



Dorchester Town Council

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29 April 2020

Agenda for the meeting of the **Management Committee** which will be held in via the **ZOOM VIDEO CONFERENCING PLATFORM** on **MONDAY 4 MAY 2020** commencing at **7.00pm**.

You will be able to join the meeting by using the link - <https://us02web.zoom.us/j/81481466925>

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 **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as 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 S. 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.

Agenda

1. Apologies

2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 9 March 2020 (adopted by Council on 23 March 2020). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

4. Maumbury Rings Music Day

To give some consideration as to whether to proceed with the annual Music Day at the end of August.

5. Roman Town House – West Walks

To note that Dorset Council is intending to start the next phase of the work on the refurbishment of the Roman Town House which is opening up the wall from West Walks and constructing the ramp in County Hall car park so as to create an improved entry to the Town House. Public Notice attached.

6. 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.

7. Monitoring Reports

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 4 May 2020 OUTDOOR SERVICES UPDATE REPORT – Spring

This report has been prepared whilst the country is under government regulation on the types of work and travel that can be undertaken during the Covid 19 outbreak. These regulations have had a significant effect on the work undertaken by the team, services having been reduced in such a way so as to: -

- **Safeguard the NHS**
- **Safeguard the public**
- **Safeguard staff health both in and away from work**
- **Maintain essential services**
- **Maintain a light maintenance regime on other areas whilst keeping Parks and Open Spaces open which is a governmental expectation.**

The Outdoor Services Manager has been producing weekly reports of work activity since the beginning of the lockdown period. These have been circulated to members and will continue to be until lockdown is lifted and critical services are at significantly reduced risk.

With this in mind this report is less detailed than normal (this is included in the weekly reports) but does pick up on some works completed before lockdown.

1. The early spring period, pre-lockdown, saw ongoing maintenance work continue and one-off jobs being completed by the outdoor services team as well as giving significant assistance to undertake maintenance operations to buildings within the Borough Gardens. Early cooler and wetter conditions restricted grass cutting, April then saw dry and warm conditions which meant the grass started into full growth. Staff are now undertaking a reduced frequency of grass cutting and focusing initially on keeping larger areas, used for exercise, in a reasonable condition.

2. The Borough Gardens staff worked hard doing many tasks within the site including an overdue cleaning of the perimeter fencing which was re-instated to its best, the colour previously being obscured by algae and dirt. Significant effort was put into undertaking cleaning and re-decorating work to both toilet blocks and the kiosk. Members will recall work was carried out to fill the low spot in borough gardens play area which was prone to flooding. This was then re-seeded and following good germination the protective fencing was removed last week. The staff continue to work in the nursery potting on and looking after summer bedding plants that are being grown for planting out in mid may /June. It is important that, as and when restrictions on movement are relaxed in the coming months, the gardens show a bright and welcoming display, whilst it will not be business as usual it will be as good as can be achieved under the circumstances.

Members will recall being informed last year about the creation of a Camassia bank in the gardens. That work has come to fruition with the sunny April weather bringing an early start to a fantastic display. The Camassias follow on from the display of Crocus earlier in the spring both of which have brightened up the tennis court end of the gardens. Before and after Photographs below.



It is felt that the gardens offer the Town Council a valuable opportunity to very visibly demonstrate its thanks to the emergency and key workers that have helped maintain various elements of life in the town of Dorchester.

It is proposed that to this end the council erect a very prominent banner on the perimeter fence with a thank you message to all key workers from the Town Council, it is hoped by doing this, that the thoughts that most residents have can be reflected very visibly in an area that so many will ultimately by pass by and visit.

It could also be considered that the annual carpet design bed next year reflects thanks to a key organisation such as the NHS.

3. Away from the gardens, the outdoor services team (pre-Covid 19) carried out routine repairs and maintenance including painting in several play areas and repairs in others. Further routine work continued, inspecting play equipment to keep it in a safe and well maintained condition, collecting litter from open spaces and preparing vacant allotments for re-letting. Post lockdown, members will already be aware that play areas have been closed until government guidance allows for their re-opening. Grass cutting has not so far taken place in play areas to act as a further deterrent to use however it will be necessary to give them a cut over the next month to prevent a problem with significant amounts of arisings (which the council will not have the manpower to remove) building up when the grass is cut.

