

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

10th SEPTEMBER, 2013

At a Meeting of the Management Committee held on 10th September, 2013:

PRESENT The Mayor (Councillor E.S. Jones) and Councillors K.E. Armitage, D.J. Barrett, C.S. Biggs, A.J. Canning, S. Hosford, T. James, A.J. Lyall, R.B. Potter (Chairman) and D. Taylor.

APOLOGIES for absence were received from Councillors F.E. Kent-Ledger and M.E. Rennie.

16. **MINUTES**

The Minutes of the Meeting of the Committee held on 9th July, 2013, adopted by Council on 23rd July, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

17. **PANEL MINUTES**

(a) **Borough Gardens Panel**

The Committee considered the Minutes of the Borough Gardens Panel held on 31st July, 2013 (for Minutes see Appendix I). Members expressed their gratitude for the on-going help received from the Police in respect of the anti-social behaviour that had been experienced in the Borough Gardens which had now reduced considerably.

It was noted that the bowling green area was still being closed and Members felt that this area should now be opened up again.

Some concern was also expressed regarding the need for a new byelaw to deal with ball games a report on which would be brought to a future meeting of the Committee.

It was

RESOLVED

That the Minutes be approved so far as this Committee is concerned.

(b) **Property Management and Maintenance Panel**

The Committee considered the Minutes of the Property Management and Maintenance Panel held on 9th July, 2013 (for Minutes see Appendix II).

It was noted that the alcoves on the inner wall of the Corn Exchange were in need of re-painting.

It was

RESOLVED

That the Minutes be approved so far as this Committee is concerned.

(c) Grants Panel

The Committee considered the Minutes of the Grants Panel held on 28th August, 2013 (for Minutes see Appendix III).

It was

RESOLVED

That the Minutes be approved so far as this Committee is concerned.

(Councillor R.B. Potter declared an interest in respect of Minute No. 1 (5) of the Grants Panel and did not speak or vote on the matter.)

18. **MANAGEMENT ARRANGEMENTS**

The Committee considered the schedule of work for the Outdoor Services Team. It was noted that the grass in and around Woodlands Crescent play area was looking untidy and needed cutting. It was also felt that it would be useful to identify who would be responsible for maintaining the various benches at Poundbury.

It was

RESOLVED

- (1) That the schedule of work for the Outdoor Services Team be noted.
- (2) That the Duchy of Cornwall be requested to get the grass cut at Woodlands Crescent play area.

19. **DECKCHAIRS**

The Committee considered a report from the Deputy Town Clerk on whether the Council should purchase replacement deckchairs for the 2014 onwards summer entertainment programme. Members felt that the deckchairs were popular but wished to look at alternative seating and whether any alternative seating could be secured so as to prevent theft.

It was

RESOLVED

That a report be presented to a future meeting of the Committee on alternative seating options for next year's summer events programme.

20. **DURNOVARIA COMMUNITY HALL**

Further to Minute No. 5 the Committee gave further consideration to the request from the Durnovaria Silver Band for a grant or loan towards the cost of purchase of the old Fordington Methodist Church. Members had been supplied with a fully costed Business Plan in respect of the proposal.

Members were supportive of the proposal but expressed some concern regarding the lack of parking at the Church and in the area particularly once the Lubbecke Way extension had been completed.

The Committee felt that a grant pledge of £5,000 should be made to the project in recognition of the Band playing without charge at the Council's civic events both in the past and in recognition of this continuing in the future. The grant to be paid once the Band had secured all of its funding and was in a position to purchase the Church.

It was

RESOLVED

- (1) That a grant pledge of £5,000 be made towards the purchase of the Fordington Methodist Church by the Durnovaria Silver Band in recognition of the Band playing without charge at the Council's civic events both in the past and in the future.
- (2) That the grant be paid once the band has secured all of its funding and is in a position to purchase the Church.

(Councillor D.J. Barrett declared an interest in respect of this matter and left the meeting during its consideration.)

21. **OUTDOOR EVENTS PA SYSTEM**

Members considered a report by the Deputy Town Clerk on an alternative active speaker outdoor PA system which would be easier to use and more flexible than the existing PA equipment. The estimated cost of the proposed new active speaker system was £3,300. The Committee was reminded that the Council had allocated £3,600 in this year's budget to fund permanent speakers on the Borough Gardens Bandstand but that Listed Building Consent had not been given for this proposal. The existing old PA equipment would be kept and made available for community use. It was noted that training would be given to staff on how to use the new equipment.

It was

RESOLVED

That the new active speaker outdoor PA equipment be purchased to be funded from the money originally set aside for the permanent Bandstand speakers.

22. **CEMETERY MATTERS**

(a) **Exclusive Right of Burial**

The Committee had before it a report which detailed the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee and it was

RESOLVED

That the report on the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee be noted.

