

# 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

7 July 2021

**Agenda** for the meeting of the **Management Committee** which will be held at the **THE CRICKET PAVILION, WEYMOUTH AVENUE, DORCHESTER** on **MONDAY 12 JULY 2021** commencing at **7.00pm**.

Adrian Stuart  
Town Clerk

## **Public Speaking and Attendance at the Meeting**

This meeting is open to the public but with Covid restrictions still in place this means that the venue has a safe maximum capacity of 25 – once that capacity is reached no further entry will be allowed. If you wish to attend please **contact the Clerk by 9.00am on the morning of 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, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major (Vice-Chairman), 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 8 March 2021 (adopted by Council on 22 March 2021). A copy of the Minutes can be found at [www.dorchester-tc.gov.uk/Committees/Management/Minutes](http://www.dorchester-tc.gov.uk/Committees/Management/Minutes).

### **3. Site Visit**

To consider the notes of the Site Visit meeting held on 22 June 2021 (enclosed).

### **4. Pump Track**

Castle Park Play Area – To consider a request from local residents who wish to develop the existing Pump Track at Castle Park play area.

Kings Road Playing Field – To consider a request from two local young people as follows:-

*A pump track would be good because lots of children of all ages can enjoy it and get some exercise outside away from their screens.*

*Our suggested places are Kings road recreation ground or Sandringham.*

*Personally, I am not a fan of football and a lot of space is given to this sport in these areas and are not used that often, from Ruan.*

*To use a pump track we must drive to Wyke Regis in Weymouth which puts more pollution into the local air and traffic on the roads. If we had one in Dorchester we could scoot to it which would give us more exercise and reduce pollution, from Ty.*

### **5. Management Arrangements – Outdoor Services**

To receive the Outdoor Services update report (enclosed).

### **6. Building Maintenance Plan – Borough Gardens**

To consider a report by the Outdoor Services Manager (enclosed).

### **7. Donated Seat Policy**

To consider a report by the Outdoor Services Manager (enclosed).

### **8. Grass Cutting Fordington and Weymouth Avenue Cemeteries**

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

### **9. Grant Applications**

To consider the following applications for financial assistance:-

- (a) Dorchester Cricket Club (application enclosed).
- (b) Alcohol Education Trust (application enclosed).
- (c) Pride Matters (application enclosed).

## **10. 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.

## **11. Municipal Buildings Monitoring Report**

To consider the Municipal Buildings monitoring and update reports (enclosed).



## Notes of a Site Visit held on 22 June 2021 at 9.30am.

Sites visited – Borough Gardens, Maumbury Rings, Weymouth Avenue Cemetery, Sandringham Sports Centre, Mellstock Avenue Play Area, Kings Road Playing Fields and Salisbury Fields.

Attending: The Mayor (Councillor G. Jones) and Councillors L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger, D. Leaper, R. Major, R. Potter and M. Rennie.

Steve Newman, Deputy Town Clerk.  
Carl Dallison, Outdoor Services Manager.

### 1. The Borough Gardens

Members toured the Gardens and the Outdoor Services Manager gave an update on the work that had been and was about to be undertaken. The following actions / items were agreed or noted:-

- That the outdoor gym equipment be replaced as and when required.
- That some Japanese Maples be planted along the snowdrop bank adjacent to West Walks.
- To investigate the possibility of establishing two parking spaces near to the toilets / kiosk.
- Investigate the cost of getting the wording on the fountain re-engraved.
- The work recently undertaken to the Borough Gardens House and the bandstand was to a good standard. Members wished for the original painted sign on the BGH to be refreshed.
- Work would be required on the large trees adjacent to the old tennis courts and the trees adjacent to Bowling Alley Walk sooner rather than later.
- The rose garden would be formally named and opened on 31 July 2021. Members felt that an information board about the garden and the type of roses planted would be beneficial.
- Members supported the idea of a surplus plant sale operated through the Friends of the Borough Gardens.

### 2. Maumbury Rings

The Deputy Town Clerk reported on the work undertaken to refurbish the Pavilion and Members supported an idea from Councillor M Rennie to have some trees planted near to the fence line on the railway line side of the site.

It was noted that boundary wall on the old police station side of the site was in need of attention.

Members agreed that the 'thank you' banner should be removed from the railings soon after 19 July 2021.

### 3. Weymouth Avenue Cemetery Chapels

The Group inspected both the North and South Chapels. Members noted that the South Chapel was no longer required for use as a Chapel and confirmed the proposal of the Service Review Group that the space be made available for use as a storage space by local community groups. Depending on what it being stored it might be necessary to obscure the lower parts of the windows.

### 4. Sandringham Sports Centre

The Group inspected the area freed up by the removal of the parkour equipment and looked at potential alternative sites for the petanque court which was required to be moved when the new ballet club facility was built. Members felt that the petanque users would be best served by relocating to the Great Field. If this was not acceptable an alternative area between the outdoor gym equipment and the fence was identified.

