



Dorchester Town Council

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8 July 2020

Agenda for the meeting of the **Management Committee** which will be held in via the **ZOOM VIDEO CONFERENCING PLATFORM** on **MONDAY 13 JULY 2020** commencing at **7.00pm**.

You will be able to join the meeting by using the link - <https://us02web.zoom.us/j/88488752839>

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 4 May 2020 (adopted by Council on 18 May 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. Salisbury Fields

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

5. Municipal Buildings Roof Work

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

6. Tree Planting at King’s Road and Commemorating this Year’s Events

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

7. BBQ’s on Council Owned Land

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

8. 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.

9. Monitoring Reports

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13th July 2020 OUTDOOR SERVICES UPDATE REPORT – Spring

This report has been prepared whilst the country is emerging from government regulations on the types of work and socializing that could be undertaken during the Covid 19 outbreak. These regulations had and continue to have a significant effect on the work undertaken by the team, services having been reduced and or amended 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 and latterly to re-open play areas for general use.**

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 or critical services are at significantly reduced level of risk.

With this in mind this report is less detailed than normal (this is included in the weekly reports) but provides a summary of some of the works completed so far.

1. The late spring period, during lockdown, saw ongoing maintenance work continue and one-off safety related jobs being completed by the outdoor services team as well as them giving significant assistance to undertake maintenance operations to buildings and plantings within Borough Gardens. Very dry weather restricted grass growth and the need for frequent cutting which was helpful given the reduced number of staff available, late June then saw wet and warm conditions which meant the grass started into better growth. Staff are now undertaking a reduced frequency of grass cutting in minor areas and are focusing on keeping larger areas, used for exercise and recreation, in a reasonable condition.

2. The Borough Gardens
Staff worked hard doing many tasks within the site to get it looking as good as possible, this, in the early days of lockdown, was at times quite stressful for those working. The decision to carry on producing plants in the nursery has proved to be a good one as the government's view was increasingly that open space was to be the hub of exercise and activity for the community during the period. It has indeed been the case that open spaces and Borough Gardens have been very busy with lots of people enjoying the facilities provided. Significant effort was put into undertaking cleaning and re-decorating work to both toilet blocks and the kiosk during the winter and in late June public toilets were allowed to re-open. The earlier work again positioned the council well as the newly refurbished Kiosk building has led to a good feeling of safety and cleanliness for users, which is coupled with distancing and signage to enable as safe operation as possible. 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 during lockdown, regular maintenance, despite the play area being closed, has resulted in good grass cover which as of 4/7/20 can again be enjoyed by those using the play area.

A major piece of work was carried out in the gardens over the period of this report, this comprised the surveying of all the trees above 4 m in the gardens. The work will provide a valuable reference going forward and has detailed some works that need to be carried out over the coming months, some of this is relatively light other work is more significant.

There are 6 trees to be felled, 3 of these are within the line of severely pollarded limes located along the bowling alley walk boundary, members have seen the condition of these trees on previous site visits to the gardens. A separate report will be brought in due course for members to consider the future of this line of trees, the OSM is currently investigating the potential to create an avenue of pleached lime to replace the existing and stay within the historic remit of the gardens. These will add significantly to the future character of the gardens and be in keeping with the drive to make this end of the gardens more attractive.

The other 3 fells are unavoidable due to decay and the trees are located on the Cornwall road and West Walks boundaries. Shading from other trees is prohibitive to future replanting in these locations but it will be possible to plant at least one replacement.

A further two trees are in a condition that they would previously have been felled but have instead been retained, being pollarded down to approx. 4 m, in this way a valuable habitat and biodiversity opportunity can be retained.

Further work is required to raise the height of overhanging branches mainly on the Cornwall Road boundary.

It was felt by members at the last meeting that the gardens offered 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. A very prominent banner has been positioned on the garden's perimeter fence and a further one on the perimeter fence of Maumbury rings. These have a thank you message to all key workers from the Town Council. In addition, the annual carpet design bed next year (2021) will reflect thanks to the NHS.

3. Outdoor Services

Away from the gardens, the outdoor services team tried as much as possible to ensure routine work continued. The inspecting of play equipment continued at a much-reduced frequency to keep equipment in a safe and well-maintained condition in anticipation of re-opening. The government allowed this to happen from 4th July 2020 due to preparation work including the above and grass cutting, play area opening went well with staff positioning awareness and distancing posters plus creating specific in and out gates before opening.