4. Cemeteries: The provision of this critical service has shaped all other direct service delivery during the lockdown period. Dorset Council do not have any cemetery capacity so it therefore lies with Town and Parish Councils to provide the facility of burials for the deceased. Members have been kept informed by the weekly status report for the burial service. The Council should be comfortable that, currently, staff resources and management practice have maintained capacity for burials, allowing them to continue without the need to re-schedule timings or request help with excavation from others and it is intended it will continue to be able to do so. Members should be aware that the area of wildflower to be seeded in Poundbury Cemetery will now be seeded in the autumn rather than the spring, this was due to the excessive wet weather followed by lockdown preventing the actual cultivation and seeding taking place. Further maintenance works at Weymouth Avenue cemetery continued with the entire site being hard grass edged to improve visual appearance.

5. Biodiversity

After a successful trial period last year, the new grass cutting regime in Fordington cemetery has been fully implemented this year. The main area of grass was cut and arisings collected in early spring, these areas will be left until later in the summer when a second full cut and collect will take place followed by a third and final cut and collect late in the year. The grass adjacent to paths is being cut to retain a managed feel and two cross paths are cut through the area to allow safe access and also again to provide a managed feel.

After the successful member working group project to identify council owned sites and their potential for tree planting, work has commenced on designing and specifying a tree planting scheme for the old sports pitch area at king's road. The initiative is at an early stage and members will be kept informed as to progress with the design work.

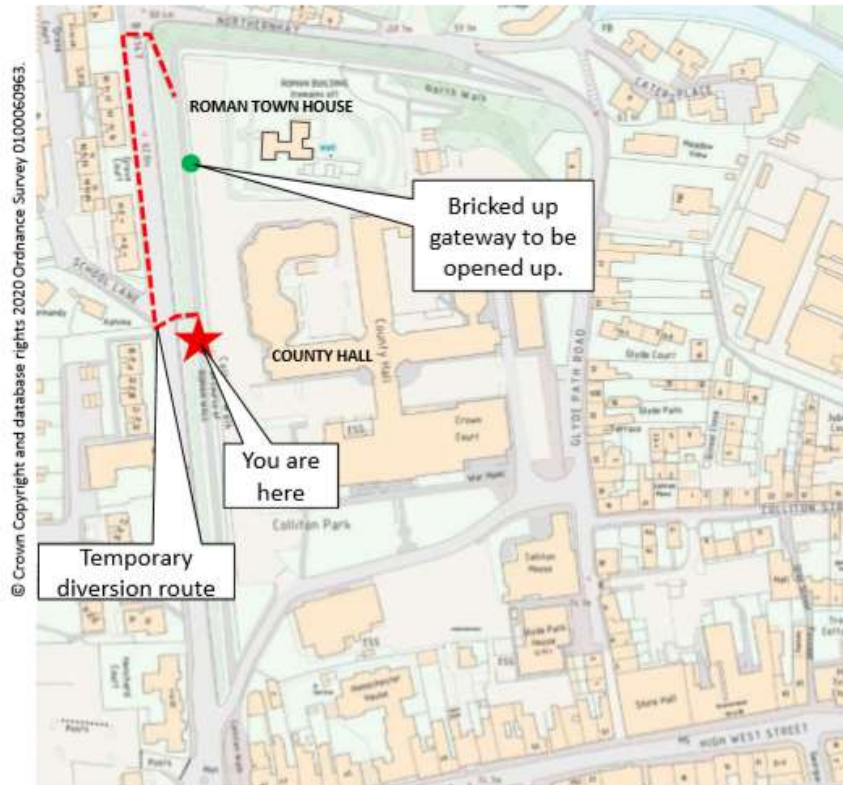
6. Staffing

Some members will be aware that one of the outdoor services staff Sid Atkinson died suddenly in March. Sid was responsible for the installation and maintenance of a lot of play equipment within Dorchester's open spaces along with the installation of the excellent board walk at the Riverside Nature reserve, he was also the "go to" man for most of our lighter type building maintenance operations. Sid will be sadly missed by the team.

Carl Dallison
Outdoor Services Manager
Dorchester Town council

ROMAN TOWN HOUSE

TEMPORARY ROUTE DIVERSION FROM 11 MAY 2020



Works are taking place to improve access and interpretation to the Roman Town House.

The next stage of the project is to reopen the bricked up gateway in the West Walks wall and construct a ramp in County Hall car park. This will involve a partial closure of the West Walks path to enable the works to take place safely as there is very little space.