The footprint of the new ballet club was shown on the ground. Members felt that once built it might benefit from some softening at the front by way of green planting. It was also felt that the opportunity should be taken to re-line the car park once the facility was built.

The Deputy Town Clerk informed those present of a small housing development proposal on land adjacent to the car park.

### 5. Mellstock Avenue Play area

Members visited the play area and were informed of the ongoing concern of neighbours in respect of children climbing through the hedge and onto their property. It was noted that some patching of the original fence had been undertaken last summer.

After considering the options it was agreed that further fence patching and the planting of 'spiky' shrubs be undertaken so as to deter children from climbing through the fence line.

### 6. Kings Road

The Group visited Kings Road playing fields where the Outdoor Services Manager showed Members the new tree planting and explained the proposals for the future planting of the area. The Group also talked about the potential for a pedestrian bridge which it was hoped would be possible through developer contributions. The exact location of a bridge to be confirmed.

It was noted that the steam roller in the play area would need to be taken out of action for a number of weeks shortly so as to enable maintenance to be undertaken.

7. Salisbury Fields

A local resident met with the Group at Salisbury Fields and explained the community wildflower planting scheme that was being undertaken along a meter wide strip adjacent to the boundary at the southern end of the field. Members were supportive of the project.

The Outdoor Services Manager explained the tree work that was proposed to the existing trees and future planting of new trees.

An idea to reduce grass cutting in some parts of the field was also discussed and a report on this matter would be the subject of a future Committee report.

Meeting closed 2.00pm.





## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 12<sup>th</sup> July 2021 OUTDOOR SERVICES UPDATE REPORT – Early Summer**

**This report has been prepared whilst the country is working under the government regulations on the types of work and socialising that can be undertaken during the Covid 19 outbreak. These regulations had and continue to have an 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 good maintenance regime in Parks and Open spaces and to keep play areas open for general use.**

1. The early summer period saw ongoing maintenance work dominate with mixed weather producing consistent grass growth after a dry spell in late spring. A prolonged wet period early in the summer promoted growth and slowed cutting operations, these are now caught up with. Covid restrictions continue to have an effect on the ability to carry out some works however the impacts are increasingly limited. The main service changes currently in operation are the closure of the water feature in the play area and drinking fountains at Borough Gardens. All our colleagues have continued as much as possible to do the basic maintenance and additional works that have arisen in a timely fashion and with a quality of finish to provide excellent open spaces for residents and visitors to enjoy.

2. The Borough Gardens team have been doing many tasks within the site assisted where possible by the outdoor services staff. The bright early summer show of Camassias was very good again and it is now followed by the summer bedding plants that are starting to show good colour after being planted slightly later to avoid the late season cold weather. Works have focused on the changeover of bedding plants, the older winter stock being removed and replaced by the new summer plants. Members will recall last year that new species were used and planted in different ways to create a fresh summer display which was very well received. This will continue this year, one highlight being the addition of Banana plants to the beds to give height and interest.

3. Works to improve the appearance of the nursery area, including removal of overhanging tree branches, further reduction in height of adjacent hedges, electrical and general building repairs, tidying and levelling of the standing out areas were completed in late spring as was work to the first large greenhouse, including replacement of old benching. (see also Biodiversity section 7).

The smaller greenhouse previously used solely to grow on hanging baskets has also had benching installed which has increased growing capacity and old redundant gas heating equipment has been removed. Work on the final large house will commence in early July.

By improving the greenhouses, it has been possible to increase the amount and quality of bedding produced and it will also allow for better stock plants to be held over winter for use next year which in turn will reduce waste.

Work has continued at the southern end of the gardens consolidating the improvements made over the winter spring period. Maintenance is now the main operation ensuring that the new feature, the rose garden, is well kept and the surrounding features are clean and well presented. The roses have done very well with a 100% survival rate. Flowering and growth rates have far exceeded expectations and the scent in the area has been superb on still mornings and evenings which when coupled with the impressive flowerings has made this area very popular with people visiting the gardens, so achieving a complete turnaround from the former derelict bowling green and oversized hedge.



The ceremonial opening and naming of the rose garden will take place at Borough Gardens on the 31<sup>st</sup> July at 11.00 a.m.

Extensive works prepared the older pair of tennis courts in the gardens for use earlier than normal this year which allowed the council to meet the anticipated increased demand for tennis following the removal of Covid restrictions in regard to tennis in mid-March. These courts suffer badly from the growth of moss and algae due to the reduced levels of sunlight

and significant shading which results in ideal conditions for these to grow. Their entire surface requires frequent pressure washing to remove as much organic material as possible to render the courts safe to play. The problems highlighted may be somewhat alleviated by the impending works to the two large Lime trees which currently dominate the western side of the courts.

