



Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF
Telephone: (01305) 266861

For information about this agenda contact Steve Newman
s.newman@dorchester-tc.gov.uk

9 September 2020

Agenda for the meeting of the **Management Committee** which will be held in via the **ZOOM VIDEO CONFERENCING PLATFORM** on **MONDAY 14 SEPTEMBER 2020** commencing at **7.00pm**.

You will be able to join the meeting by using the link - <https://us02web.zoom.us/j/82610879550>

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 13 July 2020 (adopted by Council on 27 July 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. Weymouth Avenue Recreation Ground

To welcome Mark Derrien from Dorchester Cricket Club who will be attending the Committee to seek support for the erection of a freestanding advertising board at the entrance to Sawmills Lane. Location plan and photo of proposed advertising board attached.

5. Municipal Buildings

To consider correspondence from the Arts Society Dorset County (ASDC) which is set out below.

It should be noted that the Town Clerk has assured ASDC twice that the Town Council will look to safeguard its existing client base. The Committee may wish to add its reassurance to that which has already been given. Members may also wish to confirm that following the significant investment being made in the Buildings that ASDC's discounted hire charge, which has remained unchanged for four years, be reviewed and most likely increased. A review of all existing discount entitlements for our users will also be undertaken.

Dear Town Clerk

I recently spoke with Councillor Fiona Kent-Ledger, who advised me to write to Dorchester Town Council regarding our long term booking for The Arts Society Dorset County (formerly NADFAS) as you will shortly be having a meeting about the future of the Corn Exchange.

The Arts Society Dorset County has been meeting in the Corn Exchange for the past 25 years, since 1996. We meet 10 times a year for a lecture, normally on the third Thursday of the month at 6 pm to set up for a 6.45 pm lecture, which lasts an hour. We do not meet in July and August.

The numbers that attend vary from 150 to 175, but on one occasion there were 205 people for a popular lecture. There are currently 400 members, some attend regularly, while others only come to lectures that interest them. They are mainly elderly.

There is no other venue in Dorchester that is as suitable for our members as the Corn Exchange. Dorford Centre is an awkward shape and Thomas Hardye School Hall is too steep.

Our 'umbrella' organisation, The Arts Society, has 360 member societies and 900,000 members. The affiliated lecturers have a busy annual programme visiting the different societies through the year. We book these lecturers 18 months to 2 years ahead and publish a printed programme for our members in the September of the previous year.

The commitment to the lecturers once written and signed is a legal contract.

The Committee of The Arts Society Dorset County request that the Town Council give us an assurance that any agreement with Dorchester Arts should include honouring the long standing arrangement with our society for the third Thursday of the month made at least two years ahead and that this can be relied on for our future programme.

6. Holmead Walk Play Area

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

7. Grant Application

To consider the attached Park Run grant application.

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. Municipal Buildings Monitoring Report

To consider the attached update.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 14 SEPTEMBER 2020

OUTDOOR SERVICES UPDATE REPORT – Late Summer

During the recent covid restrictions the Outdoor Services Manager was producing weekly reports of work activity since the beginning of the lockdown period. These were circulated to members, being discontinued when lockdown was lifted and staff returned from isolation. This return to near normal working saw service risks significantly reduced due to increased available staff numbers and the easing of working restrictions, critical services remain at significantly reduced risk. Councilors are assured that all normal preventative/ control measures remain in place and can be quickly escalated to meet any future changes to government controls locally or nationally.

1. The early to mid-summer period, post-lockdown, saw ongoing maintenance work continue and one-off jobs being completed by the outdoor services team as well as them giving significant assistance to undertake cemetery operations. Dry and warm conditions meant the grass slowed from full growth and eventually ceased active leaf growth; staff were undertaking a reduced frequency of grass cutting so the weather helped to maintain our open spaces in a reasonable condition.

