battery powered alternatives.

6. Staff training has continued with two staff recently completing a course in the inspection of play grounds and equipment. This is part of the wider staff development work commenced 18 months ago and again contributes to staff flexibility, critical skills mass and future planning to avoid skills shortages.

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 JULY 2019

DORCHESTER CHRISTMAS MARKET

1. In January the Town Council agreed to support the development of a Christmas Market in Dorchester for 2019. Positive progress has been made with Weldmar and Dorset Food and Drink regarding the event, the current position being
 - The Dorset Christmas Market will take place from Friday 6 – Sunday 8 December, timings broadly as follows:
 - Friday 6 1400 - 2100 Workshops, Carols and Santa arrival, Lights
 - Saturday 7 Noon - 2100 Bands, Lights
 - Sunday 8 1100 - 1600 Weldmar Santa Run
 - The Market will host c. 100 quality Dorset food, drink, arts and craft traders and will be managed by Dorset Food & Drink on behalf of Weldmar
 - Traders will largely operate from marquees on the grass space south of the band stand and the adjacent tennis court hardstanding, but other parts of the Gardens may also be used
 - A Christmas light display will be delivered across the 3 days, primarily at the northern end of the Gardens, but again other parts of the Gardens will be used
2. A high quality market in a suitably dressed Borough Gardens has the potential to be a major success, both for operators, traders, visitors and the wider town centre business community. However the event is taking place outside in early December, with all the weather and festive competition risks that this brings.
3. The broad principle of the event is that Weldmar and Dorset Food and Drink will share profits from the event after all costs, including those for lighting the Gardens and additional costs incurred by the Town Council have been met. The primary sources of income for the event are currently pitch fees and sponsorship, while the main costs are infrastructure (marquees, power), lighting, promotion, security and event management; collectively it is anticipated that the event will offer a modest surplus that will further Weldmar's work.
4. Weldmar have expressed concerns that the potential return from the event is limited without the opportunity for an additional source of income, either with the Town Council meeting the costs of the lighting, or by charging visitors to the event for access to the Gardens.
5. As background information
 - The Market event offers an opportunity to deliver a very different event in the Gardens; winter-based, multi-day, significant additionality above our standard Gardens offer, encouraging new visitors to visit the wider town centre in the run up to Christmas
 - Dorset Food and Drink have joined the partnership to develop the event; for them this year the Market replaces a popular chargeable event that they have previously operated elsewhere in the county. It is very much hoped that a successful Dorchester event will

become a permanent fixture in their events calendar. Dorset Food and Drink are a CIC with an obligation to cover their cost of operation.

- Weldmar see the event as a fund-raiser and bring significant goodwill to the event – however they cannot afford to risk funds without a reasonable chance of reward.
- To lower risk for the other parties the Town Council is looking to break even in year one but may look to share in financial returns in future years
- There has been a noticeable reduction in the number of community groups coming forward to develop and operate events in the town, with those that have come forward having greater expectations of the Council; this summer has seen the loss of several popular outdoor events as groups struggle with loss of volunteers, reducing availability of sponsorship, red tape obligations and uncertainty over the weather
- Generating income directly from visitors may become the norm as “non-community” operators look to develop new events
- Data from recent events indicates that our visitor base is increasingly drawn from outside the town, with this event in particular being marketed Dorset wide
- Traditionally the Council has made the Borough Gardens freely available to community partners, occasionally offering some form of financial or in kind support. However these have tended to be summer based, one-day events with less infrastructure and less risk associated with them. The Christmas Market and Lights event is on a wholly different scale.

6. Members are invited to consider making one of three responses to the request made by Weldmar
 - Reject both financial support and Charging for access – it is unlikely that the event would take place beyond the first year and may not take place in the first year, while partners may look to develop an event outside of the town
 - Provide financial support – a grant of c. £6,000 would remove partner concerns. While this might overcome a first year issue it is difficult to sustain longer term
 - Allow charging for access to the Gardens – permitting Weldmar to require a donation of £2 a head for adults should create in excess of £6,000 (1,000 visitors x 3 days). While it will be very obvious that additional services (the lit Gardens) are being provided this would, however, be the first time that a charge has been levied for access to the Gardens
7. Of the above the Town Clerk sees the third option, allowing Weldmar to make a charge to access the event, as the most sustainable long term option.
8. The Committee’s instructions is sought.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 JULY 2019

SANDRINGHAM FACILITIES

1. The Town Council has interests in a number of linked assets at Sandringham:-
 - We own the freehold of the main Recreation Ground, which incorporates
 - Play Equipment, a Ball Wall, Parcour equipment and Exercise Gym
 - Space for two football pitches - one full size one reduced size
 - We own the freehold of Sandringham Annex, which has space for two starter football pitches
 - We have leases, from the Duchy of Cornwall, to land occupied by the Bowls Club and the Rifle Club, part until 2040, part until 2086
 - We have sub-let most of this land to Dorchester Bowls Club, receiving c. £3,000 pa
 - The Bowls Club then lease back to us c. 10% of the building as 4 Changing Rooms, 2 Officials Changing Rooms and a First Aid room (with restrictions on their use) and a Groundsman's store
 - We have sub-let part of the land to the Rifle Club on a peppercorn rent
 - We own the freehold to the Car Park with c. 100 spaces
 - In the corner of which is a Pentanque terrain available for casual play
2. Historically, because there were a number of adult clubs involved, the Town Council has managed the football pitches and recharged on a per game basis, with a significant subsidy to football. However in recent years there has been a reduction in demand for full-size pitches for adult football, while the creation of the all-weather pitch at The Avenue, with this Council as a major funder, has significantly increased capacity.
3. In 2018-19, a trial year, the above assets were managed as follows:
 - Dorchester Bowls Club managed their facilities and building for their membership, with an exchange of invoices between us for utility and other costs
 - Dorchester Town Youth Football Club had access to the Changing and Groundsman facilities and managed all the football pitches (they marked out three pitches) for their own exclusive use – they made a payment to the Town Council which offset the cost of mowing but did not cover the cost of the buildings
 - The Town Council managed the play equipment, car park and wider green space for use by the general community
4. These arrangements have worked well, although there are some changes that individual parties have now raised
 - The Bowls Club have made a request that the Town Council consider the surrender of the four large Changing Rooms, to be reconfigured for Club purposes
 - In the absence of evidence, to date that a subsidy needs to continue, I have indicated to the Youth Football Club that they should take on the costs of any building they continue to occupy, such that the future Town Council subsidy is reduced by c. £1,000 a year