Much of this work is excavation and is being undertaken by archaeologists by hand as a requirement of the statutory approvals. The path will be closed for several weeks although we will try and keep the closure to a minimum.

The project to improve access and interpretation to the Roman Town House is the result of a successful bid for Heritage Lottery funding. More information can be found here.

<https://www.dorsetcouncil.gov.uk/libraries-history-culture/local-history-heritage/roman-town-house/roman-town-house-project.aspx>

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 4 MAY 2020
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			
(Marie McCay) Norman Greatrex	Transfer Deed 1587	3092	2753A
(K. M. White) Judith Barrett	Transfer Deed 1940	3093	706/2 & 707/2
Poundbury Cemetery			
Grace Boucher	Burial	3090	374A
Cyril Fripp	Burial (D. Fee)	3091	584A
Michael Membury	Ashes	3094	t.b.a.
Christopher Richards	Burial	3095	583A
John Crocker	Burial	3096	619B
Roger Tapply	Burial	3097	619C
Richard Webber	Burial	3098	655
Beatrice Simpson – c/o Mrs Doreen Hails	Burial	3099	654A
Fordington Cemetery			

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

01.03.2020 – 20.04.2020	Dorchester	Fordington	Poundbury
Interments	1	-	11
Ashes	2	-	-
Garden of Remembrance	1	-	-
Dorchester South Chapel	-	-	-
Poundbury Chamber			-
Children's Plot			-

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 4 MAY 2020

MUNICIPAL BUILDINGS MONITORING REPORT

1. This report brings the Committee up to date with the activity in the Municipal Buildings since the Government announced its lockdown last month which has resulted in the Municipal Buildings being closed to bookings.
2. Of the four Town Hall Keepers two part time staff members are classified as vulnerable under the Government guidance. The Senior Town Hall Keeper and the remaining THK have been continuing to go to work whilst complying with social distancing and child care responsibilities. There is a THK at the buildings every day Monday to Friday and some weekends.
3. The work being undertaken has focused on three activities to date:-
 - Repairing the Corn Exchange floor
 - Cleaning
 - Painting and decorating
4. Photos of some of the work undertaken are below:-

Corn Exchange Floor – several broken or splintered planks removed and replaced



All of the seats are being cleaned



Doors and skirtings being painted





Lower walls being painted



5. Work will continue to improve the Buildings in readiness for when there is a return to some form of normality.

Steve Newman
Deputy Town Clerk
May 2020

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 4 MAY 2020**

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)
MAR	40	34	4	£4690	16	8	3	£1689	(£3001)
APR	32	24	3	£3733	0	0	0	0	(£3733)
Total	72	58	7	£8423	16	8	3	£1689	(£6734)

Bar Income 2018-19			Bar Income 2019-20		
MARCH		£418	MARCH		£324 (94)
APRIL		£327	APRIL		£0 (£327)
Total		£745			£324 (£421)

Non Chargeable Bookings 2018-19				Non Chargeable Bookings 2019-20			
	Council	Partners	Total		Council	Partners	Total
MAR	4	9	13	MAR	4	20	24
APR	2	3	5	APR	0	0	0
Total	6	12	18		4	20	24

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)	3(4)

Municipal Buildings – Percentage of actual income against estimated income to date: 91%

Borough Gardens House 2018-19				Borough Gardens House 2019-20			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
MAR	11	3	£458	5	1	£213	(£245)
APR	7	0	£290	0	0	£0	(£290)
TOTAL	18	3	£748	5	1	£213	(£535)

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 4 MAY 2020
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	January 2020	January 2021
Boiler Service	Benzoni Services Limited	May 2019	May 2020
PAT Testing	DAM Group	November 2019	November 2021/22
Lightning Protection	GNS Steeplejack Ltd	October 2020	October 2021
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	February 2020	August 2020
Fire Alarms annual test and service	Andy Whitty	January 2020	January 2021
Stage Units – annual test and service	Cahill Ltd	November 2019	November 2020
Service Clock – annual test and service	Smiths of Derby	January 2020	January 2021
Ventilation Clean	Rentokill	September 2019	September 2020
Intruder Alarm	Chubb	September 2019	September 2020
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics – Reviewing contractor	January 2019	June 2020
Lift	Stannah	October 2019	New Contract 2020
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	June 2019	June 2020

Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members		
Project	Cost	Progress
Biomass Boiler System	Not yet established	Design options being progressed.
Replacement Lift	£25,000	Contract awarded - Awaiting Planning Permission