4. Cemeteries

The provision of this critical service shaped all other direct service delivery during the lockdown period and to a certain extent continues to do so. 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 this will continue to be the case.

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.

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 are being left now until early august when a second full cut and collect will take place followed by a third and final cut and collect later 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. We have received two complaints about the long grass and several compliments.

After the successful member working group project to identify council owned sites and their potential for tree planting, work has been ongoing with a view to developing a tree planting scheme for the old sports pitch area at king's road. There is a separate report on the agenda providing details. Should the initiative be agreed members will be kept informed as to progress with the design and development work.

6. Staffing

It is the case that the majority of staff, who were able to, went above and beyond their normal roles to contribute to the council continuing to offer services in a professional and effective manner. Initially the work in the cemeteries to effect burials was pressured at times and the effect of digging graves in advance brought home to the staff involved the seriousness of the situation the area was facing. Away from the cemeteries both outdoor and gardens staff continued to work outside in the locked down environment, facing the daily stress of the presence of the virus and dealing with the public and distancing / staying safe which was increased as people started to use the sites in increasing numbers.

It is a credit to those staff that they "stepped up" when asked to do so and have exceeded expectations in many ways. The gardens look the best they have for many years and it is perhaps appropriate that just as this maintenance level is reached the community are using and valuing the gardens in a way and at visitor levels, they never have before.

Carl Dallison
Outdoor Services Manager
Dorchester Town Council

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 JULY 2020

SALISBURY FIELDS

1. A group of local residents recently approached both myself and Councillor Stella Jones with the idea of undertaking some perimeter planting at Salisbury Fields.
2. The residents have already undertaken some planting around the edge of the little electricity sub station.
3. The area proposed for planting is a one meter strip up against the boundary as shown in red on the following plan. Once that is complete it is proposed to continue in the area marked with the blue line.



4. The owners of the properties whose boundaries back onto the proposed planting area in red are happy for the planting to take place. The area in blue will only be planted with the support of the boundary neighbours, most of whom are already supportive.
5. The local resident group would like to make the project into a community one, and in particular have some involvement from young people.
6. If Members are agreeable to the proposal I will involve the Community Development Officer with a view to progressing additional involvement from young people.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 JULY 2020

MUNICIPAL BUILDINGS – ROOF WORK

1. The Committee has previously agreed to re-roof the Corn Exchange – planning permission for this work has been received. Members have also agreed that the possibility of solar on the Municipal Buildings be investigated and a pre application in respect of this has been submitted to the planning authority.
2. Members will also be aware that the Buildings Maintenance reports suggested that the Council Chamber roof should also be re-roofed over the coming few years (this was a lower priority than the Corn Exchange). The need for this has become more apparently recently as there has been a couple of occasions where water has got through the roof.
3. With the Buildings being closed at present and with the Covid-19 pandemic and social distancing being with us for some time in the future it is suggested that the works to the roof be brought forward to commence towards the end of the year. This is likely to be less disruptive to hirers, than attempting a limited opening and then having to close again for a period of time. We are in touch with Dorchester Arts and are looking to understand the implications for their autumn and spring programmes should we accelerate the roof works.
4. It will also be more cost effective to undertake the work to the Council Chamber roof at the same time as the Corn Exchange roof.
5. Funding has been set aside to re-roof the Corn Exchange. No funding has yet to be allocated to the work required on the Council Chamber roof.
6. Estimated costs for the work have been requested and will be reported to Committee.
7. If Members are agreeable to the roof work being brought forward it will be necessary to notify hirers as soon as possible that the Buildings will not be re-opened until February/March 2021. It might be possible for some limited hirings to take place in the Town Hall during the works but this will need to be assessed to ensure this can be done safely once the works have been scheduled. There is a wedding planned for September and we will work with the hirers to try and ensure that this can take place, if they are planning on going ahead.
8. It is worth noting that the Buildings car park is likely to be out of action throughout the works.
9. If the Committee wishes to proceed with the Council Chamber roof work it will be necessary to request Policy Committee to set aside the necessary funding.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 JULY 2020