- The Youth Football Club are keen to retain access to the pitches, Groundsman's store and Official/First Aid facilities, but would be willing to see the Changing Rooms surrendered if it reduces their future cost; separately the Club have raised some minor operational issues that they would like to resolve
- Separate to the above the Town Council continues discussions with the Dorchester Ballet and Dance Club about a long-lease for part of the Car Park/petanque area for a new Dance building – the Club are currently fundraising and designing the building this would require the relocation the petanque court and the loss of c. 10 surplus car park spaces – the car park would be used more, but not excessively)

5. The pros and cons of acceding to the Bowls Club's request to surrender the Changing Rooms are: -

- Pros
 - Allows the Bowls Club to develop its offer
 - Makes use of currently redundant Changing Rooms
 - Reduces our cost of operation, freeing up funds to allow new groups and services to benefit from our support
- Cons
 - Permanently removes Changing as an option for grass pitches when used by Adults

There have been nil requests for pitches from Adults this year. Adult usage is now focused on the 1610 and DTFC artificial pitches and is moving increasingly to five/six a side casual play. This trend is unlikely to be reversed.

6. It is **RECOMMENDED** that, subject to the outcome being considered equitable to all parties, the four Changing Rooms at Sandringham are permanently surrendered to Dorchester Bowls Club.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 JULY 2019

DORCHESTER TOWN COUNCIL CORPORATE PLAN

1. One of the core documents that the Town Council uses to help direct its work is the Corporate Plan, which Members will be aware is due to be rewritten to reflect the aims and aspirations of the newly elected Council.
2. The Plan focuses on two primary roles
 - a. Providing our own Services, e.g. managing the Borough Gardens and recreational spaces, Municipal Buildings, Cemeteries, Allotments, and many of the events that take place in the town
 - b. Working with others to help them deliver services – this encompasses a wide range of diverse partnerships and relationships, ranging from encouraging the Dorset Council and other government bodies to deliver their services to take account of the town’s aspirations and needs, through to working with business and third sector partners to deliver a strong local economy with a vibrant cultural and community offer
3. The Plan uses available data to help shape responses to some of the big questions facing the town. The last plan focused on population demographics, housing, the economy including heritage tourism, traffic and parking, the environment, how our community works and long term growth, as well as the services we ourselves provide. It has been requested that the new plan should place extra emphasis on health and wellbeing and climate emergency.
4. Plans need resources, our primary resources being staff, cash and properties/sites. Staff continue to adapt to changing demands and our revenue budget has significant flexibility built into it, but the need to look after our existing properties/sites reduces that flexibility. Notwithstanding this our resources have and should be able to continue to adapt to some new demands emerging from the Corporate Plan. A Medium Term Financial Strategy, which establishes growth in the precept, will be a key component of the plan.
5. The timetable for the plan is as follows:
 - a. August/September Informal sessions on distinct elements of the plan
 - b. September Council First draft of a new Corporate Plan
 - c. October – December Consultation and redrafting of the plan
 - d. January Council Adopt a new Corporate Plan with a new Medium Term Financial Strategy
6. Unfortunately there is a major problem with the above timetable. The newly created Dorset Council is undertaking a review of its discretionary spend and a restructure of its mandatory services, both of which are likely to have significant impacts on services provided to local residents. At present it is impossible to predict the outcomes of this exercise and if Council wishes to respond to changes at the Dorset Council it will need to retain flexibility, which will require a further, possibly significant, review of the plan in 2020. It is also highly likely that the pressure to protect services previously delivered by the Dorset Council and others will require a greater level of resources than we currently have available.

7. Notwithstanding the above it is still important to start the Corporate Plan review, as much of its direction can be established without knowing the Dorset Council exercise outcome.

OPERATIONAL SERVICES REVIEW

8. Thusfar our approach to change in operational services has been largely opportunistic and ad hoc, but we have nonetheless achieved significant savings and changes in sports provision (transfer of Cricket and Football), user fees (Cemeteries and Allotments), management (Borough Gardens Flat, Weymouth Avenue Pavilion) and challenged some examples of uneconomic service delivery (e.g. Allotments green waste, Borough Gardens water).
9. Today by far the largest part of our budget and staff resources are still focused on the things that we deliver operationally, being:-
 - a. Parks – Borough Gardens, The Great Field
 - b. Larger Open Spaces – Sandringham, Weymouth Avenue, Salisbury Fields, Maumbury Rings, Kings Road
 - c. Smaller Open Spaces and Play Spaces – including Fortress Green, Fordington Green, Tomas Hardye Gardens Oval, Millstream Nature Reserve, Elizabeth Place, Holmead, Maiden Castle Road, the Skatepark etc
 - d. Closed Cemeteries at Weymouth Avenue and Fordington and the cemetery at Poundbury
 - e. Allotment sites
 - f. Municipal Buildings and other properties including 19 North Square, Borough Gardens House and Louds Mill Depot
10. For the above it would be helpful to shape an agreed direction for each element (site, event), based on questions such as
 - a. Is the service element relevant?
 - b. Can it be delivered in a different way?
 - c. Could someone else take a management role?
 - d. Should we be investing and developing this site?
 - e. Who should meet the costs of the site? Users or the wider community?
11. Members are invited to consider whether they wish to adopt a more structured approach to reviewing our operational services. The Committee may wish to set up a Task and Finish Group to assist officers to develop a more coherent approach to the long term management of our many sites.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 JULY 2019