Following a tree survey from the ground, a climbing inspection was carried out. The recommendations from this will mean the reduction of the existing trees to approx. 4-5 metres in height. This is due to previous pruning, from decades ago, leading to a crown and branch structure that has too much weight and resultant cavities and included bark at important branch unions which will cause structural weakness.

Works will take place as late in the nesting season as possible after clearance for the County tree officer has been received.

4. External decoration works to Borough Gardens House are virtually complete, at the time of writing all wood work repairs and painting have been completed and the additional sign writing on the Cornwall Road face of the house is also complete. Roof inspections will take place w/c 12/5/21. Subject to a satisfactory final snagging visit the scaffolding will then be removed.

5. Away from the gardens, the outdoor services team have been carrying out maintenance works to ensure facilities are of a good standard. Staff have carried out routine repairs and maintenance in several play areas and work has started to redecorate and renovate Woodlands play area.

Old street signage for the tourist information centre is being removed to prevent confusion now it has closed.

All benches in south street have been removed and reconditioned with all, except two, now back on site, the two are being stored until covid sitting out changes revert and they can be replaced.

This work has been carried out with the assistance of Dorchester BID who have paid for new wood for the seats. Where possible, if sufficiently sound, existing seat timbers will be re-used on further seats as part of a programme to renovate all in the town centre.

Further routine work has continued keeping all play equipment inspected and in a safe and well-maintained condition, collecting litter from open spaces and bins has been ongoing.

The great field has seen many changes and developments over the preceding 12 months and these continue. The Town Council has purchased and staff have installed four new bins for the large northern area these are for both normal litter and dog waste. Positions and quantities will be kept under review with a view to identifying hotspots and establishing actual use so provision can be targeted as accurately as possible.

#### 6. Cemeteries

The provision of this critical service continues to shape all other direct service delivery. Although demand for full burials is back to normal levels as would be anticipated in July, the numbers of burials of cremated remains continue to be very high. The Council should be comfortable that currently, staff resources and management practices have maintained capacity for all burials, allowing them to continue without the need to re-schedule timings or request help with excavation from others and it is expected this will continue to be the case.

Revised Covid restrictions saw an upward change in town council guidelines on the number of mourners to attend a funeral at both Weymouth Avenue and Poundbury Cemeteries in line with government restrictions and a site-based risk assessment.

## 7. Biodiversity

As mentioned in section 3, works to two of the three greenhouse benches has been carried out to remove the mixture of compost and sand. This was particularly relevant in contributing to the high levels of Sciardid fly present in the houses.

In keeping with the Councils biodiversity action plan and specifically the desire to cease the use of pesticides as much as possible these works will reduce, by a large factor, the problem with pests and disease and weeds by introducing improved cultural practices and physical barriers.

The benching will be repaired where rotten and covered with a weed suppressant type membrane onto which pots will be directly placed, this will remove the matrix in which pests and diseases can feed and grow and also facilitate easy cleaning. The bare soil beneath the benches will similarly be covered to prevent weed growth and again allow for easy cleaning.

These measures were expected to prevent the majority of pest, disease and weed problems in the greenhouses resulting in no need to apply chemicals. In addition, the stock grown will be cleaner and healthier at the point of planting out so avoiding introducing pests, disease and weeds to the outside flower beds. Additionally, the healthier plants will be in a better position to outgrow any pests and disease encountered after planting.

At the time of writing no weed or insect infestation problems have occurred in the two renovated houses and it is considered these works have been a success.

Tree Planting phase 1 was completed at King's Road field, works were carried out over a two-week period and progressed as expected helped by dry and cool conditions.

The larger trees were all planted with supporting stakes and ties, mulching mats to suppress weed growth and watering kits for use in the summer, an operation which has been carried out twice so far and is expected to continue throughout the coming months.

Survival rates have been very good with only 2 specimens failing to come into leaf. The newly planted area has proved popular with families observed deliberately sitting in the newly created wooded area to enjoy the environment the trees bring.

A further phase of planting will take place in this coming winter period.

Fordington cemetery has seen significant vegetative growth as a result of a wetter spring, this has promoted both the wildflowers and the rank grasses leading to a limited number of complaints. The SNCI management plan calls for a cut and collect in July which will be carried out which it is anticipated will resolve the issues.

8. Staffing: - As part of our ongoing staff development updating training was arranged for three staff to upskill in safe grave digging and marking, this was completed in June as was tractor driver training for two members of staff. This again is part of the strategy to

develop a trained multiskilled workforce to ensure service delivery can continue safely and to a good standard regardless of staff absence.

Sadly Dave Thomas, one of the Council's park keepers, recently died following a period of illness. Dave had been with the Council for ten years and he will be missed. The Deputy Town Clerk has written to the family to express the Council's condolences.