(b) **Interments and Burial of Ashes**

Members considered a report which listed the dates and times of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery since the last meeting of the Committee and it was

RESOLVED

That the report listing the dates and times of interments and burials of ashes together with South Chapel usage since the last meeting of the Committee be noted.

(c) **Headstones and Inscriptions**

The Committee received and noted applications for the design of headstones and inscriptions and it was

RESOLVED

That the action of the Town Clerk in approving designs numbered 3979 to 3991 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

23. **MONITORING REPORTS**

The Committee received the monitoring reports for the Weymouth Avenue Pavilion, Borough Gardens Community Room and the Municipal Buildings which included additional detail regarding forthcoming projects, scheduled maintenance and urgent repairs.

Members noted that the Municipal Buildings bookings had declined and that serious consideration needed to be given to a strategy to promote and market all of the Council's facilities in the future. The Committee felt that it would be worthwhile for the Chairmen of the Management Committee and Arts Panel to meet with Officers to discuss the matter in detail and report back to the Committee in due course.

It was

RESOLVED

- (1) That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Reports be received.
- (2) That the Chairmen of the Management Committee and Arts Panel meet with Officers to discuss a strategy for promoting and marketing all of the Council's activities and a report be prepared for consideration by the Committee.

24. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st July, 2013 and 31st August, 2013 totalling £137,793.94 (net) together with direct debits for the same period totalling £62,935.51 (net).

It was

RESOLVED

That the cheque transactions and direct debit payments lists be approved and signed accordingly.

Chairman

DORCHESTER TOWN COUNCIL

BOROUGH GARDENS PANEL

31st JULY, 2013

At a Meeting of the Borough Gardens Panel held on 31st July, 2013:

PRESENT Councillors K.E. Armitage, R.B. Potter and D. Taylor.

In attendance:

Mrs. F. McLaren, Friends of the Borough Gardens.

APOLOGIES for absence were received from The Mayor (Councillor E.S. Jones) and Councillor A.J. Canning.

1. **FRIENDS OF THE BOROUGH GARDENS**

The representative from the Friends of the Borough Gardens informed Members of the following matters:-

- That some weekend entertainers were leaving their vehicles by the Bandstand whilst performing rather than moving their vehicles out of the way.
- That on occasions the Bandstand had not been opened in readiness for weekend performers.
- That the number of deckchairs available for use had reduced significantly and that there was no notice letting people know that they could help themselves to them.

2. **ANTI-SOCIAL BEHAVIOUR – BOROUGH GARDENS**

The Panel considered a report prepared by Dorset Police on measures that could be taken to help reduce incidents of anti-social and reckless behaviour in the Borough Gardens. Members were also circulated with a report by the Deputy Town Clerk which summarised the Police report and included some additional suggestions previously proposed by Members.

Members stressed that staff safety was paramount and the Operations Supervisor confirmed that staff had been instructed to call the Police whenever they felt uncomfortable with a situation.

The Panel noted that there had been considerable help and support from the Police during the recent spike in activity in the Gardens. The Police were continuing to support and being proactive with regular patrols in the Gardens.

Following consideration of the various options Members felt that the following package of measures should be pursued:-

- That staff continue to report all incidents to the Police and complete an internal log regarding incidents which would be reviewed regularly by the Management Committee / Borough Gardens Panel.
- That the Council proceed with a comprehensive review for the bowling green end of the Gardens so as to increase the amount of human intervention / presence at that end of the Gardens.
- That the Council provide radios and join the Dorchester shopwatch scheme as soon as possible.
- That a review of Byelaws be carried out to include a new Byelaw so as to enable people to be asked to stop playing ball games if they were preventing people using an area of the Gardens, the ball games were dangerous or annoying other users and also if the ball games were causing damage to shrubs or flowerbeds.
- That three picnic tables be installed into sockets so they could be removed as necessary into the grass bowl area of the Gardens. The picnic tables to be of a similar style to other picnic tables in the Gardens.
- That the planting between the tennis courts and the bowling green, particularly on the eastern side, be opened up by reducing the amount/height of some of the planting with the aim of increasing visibility to that end of the Gardens.
- The Panel wished to support staff in the actions that may need to be taken when incidents occurred. Any action to be reported back to the Chairmen and Vice-Chairmen of the Management Committee and Borough Gardens Panel.

The Panel also agreed that the bowling green should be opened up so as to enable putting to be played, initially between 2.00pm to 6.00pm with a view to opening fully as soon as possible.

In accordance with Standing Order 50 it was

RESOLVED

That the Council provide radios and join the Dorchester shopwatch scheme as soon as possible.

It was also

RECOMMENDED

- (1) That the package of measures set out above be agreed.
- (2) That Dorset Police be thanked for their considerable past and ongoing help and support in helping resolving this matter.