ELIZABETH PLACE BONFIRE

1. The Committee will be aware that the Town Council now owns the grassed area and play park at Elizabeth Place following the transfer of the land to the Council from Magna Housing.
2. For many years local residents have held a bonfire night bonfire on the site. The bonfire is not organised by the Council or any other formal organisation.
3. The bonfire generally starts getting built up a few days prior to bonfire night. By the time it is lit the bonfire is very large.
4. With the bonfire site being freely accessible 24 hours a day, unscrupulous traders and individuals use the site to dump materials which should never be included within a bonfire, in some cases materials which could be dangerous.
5. Because of the irresponsible dumping Town Council staff have to spend time every day running up to bonfire night going through the bonfire and pulling out dangerous material. In the past staff have discovered and removed fridges, freezers, ovens, mattresses, metal bed frames, sofas, car tyres, gas canisters, a large rubber dinghy, bathroom suites, huge amounts of plastic goods and more.
6. The Council has tried to restrict what goes on the bonfire by placing herras fencing around it, this does sometimes stop dumping direct into the bonfire but it does not stop the dumping of materials which are just left on the site regardless.
7. After the bonfire Council staff have to remove all of the remaining debris and make good the site.
8. The cost to the Council of trying to ensure that the bonfire is safe and the site reinstated afterwards is as follows:-
 - Staff costs - £450
 - Herras fencing hire - £35
 - Waste disposal charges - £900
9. Both the fire service and environmental health have previously received complaints about the bonfire being unsafe and causing huge amounts of smoke; the fire service has also, in the past, been called out to dampen it down so as to prevent further issues.
10. The bonfire has been a traditional community event for many years and is undoubtedly well liked by some local residents but, at present, no local group has come forward to manage the event. In the absence of such a group the bonfire remains an unauthorised event on Council land and will continue to be treated as such.

11. Members will be asked to note the contents of this report and to give an indication as to how they wish this matter to be dealt with going forward.

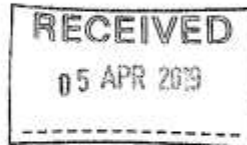
Steve Newman
Deputy Town Clerk



Volunteer Centre
Dorset

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

Mr S Newman
Dorchester Town Council
19 North Square
Dorchester
DT1 1JF



3rd April 2019

Dorset Volunteer Awards Evening

Dear Mr Newman

This year we are once again holding the Volunteering Throughout Dorset Awards Evening which will be held on the 30th October at the Dorford Centre in Dorchester. The event couldn't happen without the sponsorship of businesses and donations. Would you consider supporting this?

Throughout Dorset thousands of volunteers make a huge difference to our lives, this includes volunteering at heritage sites, areas of outstanding natural beauty, schools, hospitals, emergency services, in the arts environment or their local community. People are making a difference every hour, every day, and supporting those most in need.

We are fundraising for the Awards Evening and I'm writing to ask if you are able to support the event again this year. It is Dorset's main awards night specifically focussed on recognising local voluntary achievements. Previous year's guests have included Lord and Lady Fellowes, Angus Campbell - Lord Lieutenant of Dorset and Andrea Begley, ambassador for RNIB in N. Ireland and winner of The Voice in 2013.

Volunteers are nominated in 3 categories: Volunteer of the Year, Young Volunteer of the Year and Volunteer Group of the Year. It's their special night and gives organisations a chance to say a big thank you. It's inspiring to hear about the selfless contribution individuals give to make a difference.

We are seeking sponsorship to make it a success. This includes table sponsorship of £50 per table, category sponsorship of £300 per category and a main sponsor of £2500. All sponsors will be publicly acknowledged as the night is promoted prior and post event. In order to maximise advertising potential, we would like to secure sponsorship as early as possible.

This is a great opportunity to raise your profile, plus an opportunity to improve your social and community support. We hope you feel you are able to support these wonderful volunteers. Please share this information with anyone who may like to support this event. 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 HERITAGE COMMITTEE
An Evaluation of 'Open Dor' – High Street Heritage Day,
held on 16 September 2018

1. What was the event?

High West and High East Streets were closed to traffic from 10am to 4pm on Sunday 16 September 2018 to enable people to enjoy their High Street without traffic. Shire Hall and the Dorset County Museum ran free events as part of this and heritage tours were provided by Blue Badge Guides and the Curator of the Keep Museum. The event was part of Dorset Architectural Heritage Week and the Europe-wide Heritage Open Days initiative.

The Highlights

Over 2,000 visitors to High East and High West Streets, 1,162 visitors to Shire Hall, around 500 tour participants, and 1,080 museum visitors

“It was like being tourists in our own town,”

“ A fab day!”

“Three times my usual takings. Events like this have the potential to revive High East Street's economy.”

“This is 100% success. It's wonderful; you wouldn't know the area. We could do with this once a month. That's what we need: a break from the traffic. As a resident I must thank you and the team and the Council.”

“About 80% of the visitors were local; some of whom had never been before.”

“It made a Sunday like a Saturday in terms of business.”

“DEFINITELY worth doing again.”

28,665 views on Facebook of the video of Tom Brown's mass hokey-cokey!

2. What did the event include?

Dorset Architectural Heritage Week has been running for 25 years and is part of the Europe-wide Heritage Open Days initiative. Some Dorchester attractions such as Shire Hall have taken part in previous years' programmes, but this is the first time that High West and High East Streets were closed to traffic to allow people to enjoy Dorchester's best street without cars, noise and pollution.

All businesses and residents in High East / High West Streets and those residents affected by road closures were informed by letter well in advance of the event.

The programme included:

- 10am – 4pm – Closure of the street from Eastgate to Top o'Town
- 10am – 4pm – Free entry at Shire Hall
- 10am – 4pm – Free entry at Dorset County Museum with archaeological tours
- 10am – 4pm – Civic Society display in the Corn Exchange, plus display about the Kings Arms
- 11am and 3pm – Tour of the Keep and Barracks with Chris Copson, Curator
- 11am, noon, 1pm, 2pm, 3pm – tours of High West Street with Blue Badge Guide
- 11.30am, 12.30pm, 1.30pm, 2.30pm, 3.30pm – tours of High East Street with Blue Badge Guide
- Around 11.30am – 4pm – Forgiveness Project exhibition in St Peter's Church
- 12.30pm – The Mayor's tour of High West/High East Street tunnels and cellars
- 3pm – Hokey-Cokey in the High Street, arranged by Tom Brown's pub
- Roman tours of Dorchester (private arrangement with Dorset County Museum, charge applied).

3. Who ran it?

Open Dor was run by Dorchester Heritage Committee with assistance from Dorchester Blue Badge Guides and Dorchester Civic Society. Events were run independently at Shire Hall through the week and on the Sunday and the day co-incided with St Peter's Church's Forgiveness Project events.