Carl Dallison  
Outdoor Services Manager  
Dorchester Town council



## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 12<sup>th</sup> July 2021**

#### **Building Conservation Plan - Borough Gardens**

##### Background

Borough Gardens were extensively refurbished as part of the Dorchester Town Council-Heritage lottery project in 2007. The many structures in the gardens were either repaired or re-built as part of those works, new buildings in the form of the Kiosk and toilets and the extension to Borough Gardens House were also created.

Works to the majority of these structures in terms of maintenance have been carried out over the last 5 years, the most recent piece of work being the external redecoration of Borough Gardens House. It has however become clear that a more formal Conservation management plan for these structures is required to ensure they are maintained in a timely way going forward.

##### Current Position

Ongoing decisions have been made at a Management Committee level or by the Outdoor Services manager over the last 5 years which have enabled the majority of structures to be brought back to or maintained in good repair. Members can be re-assured the situation is currently stable with no significant known issues.

Notwithstanding this, several issues associated with routine wear and tear and the need for renewal and/or maintenance will occur over the coming years e.g.

Redecoration of Borough Gardens House ground Floor interior

Reconditioning and repainting of Borough Gardens gates

Replacement of Gym Equipment

Footpath repairs

##### Future Arrangements

It is proposed that a conservation management plan is created to identify and programme ongoing maintenance requirements for structures and buildings within the gardens over the next 10 years. The plan will identify each item and the routine maintenance operations associated with it along with a timetable and an indication, where appropriate, of the need for a significant investment i.e., reserved or capital monies, to facilitate the work e.g., external redecoration of Borough Gardens House, where this cannot be achieved through revenue funding.

An example of the type of information to be captured and how it will be potentially formatted is shown overleaf.

Item	Element	Description	Current condition	Operations / works required	Maint Cycle Yr				
					1	2	3	4	5
Bandstand									
Roof	Lead Flashing	Painting decorative mouldings/clips	Good	Inspection	X	X	X	X	X
	Underside	Painting, ceiling repairs to timber cladding	Good	Filling / Redecoration					X
		Lighting, operational	Good	Inspection	X	X	X	X	X
	Columns/soffits	Painting	Good	Remove corrosion/ Redecoration					X
	Railings	Painting	Good	Remove corrosion/ Redecoration					X
Floor Slab	Concrete floor	Patching concrete	Fair	Skimming		X			
	Steps	Integrity	Sound but worn	Inspection	X	X	X	X	X
Plinth	Stonework	Pointing, cracking, spalling repairs	Fair	Inspection	X	X	X	X	X
	Name Plaque	Pointing Cracking Spalling repairs	Poor	Replace with new Tablet		X			
Steps	Railings	Painting	Good	Remove corrosion/ Redecoration					
	Stone steps	Pointing, cracking, spalling repairs	Sound but worn	Inspection	X	X	X	X	X
	Cellar Door	Painting, wood filling, integrity	Poor	Filling / Redecoration			X		
	Electrical sockets	Wiring check, integrity	Good	Inspection	X	X	X	X	X
Cellar	Ceiling	Corrosion check/ Painting	Poor	Redecoration		X			
	Walls	Corrosion check/ Painting	Poor	Redecoration		X			
	Floor	Conditional check	Fair		X	X	X	X	X
	Electrical fittings	Test and check for integrity	Fair	Fixed wiring test		X			
	Lights	Conditional check	Fair	Inspection	X	X	X	X	X



*The accompanying document to the above will identify annual inspections to be carried out plus items where expenditure is expected to be sourced from Borough Gardens Reserve (or an applicable alternative reserve) due to the level of cost to deliver.*

The Conservation management plan will then sit as part of the existing overall management plan for the Borough Gardens which will see an annual review which could if required be reported to management Committee.

Members are asked to consider and decide upon whether they would wish to support the development and implementation of such a management plan and the potential for the need to increase annual reserves for building maintenance lead by the findings of the plan.

Carl Dallison  
Outdoor Services Manager  
Dorchester Town Council



## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 12 July 2021**

#### **DONATED SEAT POLICY**

##### **Background**

The Town council can receive several requests a year for the siting of seats and benches in public open space within Dorchester. Previously these have been accommodated wherever possible, numerous designs and qualities of seat have been installed leading to a wide range of seats all requiring slightly different methods of maintenance and specifications for repair. The terms under which these historic benches were agreed and installed are, in the main, unclear, this can lead to confusion e.g., occasional requests for maintenance by “donors” which are not strictly necessary, positioning of flowers and other items on benches which prevent use by more than one person on occasions and disagreements as to actual ownership and/or where a seat should be positioned.

There are further considerations to be resolved such as public liability for failure of a seat leading to injury, inspection/maintenance regimes and the necessity of a clear indication of ownership and maintenance responsibility.

