

Dorchester Town Council

Management Committee

15 March 2016

Present: The Mayor R. Potter and Councillors C. Biggs, A. Canning (Chairman), G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, M. Rennie, K. Rice, P. Stein and D. Taylor.

In Attendance

Travis Verkaik and Jethro Noble, Local Parkour Enthusiasts.

44. Minutes

The Minutes of the Meeting of the Committee held on 12 January 2016, adopted by Council on 26 January 2016, were taken as read and were confirmed and signed by the Chairman as a correct record.

45. Extending the Parkour Facility at Sandringham Sports Centre

The Committee received a presentation from Travis Verkaik and Jethro Noble, local users of the Parkour facility located at Sandringham Sport Centre, who had attended the Committee to request that the facility be extended or that a new larger facility be provided.

Travis and Jethro presented their proposals via a power point presentation and videos and explained that they had ideas for funding which they would pursue. They informed Members that their preference was for a new larger facility and that they felt this could be located either at Sandringham Sports Centre, King's Road or the Great Field.

Travis and Jethro also responded to Members detailed questions.

The Committee supported the principle of a new larger facility and requested that Travis and Jethro keep the Committee updated with progress and asked that they also survey users as to their preference regarding location of any new facility.

Members thanked Travis and Jethro for their excellent presentation.

46. Community Activities Panel

The Committee considered the minutes of the Community Activities Panel held on 2 February 2016 (Appendix 1 to the minutes). The Chairman of the Panel updated Members on the date of the next Panel meeting and progress made in respect of the Queen's birthday celebrations and WW1 commemorations.

The Chairman also proposed that a Council Chamber lozenge be painted in respect of the Queen becoming the longest serving Monarch and upon being put to the vote it was

Recommended

That a Council Chamber lozenge be painted recognising the Queen becoming the longest serving Monarch.

It was also

Resolved

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

47. Site Visits to Council Owned Properties and Sites

The Committee considered the notes of the site visit, to which all Members of the Council had been invited, held on 24 February 2016 (Appendix 2 to these minutes).

The Deputy Town Clerk updated Members on the progress made following the visits and informed them that a survey of the Municipal Buildings would be undertaken so as to help inform the Council's financial planning process.

It was also noted that one of the Council Chamber desks appeared to have been vandalised recently.

Resolved

That the notes of the site visit be received.

48. Management Arrangements

The Committee considered the schedule of work for the Outdoor Services Team. Members were pleased to see that the spring hanging baskets had now been put up around the town.

It was noted that with the Queen's birthday events taking place this year there was not sufficient resource to organise a steam event originally proposed for this year. The information board had however been prepared in respect of the King's Road steam roller and Members agreed that this should be installed and unveiled by the Mayor.

Resolved

That the schedule of work for the Outdoor Services Team be noted.

49. 2016-17 Projects

Members had before them a report by the Deputy Town Clerk which updated them on those projects which were within the Committee's remit and scheduled to be undertaken during the 2016-17 financial year. It was noted that the projects were standalone projects; regular work patterns, commitments and events would continue.

The Committee noted the projects and made the following observations:-

- That the green house area in the Borough Gardens needed to be reviewed and that space (depending on the outcome of the review) included in any potential scheme to remove the tennis court nearest the clock tower and open up the area towards the Borough Gardens House.
- Inform all of those originally involved with the grass free lawn prior to it being moved.
- It was important to progress the climbing boulder in the Gardens proposal as soon as possible.
- As a safety precaution, it was suggested that chicken wire be placed in the Salisbury Fields beacon when it was lit for the Queen's birthday.

Members felt that the report was useful and requested that update reports be presented regularly to the Committee.

Resolved

- (1) That the 2016-17 project update be noted.
- (2) That a report on progress with the climbing boulder in the Gardens be presented to the next meeting of the Committee.

50. Dorchester Cricket Club

The Committee considered a report from the Deputy Town Clerk on the proposed actions to be undertaken during the 2016 cricket season so as to allow the Club to move towards the previously agreed aim for the Club to self-manage the Recreation Ground site, independent of the Council, within the next few years.