The event was co-ordinated by Kate Hebditch and Alistair Chisholm on a voluntary basis, with support from Steve Newman, Dorchester Town Council. The time contributed by volunteer guides, stewards, marshals and organisers amounted to about 80 hours.

4. Advance publicity

The event was given national publicity via the Heritage Open Days website <https://www.heritageopendays.org.uk/visiting/event/open-dor> and featured in the Dorset Architectural Heritage Week booklet produced by East Dorset Heritage Trust <http://www.edht.org.uk/dahw.html>. In addition, posters were distributed around the town and press releases issued. Tom Brown's event was publicised widely on social media and the street closure and tours were publicised by email newsletter, in the Town Council newsletter and on the Visit Dorset website.

5. What did people think of it?

5.1 Visitor response

The best estimate of visitor numbers that we have is around 2,250 (based on an estimate of 50% of all visitors visiting Shire Hall, which had 1,162 visitors).

Responses from visitors were overwhelmingly positive, with comments including "It was like being a tourist in your own town" and "there was so much to see we didn't manage to do it all" and hundreds of comments about the ability to enjoy walking down the middle of the street.



No, it's not a traffic accident; it's someone enjoying the experience of being able to lie down in the street and not be run over!

Around 360 people took one of the ten tours with the Blue Badge Guides and a further 60 people joined the Mayor on his Dorchester tunnels tour. The guides and volunteers reported very positive feedback: "It was a fantastic day and good to see so many residents as well as visitors out and about. It gave much pleasure to walk down the middle of the High Street!" "It was quite an amazing experience and very enjoyable on many different levels. I was amazed and delighted at how many people came out." "DEFINITELY worth doing again."

A survey after the event only resulted in twelve responses, which are reproduced at the end of the report.

5.2 Impact on local residents

Responses from residents were also overwhelmingly positive, with all enjoying the peace and absence of traffic. Some commented on the cleaner air that they experienced and church-goers reported a much more peaceful service without the noise of traffic and the frequent beeping of the pedestrian crossing. A resident of Homechester House asked if future events could include something at the Top o'Town for less mobile residents.

5.3 Visitor attractions in High West Street

5.3.1 Shire Hall

Shire Hall had 1,162 visitors. They were very pleased with numbers and with the level of donations. The event acted as a good advertisement for the new attraction and they expect first time visitors who came that day to return for future visits. 30-40 new names were signed up to the mailing list. A lot of visitors were locals who were very curious about the building, and a significant number had worked there when it was WDDC offices. The popularity of the building tours has led to Shire Hall deciding to do monthly behind-the-scenes tours.



Shire Hall is generally open on Sundays and visitors benefit from free parking. They feel that there is the potential for other heritage attractions to work together to provide a more coherent offer on other Sundays. The spend in the shop that day was comparable to other busy days, and exceptionally good for a Sunday.

The advertised free days appear to have led to a reduction in visitors in the week leading up to the event, but Shire Hall are keen to be involved in next year's Heritage Open Days and any additional traffic-free High Street days, although would not be able to offer free admission on any additional days.

5.3.2 Dorset County Museum

The County Museum was in the process of closure for redevelopment, but opened on Sunday 16 September with free admission and archaeological tours of the excavations at the rear of the Museum. A museum trustee reported it to have been an extremely good day, with approximately 1,080 visitors. The trustee running archaeological tours reported: "We had a constant stream of people viewing the archaeological excavation from the minute we opened and throughout the day. It was great to see such a wide variety of people of all ages showing a real interest in the history of the town, and enjoying the opportunity to see, the site and hear about what had been found."

5.3.4 Tutankhamun Exhibition

Staff reported that visitor numbers were good that day and that they would be happy to collect figures if the event is repeated.

5.3.5 The Keep Military Museum

It was more difficult to build in the Keep as part of the event, as it lies outside the pedestrianised area. The Keep has previously taken part in Heritage Open Day events by providing evening tours and this time the Curator provided two tours of the Keep and Barracks area at 11am and 3pm. It was not possible to open the Museum on this occasion. Previous HOD events have had a take-up of around 8-10 people per tour and this time there were around 40 people on each. The majority of these were local, with just two people from the West Midlands.

The Museum would be happy to take part in future and would be willing to provide free admission if additional help in either staffing or a grant could be provided. They also see the potential for architectural study days to take place on the Saturday before the HOD Sunday event.

5.3.6 St Peter's Church

The Vicar reported a very positive experience. She said: "It brought in loads more people to the church than usual on a Sunday which was excellent as we had the Forgiveness Project exhibition going on. Mostly people were just interested in the church building and were asking questions. Any grumbles about access were outweighed by the positive experience of so many people around. We have already talked about wanting to put on more hospitality, and to provide proper guides and perhaps do trips up the tower – the view is amazing! I think it was well worth doing."

5.3.7 Roman Town Tours

These were run privately by two costumed individuals, in conjunction with the County Museum, and there was a charge for the tours. As all other activities were free, they did not have any customers. If they are involved in the future, a grant could be found to enable them to offer free tours. This may be a way of encouraging visitors to the Roman Town House, which would be a valid inclusion in a town-wide heritage event.



5.3.8 Dorchester Civic Society

Dorchester Civic Society had intended to have a photographic exhibition in the Corn Exchange, but the volunteer who was arranging this was away. A Civic Society committee member had information stall in the Corn Exchange and handed out leaflets about High East / West Street buildings and stated it to be a very worthwhile exercise. It would be beneficial to build the Civic Society into the planning of the event next year to ensure their efforts do not overlap with others and that they can receive assistance with displays etc.

5.4 Response from High West and High East Street businesses

Not all businesses were open, but those which were were satisfied with the result, with some reporting an increase of three times their normal business and others reporting an equivalent to a Saturday's trading. Some, such as **Medusa**, did not see a particular increase in trade, but felt that it was good publicity for their business with visitors saying "I didn't know you were here," or "I didn't know you sold that". **Seventh Seal** felt that, although there wasn't a real increase in business, they were keen to join in as they occupy one of the oldest buildings in the town and wanted to show it off.

Beyond Words bookshop reported trade of around three times higher than usual and about eight times more than the subsequent Sunday. They believed events like this have the potential to revive the economy in High East Street.