As part of wider work to be carried out 2021-22 a seat survey of all stock will be carried out to identify type location and condition, this will continue the work already commenced in the town centre area of reconditioning all Town Council owned seats.

##### **Seat Policy**

The development and adoption of this policy will give clear guidance to officers on the process to be followed in future. It will enable a consistent and clear process to be enacted which will improve the management and quality of provision of seat and bench stock.

##### **Principles**

1. All seats or benches (including picnic benches) donated to the Council become the property of Dorchester Town Council.
2. Seat designs will be selected by Dorchester Town Council staff from a selected range of styles and offered to donators. Selection will be based on, but not exclusively limited to, the character of the site, any existing design already on site and any desired future use.
3. Seats will, in the majority of cases, only be located where a seat or bench already exists or existed previously. This will not apply where new areas of open space are developed and no previous seating existed but it is anticipated that a seating plan would be developed by officers in advance in such circumstances.

4. Seats may be moved from a donated location to meet service need and will be, where possible, located in as near an existing location as possible.
4. Seats are considered to be donated rather than “memorial”.
5. Plaques are to be purchased by the donator and approved in advance by Dorchester Town Council offers for, dimension, material and wording.
6. Plaques will be fitted by either the seat manufacturer or Dorchester Town Council staff.
7. Seats will be installed by Dorchester Town Council staff.
8. Donators will be charged the cost of the seat plus an installation fee.
9. Seat and plaque will be maintained and located for a maximum of 10 years at which point the council reserves the right to allow the location to become available again with the original donator being offered the opportunity to renew first.
10. Seats will be maintained at a frequency in line with routine maintenance of the council’s seat stock in effect at the time.
11. Seats damaged beyond repair by any means will be removed from site. The council does not undertake to replace the seat.
12. Minor damage or vandalism will be repaired at the next maintenance visit or sooner if regarded as dangerous.
13. Temporary flowers, cards, signs and other items should not be affixed to seats without the prior agreement of the council.
14. Existing seats, plaques and agreements as of 15/7/21 are not affected by this policy.
15. Where existing seats are required to be kept by the Council e.g. borough gardens Bandstand seats, the option of affixing a plaque only may be offered as an alternative to donating a seat or bench.

Example letters to donators and application forms are included with this report appendix A and B for information.

### **For Decision**

Members are asked to consider and decide upon whether they would wish to adopt the above seat policy.

Carl Dallison  
Outdoor Services Manager  
Dorchester Town council

## **Appendix A**

Dear .....

### **DONATED SEAT – *Location here***

Thank you for your recent telephone enquiry regarding the donation of a seat at \*\*\*\*, Dorchester.

The cost of a new seat is £\*\*\*\* +VAT (£\*\*\*\*), this includes installation. The seat will be of a design specified by the council and will become the property of Dorchester Town Council and installed for a maximum of 10 years.

The seat will be treated on a three-yearly cycle (or as budgets allow) to include lightly rubbing down and staining the wooden parts of the seat. Minor vandalism, e.g., scratches or non-carved graffiti, will be rectified as part of the maintenance process

The Council will reserve the right to remove the seat should it be badly damaged as a result of accident, vandalism or the elements and/or if it becomes a danger to the public and will not replace it. You will be given an opportunity to replace the seat at your expense, if you so wish.

The position of the seat may also change as a result of business need, the Council will endeavour in such situations to relocate the seat as near as possible to its original site in an existing seat location.

Should you wish to position a plaque on the seat please advise the council of this and you will be advised of the plaque dimensions/materials permissible. The council reserves the right to check the wording of plaques so as not to cause offence etc. Please note, you are donating a public seat, the attachment of cards, decorations, flowers etc is not permitted nor is the addition of any further plaques, notices etc. without approval from the council.

Should you wish to proceed with your donation, please complete the attached form and return. Once the seat has been installed, I will contact you to confirm that it is in position so that you can visit.

Yours sincerely

Carl Dallison  
Outdoor Services manager  
Dorchester Town Council



# **Dorchester Town Council**

## **DONATED SEAT SCHEME**

NAME: .....

ADDRESS: .....

.....

.....

POST CODE: .....

SEAT LOCATION .....

Please provide the wording for the plaque below:

.....

.....

.....

.....

.....

I CONFIRM THAT I ACCEPT THE TERMS OF DONATING A SEAT AS LAID OUT IN THE ATTACHED LETTER.

SIGNATURE: .....

DATE: .....

## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 12 JULY 2021

#### GRASS CUTTING AT FORDINGTON CEMETERY AND WEYMOUTH AVENUE CEMETERY

1. As a part of Council's commitment to improving biodiversity, a biodiversity report and action plan was agreed by the Committee. In that report the value of cemeteries for wildlife was identified and the action plan required that Fordington Cemetery be designated as a wildflower Cemetery and the management regime changed to enhance and protect the area. This was recognised formally when in 2020 the Cemetery was designated as a Site of Nature Conservation Interest (SNCI) by the Dorset Wildlife Trust.
2. As part of a wider review into wildflowers present at sites owned by the Council it became apparent that the wildflowers present in Weymouth Avenue Cemetery, whilst not being classic chalkland species, were locally valuable. Further work was then carried out by People Need Nature into the species on site and Members agreed that an application be made for the site to also be designated as a Site of Nature Conservation Interest (SNCI) by the Dorset Wildlife Trust. This application is under way.
3. In order to maintain and improve wildlife the grass cutting regime at Fordington Cemetery has been changed from monthly during the summer to March, July and September – this will be a cut and removal of the arisings.
4. The species of wildflower at Weymouth Avenue is such that there needs to be no significant change to the existing cutting regime. Although some areas are being left uncut so as to allow seed collection which will be used to create additional wildflowers at the cemetery and at Maumbury Rings.
5. The Council has recently received a small number of complaints regarding the lack of grass cutting at both Fordington and Weymouth Avenue Cemeteries. The complaints centre around the following concerns:-
  - The grass is very long which means that you cannot see trip hazards.
  - Dog owners are not picking up after their dogs as the dog mess gets lost in the long grass.
  - Older visitors or those that are not so physically able have trouble accessing relatives graves.
  - Makes graves hard to find.
  - It is disrespectful.
6. Some photos of Fordington Cemetery are set out below:-



7. There are some pathways, where the grass is cut short, which allow access across the cemeteries. If there is a burial required a pathway is also cut to the plot and grave owners are also able to cut their own grave spaces. There is also some temporary signage explain the biodiversity plan.

8. Members are asked to give some consideration to the comments that have been received and confirm whether or not they wish to make any changes to the management regime.

9. If Members reaffirm their commitment to the plan it is suggested that, for both cemeteries, additional permanent signage be created and that the number of desire pathways cut into the cemeteries be reviewed.

Steve Newman  
Deputy Town Clerk



## DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	<b>Name of organisation.</b> <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Cricket Club
2.	Name and address of responsible officer who should be contacted regarding this application.	<b>Name:</b> <i>Simon Joslin</i> Address:  Tel: _____  Email: <a href="mailto:simonjoslin@hotmail.com">simonjoslin@hotmail.com</a>
3.	Address where activities are based.	Weymouth Avenue Recreation Ground Dorchester
4.	<b>What area (community) is served?</b>	Dorchester & surrounding villages
5.	Are there any other similar facilities or services provided in the area/district?	Only cricket club in Dorchester, but other cricket clubs In surrounding towns and villages.
6.	How does your organisation / activity benefit the residents of Dorchester	Not-for-profit cricket club made up of three adult teams, with 50 adult members, a rapidly growing youth section with boys and girls playing. Offering a relaxed, fun atmosphere where youngsters can enjoy sport and the benefits it brings (both physical and mental).
7.	<b>Present charges/ subscription/fees.</b> Please attach schedule if available.	£100 Adults £30 Adults
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No

9.	<p><i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i></p>	<p>The project is for a defibrillator which will be available for anyone who is unfortunate to suffer a cardiac arrest in the vicinity of the recreation ground. This device could save someone's life by restarting their heart.</p>
10.	<p><i>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</i></p>	<p>One off purchase</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.</p>	<p>Purchase ASAP  As soon as funds allow.</p>
12.	<p>Please give details of the cost of the project.</p>	<p>£850</p>
13.	<p><i>Please give details of other grants awarded or applied for.</i></p>	<p>None</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>£400</p>
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>We have raised in region of £450 through cake sales.</p>
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 <b>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.</b></p> <p>Signature of Applicant(s).....Simon Joslin.....</p> <p>Position Held.....Dorchester Cricket Club Committee.....</p> <p>For and on behalf of.....Dorchester Cricket Club.....</p> <p>Date.....21/06/2021.....</p>	

## DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	<b>Name of organisation.</b> <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Alcohol Education Trust
2.	Name and address of responsible officer who should be contacted regarding this application.	<b>Name: Lucy Roberts</b> Address: Pavilion in the Park, The Great Field Poundbury DT1 2FG  Tel: 01305 259142      (Mobile) _____ Email: lucy@pipspoundbury.com
3.	Address where activities are based.	Pavilion in the Park The Great Field Poundbury DT1 2FG
4.	<b>What area (community) is served?</b>	Poundbury and Dorchester
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 Alcohol Education Trust (AET) charity is dedicated to early intervention, reducing alcohol related harm for under 25's of all backgrounds &amp; abilities across the U.K. In April we opened our new community hub in Poundbury, Dorchester, The Pavilion in the Park (PiPs). The aims are to support the mental, physical health &amp; resiliency of our local community through a range of activities, so helping decrease social isolation, improve wellbeing &amp; social cohesion, in a development with few recreational facilities &amp; 33% social housing.</p> <p>Pips will be hosting two days in August for Holiday Hangouts aimed at 9-14yr olds, we are offering up to 100 places per day on the great field Poundbury. The 4 hour sessions will enable us to offer a wide variety of activities to local children from Dorchester and surrounding areas. The activities planned ensure all children are engaged and catered for.</p>
7.	<b>Present charges/ subscription/fees.</b> Please attach schedule if available.	Holiday Hangout Days will be FREE of charge to all. Children in receipt of pupil premium and a 'Summer in Dorset' code will be also be provided with a free hot meal.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	NO