TREE PLANTING AT KINGS ROAD AND COMMEMORATING THIS YEAR'S EVENTS

Tree Planting

1. The Committee has previously received and supported in principle a report regarding the potential of the green space, closest to the river, at the Kings Road site for tree planting.
2. At the beginning of 2020 we were approached by Dorset County Hospital regarding the potential to plant trees on one of our sites to mitigate works they were undertaking on their site in relation to a proposed Multi-Storey Car Park. An appropriate sum of money and plan to plant trees has been agreed with the Hospital.
3. The Town Council is in a position to add its own funds to purchase trees, with £5,000 having been reserved from our budget. The two sums together are sufficient to purchase approximately 250 light standard trees which will be approx. 8 ft in height. They will be native species ,bare root, light standard trees planted complete with stake and tie , watering kit, strimmer guard and biodegradable mulch mat.
4. Once these larger trees have been planted there is a further opportunity to work with local groups to facilitate a community planting of “whips”. The Council is already in contact with at least one group that would be interested in working on this.

Commemorating the Community Response to Covid 19

5. Over the past four months the town has gone through the Covid 19 lockdown experience. While the town's councillors and residents regularly express their gratitude to both the staff of the professional health and care services and the legion of community volunteers who have provided support, by chance the tree planting offers an opportunity to formally remember the Covid 19 event and properly record the town's gratitude to all those who kept the town safe and secure during and after the pandemic.
6. Early discussion has taken place with officers at Dorset County Hospital about the opportunity and they are interested in being involved. Given the current experience in Dorchester it is important that the whole community is represented, and the Council's Community Development Officer is willing to co-ordinate an appropriate and safe planting event. The optimum time to plant trees is the winter period (December – January), although any event is obviously subject to any ongoing issues with the pandemic.
7. It is **RECOMMENDED** that a suitable tree planting event is developed at Kings Road Playing Field to commemorate the community response to the Covid 19 outbreak.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 JULY 2020

DISPOSABLE BBQ's

1. Over the early part of the summer there were a number of fires across the County as a result of the use of and/or disposal of barbeques or other social activity and of people having bonfires close to dry wooded and heathland areas. The most serious of these incidents was a fire at Wareham Forest which affected 180 hectares of heathland and was declared a major incident by the Fire and Rescue Service.
2. Fortunately there has been no such incidents on the Town Council's land.
3. The Council already has in place byelaws which ban the lighting of fires or anything else that might cause a fire, including BBQ's, on all of the Council's land.
4. The Council's byelaws are able to be enforced by the Police.
5. Members may wish to consider some additional signage at sites to be identified so as to ensure that users are aware that BBQ's are not permitted should it become an issue in the future. The Committee could also promote the no BBQ's message through its social media and other publicity.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 13 JULY 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			
Poundbury Cemetery			
SANDRA FILER	ASHES	3100	T.B.A.
CELIA MARION ECKERSALL	ASHES	3101	T.B.A.
Fordington Cemetery			

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

21.04.2020 – 30.06.2020	Dorchester	Fordington	Poundbury
Interments	1	1	5
Ashes	-	-	-
Garden of Remembrance	2	-	-
Dorchester South Chapel	-	-	-
Poundbury Chamber			-
Children's Plot			-

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 JULY 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 which has resulted in the Municipal Buildings being closed to bookings.
2. All four Town Hall Keepers are 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 occasional weekends.
3. The work being undertaken since the last Committee has focussed on:-
 - Preparing the Corn Exchange floor – this has been the main job
 - Brass work
 - Painting and decorating
4. Photos of some of the work undertaken are below:-

Corn Exchange Floor – sanded ready for emulsion polish



All brassware polished



Stair risers painted and bannisters varnished



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

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 13 JULY 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	New contract: 2016 Benzoni Services Limited	July 2020	July 2021
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	New contract: 2016 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 Solutions	May 2020	May 2021
Lift	Stannah	New Contract 2020	Quarterly
Fire Extinguishers	Fire Express Ltd	June 2019	June 2020
Fixed Wire Testing (5 Year)	New contract: 2016 A. Whitty	March 2016	March 2021
Provision of toilet sanitary receptacles and emptying	PHS group Ltd	Weekly	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
Corn Exchange House Lights	£3500	Completed September 2019