Fusion Lighting were pleased with the day and surprised more shops weren't open; **Majestic Wine** had extra customers and thought it was "generally a good thing". **Great Western Camping** liked the idea, but are not open on Sunday and would prefer the event to be run on a Saturday.

Autobitz, which is usually open in Sundays would like marshals to provide better information, but were not against the closure in principle. **Kwik-Fit** in North Square had informed their management of the road closure, but were still required to be open and saw very little trade.

5.5 Pubs, cafés and hotels in High West/High East Street

Tom Brown's pub threw themselves into the event and had a barbecue outside, tables and chairs in the street and arranged a mass hokey-cokey dance in High East Street for customers and visitors. They reported that it had been a good day for business and a really good community event. They are keen to support future events and would like to compete for the hokey-cokey world record!



The Tom Brown's Hokey-Cokey

The **Posh Partridge** was open and saw good trade – the equivalent to a Saturday. The **Horse with the Red Umbrella** would have opened, but were unable to due to family circumstances. **Hot and Sweet Café** at Top o'Town was not open.

Re-loved Café considered it a success and put extra tables out in Cornhill. They did better than ordinary Sundays and would like to see it repeated. **Ye Olde Tea House** had a good trade in both Sunday lunches and cream teas. They felt that they had benefited from being included in the information being provided by guides running the tours of High West Street. The **café in Shire Hall** had its best day since opening in Spring 2018.

The **Borough Arms (Goldies)** claimed to have lost trade and the **Ship** has changed hands so we do not have data from them.

8. Practical improvements for future events

8.1 More traffic marshals

Although there were plenty of volunteers, very few wanted to be traffic marshals. Ideally one (or more) is needed at each road junction with High East/West Street as well as each end (ie. 7 junctions). This would mean 28 marshals working in pairs and doing half a day each.

Marshalls need to be provided with information about routes, how to get to hotels, car parks and residential areas on the north side of town, and information about which businesses are open. "Ignore Sat-Nav" notices could usefully be employed at each end of the High Street as many of the traffic problems were caused by people attempting to follow instructions. It would also be useful to have more barriers across the whole of the side street entrances, as one or two motorists just drove round them.

8.2 A clearer starting point for tours

Making the Town Pump the starting place for tours and an information point would make it easier for guides.

8.3 A meeting in advance

Although all the participating organisations are part of the Dorchester Heritage Committee, the Committee should not assume that its members have read the minutes! A meeting should be held a week or two in advance to ensure that all are co-ordinating their efforts. Although there was a good sense of people working together, Shire Hall felt this was more by luck than design.

8.4 A publication and/or exhibition

Although the Civic Society produced a short guide leaflet to the buildings of High East / West Street, there were requests for additional material and more places from which this could be collected. There is the potential to involve the Dorset History Centre in an exhibition or publication, as their building is too far away from the High Street to be included in tours.

8.5 Activities for children

Family activities could be included in future events.

9. Future events

9.1 Heritage Open Days 2019

Next year's festival runs from **13 to 22 September** and the theme is "**People Power: Then, Now, Always.**" 2019 marks the 200th anniversary of the Peterloo massacre, when British forces attacked a massive pro-democracy rally. It also marks the HOD 25th anniversary.

Given the importance in British history of both Peterloo and the Tolpuddle Martyrs, there is the opportunity to gain significant publicity for Dorchester as part of this event. And what better demonstration of People Power is there than opening the streets for people to enjoy free of traffic?

Wessex and Westwood House Hotels reported no problems, as they had known in advance and were able to alert guests. Visitors arriving that day and using sat-nav did have some difficulty, but were re-directed by marshals.

6. The health bonus for residents

A surprising number of people commented on the clean air in the High Street – an unexpected bonus. All the residents of High East/High West Street that we spoke to said, unprompted, that they had enjoyed a day without the constant throat irritation caused by pollution from traffic. They all enjoyed the absence of traffic noise and some said they would like a traffic-free day once a month. Edwin, of High West Street, said: "This is 100% success. It's wonderful; you wouldn't know the area. We could do with this once a month. That's what we need: a break from the traffic! As a resident I must thank you and the team and the Council."

Unfortunately the pollution records collected by WDDC Environmental Health are collected on a monthly basis, so do not record the impact of one traffic-free day.

7. Publicity generated by the day

The event received positive publicity in the Dorset Echo (https://www.dorsetecho.co.uk/news/16886492_watch-residents-and-visitors-join-in-spontaneous-hokey-cokey-on-heritage-open-day-in-dorchester/) and on social media. A post shared on 16 September on Tom Brown pub's Facebook page has been shared 28,665 times. (<https://engb.facebook.com/tombrownspub/>).



9.2 Other opportunities

There is the potential for other events, especially in the summer. Opportunities include:

- Thomas Hardy's birthday (2 June) – perhaps a rural heritage event to include country crafts, animals etc.
- A children's play event – and perhaps a giant slide (see <https://www.theguardian.com/uk-news/gallery/2014/may/04/bristol-turns-central-street-into-giant-water-slide-in-pictures>)
- A dance event – building on Tom Brown's Hokey-Cokey event
- Skateboard demonstrations, go-cart races, egg-rolling, record-breaking knitting, tea parties and similar community events.

10. Recommendations

1. That Dorchester Heritage Committee welcomes the overwhelmingly positive response from local residents and visitors and runs this event again in 2019.
2. That a small budget is allocated in order to pay for street closures and signage, event management, posters, an information leaflet, and a sum for assisting organisations to take part if they are currently unable.
3. That the Committee works with its partners to make the most of the 'People Power' theme of the 2019 Heritage Open Days and to seek national publicity.
4. That the Committee seeks to recruit traffic marshals at an early stage in order to ensure the safety of the event.
5. That the Committee explores other opportunities for traffic-free High Street events, especially as this gives health benefits to the residents of High West and High East Streets by reducing pollution and traffic noise.
6. That the Committee explores with its partners, cafés, local businesses and the BID the potential for a combined Sunday heritage offer.

*Kate Hebditch
3 December 2018*

Note: all photos copyright Patricia Bailey

Survey responses

Only 12 surveys were completed, but people's responses are included below:

The event was good because...