9.	<p><i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i></p>	<p>We were invited by Dorset Council to set up these activities to provide support for children in receipt of free school meals, who are offered vouchers to receive free activities and food as part of the 'Summer in Dorset' programme.</p> <p>Holiday Hangouts will utilise the great field and Pavilion in the Park, Poundbury. We will be providing fun, games and Activities for up to 100, 9 – 14yr olds from Dorset. We would like to offer a diverse range of activities, with something to suit all individuals, and abilities, including football, crafts, circus skills, face painting, drumming and more. The hangouts will primarily be run by volunteers led by the community engagement manager and a small staff from Damers First School.</p> <p>The activities are provided by a range of local businesses and individuals, some of which are donating time or equipment for free, but most require a fee to be paid.</p> <p>The Hangout days will provide a safe place for young local children to go, meet up with friends in a positive, relaxed environment. It is fully inclusive regardless of family background or income, and will provide equal opportunity to all in taking part.</p> <p>As part of the Dorset Council 'Summer in Dorset' program we are providing a nutritious hot meal for up to 40 children that qualify for the 'Summer in Dorset' scheme, but offering 100 places in total per day across two days.</p>
10.	<p><i>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</i></p>	<p>This project is for 2 days 19<sup>th</sup> &amp; 20<sup>th</sup> August</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>19<sup>th</sup> August 2021</p> <p>20<sup>th</sup> August 2021</p>
12.	<p>Please give details of the cost of the project.</p>	<p>TOTAL Cost £2400 to deliver across 2 days. Staff Cost, venue and hot food provision = £1040 Activities total cost = £1360</p>
13.	<p><i>Please give details of other grants awarded or applied for.</i></p>	<p>Mayors Fund £500 HAF £1600</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>£300</p>
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>The additional funding needed is to enable us to deliver all the activities agreed in the planning. Thus ensuring that we have a complete and diverse range, promoting inclusion for all children.</p>
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every</p>	

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).....Lucy Roberts


Position Held.....AET/PIP

For and on behalf of..... Date.....



**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>	Pride Matters
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Miss Kiran Karda Address: 1 Higher Burton Farm Cottages Dorchester DT2 7SA  Tel: _____ (Mobile) 07388866321  Email: Kiran.karda@pridematters.co.uk
3.	Address where activities are based.	Borough Gardens or Maumbury Rings
4.	What area (community) is served?	LGBTQIA+ community in Dorchester/ Dorset and general community
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	Creating awareness for both wider community and those within the LGBTQIA+ and creating a more inclusive environment in Dorchester and celebrating National Pride Month
7.	Present charges/ subscription/fees. Please attach schedule if available.	None
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Free event
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>	We intend to hold a Pride event.  <b>Event will involve:</b> Stands from different community groups and organisations to

		<p>promote their network and work they do to support the LGBTQIA+ community. Raising awareness to the general public and where they can receive training and information for themselves or others.</p> <p>Music and other acts to help general wellbeing of all</p> <p>Food and refreshments – helping local businesses in the community</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.	Single Event
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	Saturday 4 <sup>th</sup> September 2021
12.	Please give details of the cost of the project.	<p>Public Liability Insurance £150</p> <p>Bands £150</p> <p>Performances £100</p> <p>Promotion £50</p> <p>Event licence £50</p>
13.	Please give details of other grants awarded or applied for.	Unison (will be applying, conversations have taken place with Chris Go who has offered to help fund the event.
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	<p>Any other relevant information.</p> <p><i>(Continue on a separate sheet if necessary.)</i></p>	
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>Kiran Karda</i> </p> <p>Position Held: Pride Matters CEO/ Chair</p> <p>For and on behalf of: Pride Matters</p> <p style="text-align: right;">Date: 29/06/2021</p>	



**DORCHESTER TOWN COUNCIL**  
**MANAGEMENT COMMITTEE – 12 JULY 2021**  
**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:

<b>Name</b>	<b>Full Burial/Ashes</b>	<b>Grant No:</b>	<b>Grave Number</b>
<b>Dorchester Cemetery</b>			
TRANSFER 2224/617 FROM HENRY LONGMAN TO SIMON LONGMAN	TRANSFER ORIGINAL DEED	3128/4741	1070
CLAIRE ALISON BANISTER	ASHES	3135	3345A
L.A. BLAIR – BEHALF OF DAVID BATE	ASHES	3136	T.B.A.
SUSAN TEAGUE	ASHES	3139	3345B
<b>Poundbury Cemetery</b>			
ANNE HARBOROW	BURIAL	3127	785
ROBERT & WENDY CLEWETT	BURIAL	3129	T.B.A.
VICTORIA GRINDLE	BURIAL	3130	663
ANNA TIMOFEEVA	ASHES	3131	C84
JEREMY & JANE THOMPSON	BURIAL	3132	T.B.A.
MICHAEL & KATHLEEN LENECHAN	BURIAL	3133	T.B.A.
FIONA MARY BRILL	ASHES	3137	T.B.A.
MICHAEL LOVELL	ASHES	3138	T.B.A.
ROSEMARY GORDON	BURIAL	3140	T.B.A. D.FEE
TIFFANY ECCLES	ASHES	3141	T.B.A.
BARBARA ASLIN	ASHES	3143	C20A
<b>Fordington Cemetery</b>			
TREVOR BASKETT	ASHES	3134	GOR72
DEBORAH VOSS	ASHES	3142	T.B.A.

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

01.03.2021 – 30.06.2021	<b>Dorchester</b>	<b>Fordington</b>	<b>Poundbury</b>
<b>Interments</b>	3	1	3
<b>Ashes</b>	10	0	7
<b>Garden of Remembrance</b>	3	0	-
	-	-	-
<b>Poundbury Chamber</b>			2
<b>Children's Plot</b>			-

## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 12 JULY 2021

#### MUNICIPAL BUILDINGS MONITORING REPORT

##### Staffing

1. All four Town Hall Keepers are continuing to go to work whilst complying with social distancing and child care responsibilities.
2. One Town Hall Keeper is on site and has painted out the Magistrates Room and bar and is the general contact for deliveries lift contractors etc. Another THK is now working in the Gardens and the remaining two are undertaking jobs away from the buildings such as cleaning the chapels, painting the changing rooms at Sandringham, looking after the poster points, cleaning information boards etc. All THK's have just undertaken the three yearly three day first aid course.

##### Lift

3. The old lift has been removed and the new lift is presently being installed:-



##### Corn Exchange and Council Chamber Re-roof

4. The Council's contractor's, Hammonds, have made significant progress on the roofs. The re-opening of the Corn Exchange had been delayed until the 25<sup>th</sup> September 2021. The contractor has provisionally reported that the re-opening of the Corn Exchange maybe delayed due to

extensive unforeseen repairs required to the Apse. In particular, additional repairs required to the steel frame.

Progress made to date includes:-

#### Corn Exchange

- The upper two bays of the roof have been slated.
- Works to the west side lower stainless steel gutters will be carried out shortly and slating to the lower bays on both sides will follow on to complete the slating.
- All structural repairs complete.
- Insulation laid.
- Coping stones to north gable have been carefully removed, lead damp proof course to be provide across wall head before reinstatement of stones.
- Timber repairs to windows ongoing.
- The cowls are all fitted and lead work done.

#### Apse

- Extensive repairs required to rafters, ceiling collars and wall plate supporting the steel frame. This will necessity partial taking down and careful rebuilding of the parapet walls and unfortunately some loss of the ceiling which will be reinstated using laths and lime plaster. Ongoing.

#### Council Chamber

- The roof is now 90% complete, with only snagging items and the lead works to the parapet walls remaining.
- All structural repairs complete.
- Insulation laid.
- Safe access deck installed into the roof void.
- All redundant electrical cabling removed.
- Mechanical extraction system installed including flue outlets and connections. The commissioning remains to be done.
- New cowl (non-vented) has been installed.

#### Corn Exchange Paint

5. High level paintwork within the Corn Exchange has been completed using the revised colour scheme agreed by Members. Once the scaffolding is removed the lower level painting will be undertaken.

### Extension for Biomass and Offices

6. Contractor instructed to proceed, preliminary programme received showing a completion date of the end of January 2022. Ongoing discussion to agree the logistics, planning etc to minimise the impact on the use of the Corn Exchange and Dorchester Arts.

7. The existing areas (Dressing rooms, kitchen, THK's office etc) have been stripped out and the existing floor structure and asbestos covered roof (at first floor level) removed. The new floors, supporting structure, alterations to the steel frame and it's support has been completed. The steel beams have been sprayed with fire protection.

8. Window repairs are being undertaken. New openings to the walls of the old police station have started. The contractor is waiting to strip off the existing slate roof from the old police station which has been delayed because of nesting seagulls.

Steve Newman  
Deputy Town Clerk