2. The Borough Gardens staff continued to put every effort into many tasks within the site including finalising summer planting and subsequent watering and maintenance, this work, combined with a change in the style of bedding and species used has produced a very good show within the gardens this year, this in turn has been appreciated by far higher numbers of users than has been the case for many years due to the ongoing covid situation. Social media and direct communications to the council offices has seen numerous positive comments and thanks for the quality of the gardens this year. This is a very significant improvement in the quality of our service provided and the staff involved are to be commended for their achievements. Again, flexible working has seen depot-based staff assisting with propagation, grass maintenance and watering operations in the town centre and the gardens which has proved to be both a valuable and successful contribution.

Improved cultural and maintenance practice has also seen a significant improvement in the quality of the carpet bed display this year which features the Lions organisation. This again has been recognised by users and has resulted in many very positive comments.



In recent weeks the dry weather pattern has broken down to be replaced by more unsettled conditions and at times quite heavy rain with one notable downpour occurring recently resulting in significant short-term flooding in the gardens.



3. Away from the gardens, the outdoor services team have 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 operations from open spaces has seen an increase in volume but generally bins have been used and spaces respected.

4. Cemeteries: The provision of this critical service shaped all other direct service delivery during the lockdown period and due to increased numbers of burials has continued to influence it during the later period of this report, again the flexibility and willingness of staff to meet this challenge has ensured services elsewhere were also maintained.

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 were left until late summer when a second full cut and collect took place. This will be 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.

A light touch visual survey of wildflower species at Weymouth Avenue Cemetery was carried out earlier this summer and the results were impressive. It is envisaged that the existing grass cutting regime will remain unchanged as this appears to allow for plant development. This will then be reviewed over the next year with a view to establishing the cemetery as the next wildflower area.

After the successful member working group project to identify council owned sites and their potential for tree planting, members agreed at the last meeting to a tree planting scheme for Kings Road on the old playing field area. Tree species will be native and be grown in the UK. The open spaces manager will circulate more details to members as they are developed further, currently weather permitting, planting will take place from early December onwards.

6. Staffing

Some members will be aware that one of the outdoor services staff, Sid Atkinson died suddenly in March. After a successful recruitment process Lee Fearnley joined the Council's workforce in late August. Lee's role is as a direct replacement but with an additional emphasis on shared practices and learning and flexibility.

Further training for staff will be organised in the coming weeks as training organisations get up and running again. Members will be informed of training completed as part of the next report.

Carl Dallison
Outdoor Services Manager
Dorchester Town Council

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 14 SEPTEMBER 2020

DORCHESTER CRICKET CLUB ADVERTISING BOARD

1. Style of Board Proposed



2. Location on Proposed Board



DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 14 SEPTEMBER 2020

HOLMEAD WALK PLAY AREA

1. The adventure tower and cradle swings at Holmead Walk play area have both come to the end of their natural lives and need to be replaced.
2. It is proposed to replace with similar equipment as this has proved to be popular and it also means the equipment can be fitted within the existing safety surfacing with some minor modifications.
3. The photo below shows the existing adventure tower and swings which need to be removed and replaced:-



4. The cradle swings will be like for like but there is a choice of tower, the proposals below would be in keeping with the style of the play area:-



Total cost (including swings) to be installed and remove old equipment is £10,820



Total cost (including swings) to be installed and remove old equipment is £10,174



Total cost (including swings) to be installed and remove old equipment is £11,833

5. The Committee will be asked to note the required replacement and advise as to whether it has a preference for the replacement equipment. Policy Committee will also need to be asked to release the funding for the equipment from the Holmead Walk Play Area reserve.