- Lovely to wander around, speak to people without traffic noise, admire buildings. absolutely great. Please do it again.
- It was traffic free.
- So great to be able to walk around without the noise and fumes of traffic - just such a lovely relaxed atmosphere.
- It was relaxing to enjoy the town without traffic.
- Great atmosphere in town centre.
- Traffic free. Can see the buildings. Sense of community. People were enjoying themselves.
- I learned things I had never known and it was all done in a very relaxed and informal way.
- Mostly the historical and architectural focus on the high street.
- No traffic - a great feeling.
- Much more interesting than I thought it would be! Excellent!
- There was a magnificent 'festive' feel about the day and a chance to meet friends and see buildings free of traffic. (I saw parts of buildings which I had never taken in before.)
- Great being able to look at all the buildings in detail without worrying about traffic or blocking up the narrow pavements.

It would have been even better if...

- It happened once a month.
- The buildings open had been clearly indicated, maybe with a colourful flag.
- The road had been closed for more hours.
- We had arrived earlier-plenty to see!
- Clearer information point.
- The tours had been a bit more selective and shorter (one guide insisted on giving us an exhaustive history of every house, even though it was obvious it was taking too long).
- There were much more comprehensive info as above (architecture & history).
- Some drivers of cars coming up Trinity Street hadn't taken the law into their own hands and removed 'no entry' signs before emerging in to a High West Street full of pedestrians.
- It had gone on even longer !

Heritage Open Dor Dorchester Sunday 15th September 2019

Aim

- To raise the profile of Dorchester as a heritage tourism destination.
- To encourage Dorchester heritage providers and local businesses to work together.
- To offer a creative, fun and accessible heritage activity for the local community and visitors.
- To celebrate and maximise upon the unique heritage assets of Dorchester.
- To contribute towards a cohesive identity for the town.
- To contribute to the economic and social wellbeing of Dorchester

Objective

- To plan and deliver Open Dor Heritage Day 2019 in Dorchester.
- To close down Dorchester High Street West and East for the day.
- To build on the success of Dorchester's Open Dor 2018.
- To develop an active steering group made up of all wide range of Heritage interest groups in Dorchester who will plan, manage, deliver the event.
- To work with local schools, community groups and businesses to encourage participation in Open Dor.
- To deliver an effective marketing campaign for Open Dor in close collaboration with Dorset Architecture Heritage Week.
- To evaluate Open Dor 2019 with the ambition to develop a sustainable annual event.

Potential Activities – to be confirmed

- St Peter's tower tours (to be booked by Eventbrite)
- DCM Inflatable Museum displaying plans for new museum (Corn Exchange)
- Potential tours of DCM site - dependent on developers (Eventbrite)
- Guided tours of Shire Hall (linked to their admissions charge)
- The Keep. Barrack tours
- Free Blue badge High Street Tours
- Prison tours (need to liaise)
- Kings Arms tours (need to liaise)
- Tunnel Talks by David Taylor (Council Chamber)
- Steve Wallis – DCC –Senior Archaeologist Historic Environment team
- Millstream Community Group display and Civic Society exhibition (Town Hall)
- Participation of historic shops – tours of inside – “Come inside and Look!”
- Satellite at Brewery Square. Launch their historic board, tours of Maltings (Eventbrite) and video of 1937 royal visit to the Brewery on large screen.

Budget

Application for Road Closure	£130
Road closure signs	£1,800
4 x security guard for road closures	£555
2 x first aid for event	£280
Design and printing of programme	£400
Co-ordinator £150 x 6 days	£900
Street pavement artist (estimate)	£500
TOTAL	£4,565

Dorchester Heritage Committee has already agreed to cover the cost of the road closure of £1,930.

A request for funding has been submitted to Dorchester BID to match fund the £1,930 although that organisation has a tendency not to offer in excess of £500.

Town Council is asked to give consideration towards offering a contribution to the event.

**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>	Plastic Free Dorchester (Cheque paid to Town Council?)
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Edward Moore Address Damers First School, Liscombe Street, Dorchester. Dorset, DT1 3DF <u>Tel: 01305 264924 (Mobile)07812896114</u>
3.	Address where activities are based.	Plastic Free Picnic Celebration will take place in the Borough Gardens, Dorchester.
4.	What area (community) is served?	Dorchester and a far
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	<p>The project will inform members of the community, people visiting the town and local businesses about our work as well as encourage them to remove single use plastic from their lives or find sustainable alternatives. This will help to make our town more sustainable for future generations to come.</p> <p>The event will get the local community and people visiting the town involved in the work we are doing.</p> <p>Making the UK and world know that Dorchester has achieved SAS Plastic Free Community Status which will encourage more people to visit the town.</p>

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
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>	The Plastic Free Picnic is about inspiring, sharing ideas and supporting others to make changes by reducing their use of single use plastic. It is also a chance to celebrate those businesses, groups and individuals who have made significant changes in their use of single use plastic. People organising workshops and stallholders are working in partnership with our ethos and come from the wider community and eco groups.
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	For the future we are looking at grants, donations and spon from businesses.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	27 th July 2019, 11am – 3pm
12.	Please give details of the cost of the project.	£1,100
13.	Please give details of other grants awarded or applied for.	We have had sponsorship from Brace of butchers and put in grant application to Dorchester BID.

14.	Amount of grant requested from Dorchester Town Council.	£250
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	
16.	<p>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 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(s)..... <i>G.W. Drove</i></p> <p>Position Held..... <i>Year 3 Teacher and Eco Coordinator</i></p> <p>For and on behalf of..... <i>Plastic Free Dorchester</i> Date..... <i>26/5/19,</i></p>	

**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>	DORCHESTER AND DISTRICT GARDENING CLUB
2. Name and address of responsible officer who should be contacted regarding this application.	Name MRS SANDRA WALBAIN Address 3 WILLS LANE, CERNE ABBAS, DORCHESTER, DT2 7DY Tel: 01300 (Mobile) - 341917
3. Address where activities are based.	ST GEORGES CHURCH HALL FORDINGTON, DORCHESTER
4. What area (community) is served?	DORCHESTER AND SURROUNDING VILLAGES
5. Are there any other similar facilities or services provided in the area/district?	NOTHING ON A SIMILAR SCALE TO THE CLUB
6. How does your organisation / activity benefit the residents of Dorchester	PLEASE SEE ATTACHED SHEET
7. Present charges/ subscription/fees. Please attach schedule if available.	ANNUAL SUBSCRIPTION £15.00 VISITORS £3.00 PER MEETING
8. Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	NO