DORCHESTER TOWN COUNCIL

PROPERTY MANAGEMENT AND MAINTENANCE PANEL

28th AUGUST, 2013

At a Site Meeting of the Property Management and Maintenance Panel held at The Municipal Buildings, Fordington Cemetery, Louds Mill Depot, Sandringham Sports Centre, Weymouth Avenue Pavilion, Weymouth Avenue Cemetery and Poundbury Cemetery on 28th August, 2013:

PRESENT Councillors A.J. Lyall (Chairman) and D.S. Roberts.

APOLOGIES for absence were received from The Mayor (Councillor E.S. Jones) and Councillors C.S. Biggs, S.C. Hosford and F.E. Kent-Ledger.

1. **THE MUNICIPAL BUILDINGS**

The Panel carried out an inspection of the Buildings and the following matters were identified:

- Investigations should be made into using microporous paint on the sound absorbent covering at the back of the Corn Exchange and advice sought from the operator of the Royal Albert Hall which used a similar system.
- Investigations should be made into what was causing the damp on the external North Square wall to the Corn Exchange (it was considered that the built up bench area outside was the most likely reason).
- The bar area could benefit from some appropriate pictures/mirrors etc being erected.
- The curtains in the Magistrates Room were reaching the end of their natural life and quotes should be obtained for replacing them with vertical blinds.
- Consideration should be given to changing the colour scheme in the Magistrates Room.
- Draft excluder to be placed at the bottom of the main entrance doors to the Buildings.
- The entrance carpet should be replaced when funds allowed – the carpet to match the rest of the downstairs carpet and have a different colour edging strip as at present.

It was

RECOMMENDED

That attention be given to those matters identified above.

2. **FORDINGTON CEMETERY**

The Panel inspected the Cemetery and were pleased with its overall condition.

Members also considered a report by the Compliance Manager on the possible need to undertake some work to the boundary wall. The Panel felt a letter should be sent to the landowners asking permission to gain access to inspect the wall in order that a report could be presented to Management Committee on any significant work that required to be undertaken. It was suggested that the clearance of the wall and ongoing maintenance might be something that the Waitrose Community Volunteers would be interested in helping with.

It was

RECOMMENDED

That access be gained to inspect the boundary wall and a report on the outcome be presented to a future meeting of the Management Committee.

3. **LOUDS MILL DEPOT AND SANDRINGHAM SPORTS CENTRE**

The Panel inspected Louds Mill Depot and Sandringham Sports Centre and were pleased with their overall condition.

4. **WEYMOUTH AVENUE PAVILION**

The Panel inspected the Pavilion and identified the following matters which needed attention:-

- The toilet light switches needed to be changed to either pull cord, automatic or located on the outside wall.
- There was a cracked paving slab at the entrance to the changing rooms that needed replacing.

It was

RECOMMENDED

That attention be given to those matters identified above.

5. **WEYMOUTH AVENUE CEMETERY**

The Panel was informed of the actions that had been taken since the site visit held last year and then went on to inspect the Cemetery.

The following matters were identified:

- The ashes pit would benefit from being heightened by one brick course.
- The brambles needed removing from the shrubs near to the ashes pit.

It was also noted that there was sufficient room near to the eastern boundary wall for a number of additional ashes plots. Members felt that this would be appropriate subject to a plan being provided to show the exact location and distance from the wall.

It was

RECOMMENDED

- (1) That attention be given to those matters identified above.
- (2) That additional ashes plots be provided near to the eastern boundary wall subject to a plan being provided clearly identifying the proposed area.

6. **POUNDBURY CEMETERY**

Members were informed of the actions that had been taken since the site visit held last year and then went on to inspect the Cemetery.

The following matters were identified:

- The storage area wall needed rendering in some areas using the appropriate lime mortar.
- The paving slabs leading to the ashes pit needed re-pointing.

It was

RECOMMENDED

That attention be given to those matters identified above.

DORCHESTER TOWN COUNCIL

GRANTS PANEL

28th AUGUST, 2013

At a Meeting of the Grants Panel held on 28th August, 2013:

PRESENT C.S. Biggs (Chairman) and P.G. Mann.

APOLOGIES for absence were received from The Mayor (Councillor E.S. Jones) and M.E. Rennie and F.E. Kent-Ledger.

1. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Panel considered grant applications which had been received and it was

RECOMMENDED

- (1) That the application from Victim Support Dorset be not approved.
- (2) That the application from the One World Organising Committee be approved in the sum of £500.

(During discussion of this application it was noted that West Dorset District Council charged for use of its Action Van. The Panel felt that this was totally inappropriate given that Councils responsibility for promoting the multi-cultural network and that any future grant would be considered against the District Council's contribution to the event.)

- (3) That the application from the Dorchester Youth Theatre be approved in the sum of £475.

(During discussion of this matter Members felt that it would be useful for the Youth Theatre to encourage drama to as many young people as possible by making it attractive to first and middle school children.)

- (4) That the application from the Dorchester and District Gardening Club be approved in the sum of £100.
- (5) That the application from the Volunteer Centre Dorset be approved in the sum of £150 in respect of the Young Volunteer of the Year award.