Steve Newman
Deputy Town Clerk

**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 Park Run
2. Name and address of responsible officer who should be contacted regarding this application.	Name Les Fry Address 16 Gloucester Road, Dorchester. DT1 2NJ Tel: 01305 267665 ____ (Mobile) __0794632655_
3. Address where activities are based.	Dorchester (Great Field)
4. What area (community) is served?	Dorchester and the surrounding community
5. Are there any other similar facilities or services provided in the area/district?	No (Bridport/Weymouth are nearest)
6. How does your organisation / activity benefit the residents of Dorchester	By supporting and organising activities for people to maintain and improve fitness by walking, jogging or running around an organised circuit on a Saturday morning
7. Present charges/ subscription/fees. Please attach schedule if available.	No charge to take part is a fundamental part of Park run
8. Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No

9.	<p>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>Park run is a very social activity that is very popular with people of all ages., it is free to run with no age barrier.</p> <p>Park Run provides an opportunity and an event for people get up and walk or run around a structured and organised course, 5k for adults and 2k for young people.</p> <p>The intention is that ideally people walk or cycle to the activity then take part before returning home, car transport will be least preferred mode of reaching the location.</p> <p>This event will be registered with National Park Run and therefore be able to obtain insurance cover and access appropriate documentation such as risk assessment.</p>
10.	<p>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>After set up, there are no ongoing running costs, other than the odd upgrade of worn equipment (equipment, flags, clip boards etc).</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>Once the running track is completed, hopefully in September 2020. However currently delayed due to ongoing situation.</p>
12.	<p>Please give details of the cost of the project.</p>	<p>£4000</p>
13.	<p>Please give details of other grants awarded or applied for.</p>	<ul style="list-style-type: none"> • Public Health England £500 • Active Dorset £3000 <p>Both applications have been awarded</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>£500 towards project costs</p>
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>Park Run is very popular nationally and events generally very well attended. We also anticipate that participants using and supporting the café and facilities belonging to alcohol education trust. A team of volunteers supported Casterbridge Rotary members will be helping to ensure the event runs smoothly.</p>
16.	<p>Declaration</p>	

I/We declare that the information given on this application is true and complete in every respect.

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.

Signature of Applicant(s).....L D Fry.....

Position Held.....Member of Dorchester Park Run committee.....

For and on behalf of.....Dorchester Park Run committee

Date... ..4th June 2020.....

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 14 SEPTEMBER 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			
MICHAEL JEFF	FULL BURIAL	3102	388A
ROY MARTINDALE	FULL BURIAL	3103	688A
MARIA RAWLINGS	FULL BURIAL	3104	687A - DOUBLE FEES
JOSEPH MCTACKNEY	FULL BURIAL	3105	752
PAUL BUDDIN	ASHES	3106	C3
ANNE SLATTERY	FULL BURIAL GREEN	3107	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:-

01.07.2020 – 31.08.2020	Dorchester	Fordington	Poundbury
Interments	1	-	2
Ashes	4	3	3
Garden of Remembrance	-	-	-
Dorchester South Chapel	-	-	-
Poundbury Chamber			
Children's Plot			

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 14 SEPTEMBER 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	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	July 2020	January 2021
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	February 2020	February 2021
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	July 2020	July 2021
Fixed Wire Testing (5 Year)	New contract: 2016 A. Whitty	March 2016	March 2021
Provision of toilet sanitary receptacles and emptying	PHS group Ltd	Eco – shield White x 4 Sanitary Bag Dispenser – x 24 Nappy Bag dispenser x 26	Regular visits
Glass Collection Waste (Bar)	Dorset Waste Partnership	Fortnightly	Fortnightly
Car Park Gates – Annual test and service	Openings	February 2020	February 2021

Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members		
Project	Cost	Progress
Re-roof, extension and biomass	Up to £1.8m	Out to tender for roof works. Planning application submitted for extension and biomass

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 14 SEPTEMBER 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:-
 - Pre lacquering and lacquering the Corn Exchange floor – this has been completed but will not be emulsion polished until next year.
 - Painting
 - Minor repairs and improvements
4. Photos of some of the work undertaken are below:-

Corn Exchange Floor – Lacquered



Doors refurbished



Minor maintenance and improvements



5. Discussion has taken place with the Town Hall Keepers with a view to them undertaking work away from the Buildings, such as refurbishing Borough Gardens House, Maumbury Rings Pavilion, Depot etc, during the roof and biomass boiler works.

Steve Newman
Deputy Town Clerk