<p>9. Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</p>	<p>PLEASE SEE ATTACHED REPLY TO QUESTION NO. 6</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>NOT APPLICABLE</p>
<p>11. a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>NOT APPLICABLE</p>
<p>12. Please give details of the cost of the project.</p>	<p>NONE</p>
<p>13. Please give details of other grants awarded or applied for.</p>	<p>NONE</p>
<p>14. Amount of grant requested from Dorchester Town Council.</p>	<p>£100 WOULD BE MUCH APPRECIATED</p>
<p>15. Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>NONE</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 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(s)..... <u>Sandra Wallin</u></p> <p>Position Held..... <u>TREASURER</u></p> <p>For and on behalf of <u>DORCHESTER & DISTRICT GARDENING</u> Date <u>26 APR 2019</u></p> <p style="text-align: center;">C248</p>	

Copy of answer to question 6.

The Club meet on the first Wednesday of each month. For 2019 we are planning to hold 10 meetings at St George's Hall. There will be a visit to Castle Garden Centre in Sherborne at our May meeting. The annual outing for this year will be to Sir Harold Hillier's Arboretum in Hampshire. The cost of this is met by the members. Local organisation members will also be invited.

During the year we have a range of speakers dealing with aspects of gardening, countryside pursuits along with hobbies connected with horticulture.

The Committee endeavours to obtain Speakers from the local area in order to keep the outgoings at a reasonable level. Obviously the Speakers increase their fees to cover ongoing costs from time to time and these have to be covered by the Club.

The Club currently hold two shows a year, the Spring Show in April, and the main Annual Show in August. The Mayor expressed how much he enjoyed the Annual Show last year and was impressed by the quality of the exhibits. All shows are open to anyone who wishes to exhibit this includes flowers, vegetables, crafts and cookery.

You will see from our enclosed accounts for 2017/2018 that the Club made a loss of £118.60. The hiring of the hall and the insurance have both increased this year. But despite our on-going efforts with fund raising the club is still running at a loss.

The Committee therefore again seek the Town Council's help in providing a grant so that a very successful Club in Dorchester can continue to function.

Accumulated funds

1.10.2017	Accumulated funds brought forward	1491.03
	Loss on Annual Show	51.50
	Loss on General Account	67.10
		(118.60)
30.9.2018	Accumulated funds carried forward	1372.43

ACCOUNT RECONCILIATION

30.9.2018

Lloyds Bank Account Bank Sheet 92	272.28	
Deposit Account	1100.15	
30.9.2018		1372.43

OVERALL LOSS 118.60

S. Walbrin

Hon. Treasurer

3 October 2018

CERTIFIED AS CORRECT

Dorchester & District Gardening Club

Receipts/Payments – 1.10.2017 to 30.9.2018

<u>Receipts</u>		<u>Payments</u>
Subscriptions	372.00	St George's Hall 676.50
Bring & buy	66.70	Speakers 479.00
Raffle	258.50	Weldmar for auditing 25.00
Refreshments	102.60	R.H.S Aff. & Insurance 110.00
Guests	444.58	Nat. Veg. Society 28.10
Sponsorship	125.00	Judges fees 91.00
Outing to Hestercombe	630.00	Year Book printing 30.00
Town Council grant	105.00	Gold Club 70.00
		Dorset Fed. of Hort. Society 10.00
		Book token for Kingston Maurward 25.00
Petty cash transfer	0.92	Remap 25.00
Interest FSA	0.70	Hestercombe/Crossways Travel 630.00
		British Heart Foundation 25.00
Total	2,106.00	Total 2,224.60
Total Loss	(118.60)	

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 JULY 2019
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	Full Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery			
Michelle Lambell	Ashes	3061	2234B
Poundbury Cemetery			
Carol Ann Knibbs	Full Burial	3057	148B
Mark Graham Knibbs	Full Burial	3058	143A
L. J. Hobman Merry	Full Burial	3059	TBA
Lisa Flood	Full Burial	3060	560
Angela Burr	Ashes	3062	TBA
Fordington Cemetery			

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

01.03.2019 – 30.06.2019	Dorchester	Fordington	Poundbury
Interments	1	0	8
Ashes	3	0	2
Garden of Remembrance	2	0	0
Dorchester South Chapel	0	0	0
Poundbury Chamber			0
Children's Plot			0

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 JULY 2019**

Monitoring Report – Lettings

Chargeable Bookings 2017-18					Chargeable Bookings 2019-20				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
MAR	34	31	7	£4817	40	34	4	£4690	(£127)
Total	34	31	7	£4817	40	34	4	£4690	(£127)

Bar Income 2017-18			Bar Income 2018-19		
MARCH		£543	MARCH		£418 (£125)
Total		£543			£418 (£125)

Non Chargeable Bookings 2017-18				Non Chargeable Bookings 2018-19			
	Council	Partners	Total		Council	Partners	Total
MAR	4	12	16	MAR	4	9	13
Total	4	12	16		4	9	13

Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)									
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
16	24	14	18	15	7(4)	3(3)	4(3)	2(1)	

Municipal Buildings – Percentage of actual income against estimated income to date: 105%

Borough Gardens House 2017-18				Borough Gardens House 2018-19			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
MARCH	12	4	£542	11	3	£458	(£84)
TOTAL	12	4	£542	11	3	£458	(£84)

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 JULY 2019**

Monitoring Report – Lettings

Chargeable Bookings 2018-19					Chargeable Bookings 2019-20				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
APRIL	31	20	2	£4382	32	24	3	£3733	(£649)
MAY	31	28	3	£3502	34	26	4	£3657	£155
JUNE	34	28	2	£3809	35	26	3	£3270	(£539)
Total	96	76	7	£11693	101	76	10	£10660	(£1033)

Bar Income 2018-19			Bar Income 2019-20		
APRIL		£769	APRIL	£327	(£442)
MAY		£220	MAY	£295	£75
JUNE		£526	JUNE		
Total		£1515			

Non Chargeable Bookings 2018-19				Non Chargeable Bookings 2019-20			
	Council	Partners	Total		Council	Partners	Total
APRIL	6	6	12	APRIL	2	3	5
MAY	4	4	8	MAY	2	4	6
JUNE	3	7	10	JUNE	2	3	5
Total	13	17	30		6	10	16

Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)									
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
16	24	14	18	15	7(4)	3(3)	4(3)	2(1)	(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 25.3%

Borough Gardens House 2018-19				Borough Gardens House 2019-20			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
APRIL	10	1	£514	7	0	£290	(£224)
MAY	16	1	£638	10	0	£428	(£210)
JUNE	11	3	£461	7	0	£313	(£148)
TOTAL	37	5	£1613	24	0	£1031	(£582)

**DORCHESTER TOWN COUNCIL - MANAGEMENT COMMITTEE – 9 JULY 2019
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	January 2019	January 2020
Boiler Service	New contract: 2016 Benzoni Services Limited	May 2019	May 2020
PAT Testing	DAM Group	November 2016	November 2018
Lightning Protection	GNS Steeplejack Ltd	October 2018	October 2019
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	February 2019	August 2019
Fire Alarms annual test and service	Andy Whitty	July 2018	July 2019
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	November 2018	November 2019
Service Clock – annual test and service	Smiths of Derby	December 2018	December 2019
Ventilation Clean	Rentokill	October 2018	October 2019
Intruder Alarm	Chubb	September 2018	September 2019
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics	January 2019	January 2020
Lift	Stannah	October 2018	October 2019
Fire Extinguishers	Fire Express Ltd	June 2019	June 2020
Fixed Wire Testing (5 Year)	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	New Contractor	Repairs ongoing June 2019	June 2020

Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members		
Project	Cost	Progress
Re-paint of the Corn Exchange lobby	£2,000	Completed

MINUTES OF DORCHESTER ARTS BOARD MEETING
WEDNESDAY 23RD APRIL 2019 4.30pm
CORN EXCHANGE

Present:

Mark Tattersall MT (Artistic Director)
Jennie Veale JV (Chair)
Penny Treadwell PT (Vice chair)
Peter Smith PS (Treasurer)
Trevor Ware TW
Laura Mulhern LM
Rachel Cole RC
Tess James TJ
Roger Jarvis RJ
Fiona Kent-Ledger FKL (for Town Council)

1) **Welcome from chair**

2) **Apologies** received from Susie Hosford (WDDC) as the new Dorset Council configuration means WDDC is non-existent. MT to ask Jude Allen re new council representative.

3) **Conflicts of interest** - none registered.

4) **Minutes of last meeting.**

RJ commented that his question about reserve account had not been minuted. Discussion followed (in Matters Arising). Minutes approved by RJ, seconded PS.

5) **Matters arising.**

RJ asked about reasons for not having a specific reserve account for DA. **MT** explained the effectiveness of the reserve policy being appropriate in a cash-driven organisation giving flexibility. **PS** also reassured and **TW** gave **RJ** a copy of the August 2018 Finance Committee meeting for further explanation.

TW queried progress with membership drive. **MT** reported that Marketing is holding focus group meetings with selected members. There was further discussion re the inequity of couples/singles membership fees.

For review at next meeting.

FKL reported that the idea of keeping the Christmas lights on the clock tower of the Corn Exchange had been rejected by DTC because of being a listed building. There was discussion over alternatives and also that some groups using the Corn Exchange are hanging poor-quality banners outside. The DA/TC banners are nearing the end of planning approval.

MT reported the TV remote for the foyer is proving impossible to source. **LM** suggested the Dorset Growth Hub fund could be approached for funding for a new screen and remote. **MT** to explore.

6) DTC

Situation re the roof of the Corn Exchange is on hold until the future of DA is clear in the summer following decision re the Maltings.

7) Finance

See Treasurer's Report. **PS** reported expenditure close to budget with a Management account surplus which may depreciate.

RJ queried 19/20 target for bar profit. **PS** explained prices of drinks increased in line with local equivalent and that improved programming should lead to improved income. **MT** also working on increasing valuable third-party bookings in association with DTC.

LM asked if there had been any increase in advertising rate in brochure. **MT** said there has been a rate increase with no change in uptake. Further discussion about online advertising.

RJ asked **RC** about DA publicity in the hospital. **RC** can distribute further brochures and flyers. **MT** to check existing arrangements. **MT** also queried ownership of noticeboard in Tudor Arcade and was told by FKL that it is owned by DTC.

8) Apollo Project

MT reported excellent progress with this. Schoolchildren beginning this term to learn work for it. A website to be launched soon, in part to allow the community to learn parts of the music. Ongoing challenges with staging and logistics. There will be a parade through town with artworks by children prior to event. Work is ongoing re recruiting a narrator and food franchises. **RJ** queried security and **MT** reported that this is taken care of by production team. **MT** reported that he is still looking for bigger company sponsorships.

9) Artistic Director's Report.

See report. There was discussion re improving theatre uptake, and the importance of marketing and social media, the use of which needs to be improved. **LM** suggested the use of vlogging.

10) The Maltings

MT reported that there is no change in the status quo and that decision will be made in the summer.

11) Fundraising.

PT reported successful Big Picture Sale which had raised £3k. Further new events include a Cake-Off cake competition in June and a Murder Mystery event in January. A Sugar Group meeting had been held recently resulting in sponsorship for Summer Sunday, and other donors approached individually. There had been two new attendees at the meeting.

Sponsorship has improved with Hawksmoor giving £1650 for young audiences. Also sponsorship from Cote, and Parkinson's Society had given £1000 for Parkinson's Dance.

LM asked about Hall and Woodhouse and was told the new head is Lucinda Gray. Furleigh Wine Estate was suggested as a potential sponsor and a contact name given for Fundraising and Development Manager to follow up.

12) **HR/Policies.**

RJ pointed out review dates as on the policy summary page.

13) **Away Day** to be held on 1st October. **MT** confirming venue.

14) **Any other business.**

RJ asked about the possibility of an A-board at Poundbury such as on the Cornhill. Discussion over the complications of this. **PT** is meeting with Fran Leaper next week and will raise the issue of another presence for DA in Poundbury.

RC asked about offers for hospital staff and **MT** reported that it had happened in the past and he will revisit the idea. **FKL** also asked the same for the new council.

15) **Date of next meeting**

Wednesday 24th July 4.30pm Corn Exchange.