The most significant step this year was for the Club to become responsible evening and weekend bookings of the Pavilion (with the Council receiving 20% of any booking income received) and the report set out the detail of how this would work.

It was noted that the Club was aware that there had been a lack of a strong historical relationship on which to build a partnership with the Council and it was keen to address this as well as being able to share progress and any issues which might arrive in achieving this summer's aims. To help address this issue it was suggested that the Committee nominates two Members which could meet with the Club as and when over the summer to discuss progress and any concerns.

Resolved

- (1) That the steps being taken this year to move towards the long term aim be noted.
- (2) That the arrangements for evening and weekend lettings of the Pavilion, as set out in paragraphs 5 and 6 of the report, be approved.
- (3) That two volunteers, to meet with Club representatives as and when over the summer to discuss progress and any concerns, be sought at the next Full Council meeting.

51. **Public Access Defibrillator – Municipal Buildings**

The Committee considered a report by the Deputy Town Clerk which proposed that the Council should consider providing a public access defibrillator within the Municipal Buildings. The report set out the proposed location for the defibrillator.

The Deputy Town Clerk informed Members that the South Western Ambulance Service operated a defibrillator leasing scheme at a cost of £1,800 every four years. The advantage of leasing was that a new defibrillator and cabinet would be provided and installed, it would be regularly maintained (and replaced if it should need repair), the electrodes and batteries replaced if required through use or expiry, annual training would be provided on site and the machine would be listed on the 999 computer aided dispatch system to ensure any caller in the local vicinity was made aware of it should they need it.

It was noted that the South Western Ambulance defibrillator grant scheme was due to open again on 1 April 2016. It was also noted that funding might be available from Dorchester BID. The Deputy Town Clerk confirmed that he would pursue these two avenues of potential funding.

Resolved

- (1) That a defibrillator be leased for a period of four years from South Western Ambulance Service at a cost of £1,800.
- (2) That the defibrillator to be located on the inner wall of the North Square entrance lobby, to the left of the doorway into the Corn Exchange lobby.

52. **Cemetery Matters**

(a) **Exclusive Right of Burial and Interments and Burial of Ashes**

The Committee had before it a report with details of the Grants of Exclusive Right of Burial for grave spaces and the number of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery, since the last meeting of the Committee.

Resolved

That the report on the Grants of Exclusive Right of Burial and Interments and Burial of Ashes since the last meeting of the Committee be noted.

(b) **Headstones and Inscriptions**

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

Resolved

That the action of the Town Clerk in approving designs numbered 4141 to 4152 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

53. Buildings Monitoring Report

The Committee received the monitoring reports for the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House.

Members noted that income was lower than for the same two months the previous year and requested that further information be provided as to why this was. Members also requested details of the 'free' hires of the Borough Gardens House.

Resolved

That the Buildings Monitoring Report be noted

54. Dorchester Arts

The Committee received and noted the minutes of the Dorchester Arts Board meeting held on 8 February 2016. Some concern was expressed regarding the bar operation with some negative comments appearing on social media. The Council's Dorchester Arts representative confirmed that this was being addressed by Dorchester Arts.

It was also noted that wine was being served in this plastic 'glasses' which could easily split and Members requested that this concern be fed back to Dorchester Arts.

55. Urgent Items

The Committee was informed that, in accordance with Standing Orders, the Chairman of the Community Activities Panel and the Mayor had agreed to sponsor the match ball, in the sum of £100, of a 12 hour charity football match being organised by a young local resident.

The Deputy Town Clerk reported that there was some funds remaining in the small grants budget for 2015-16 and that discussions were taking place with Dorchester Hospital Radio regarding the potential for a grant towards a new piece of equipment for the station. In order that the request be considered prior to the end of March 2016 it was requested that delegated authority be granted to the Deputy Town Clerk, following consultation with the Chairman and Vice-Chairman of the Panel, to consider the application when it was received.

The Chairman of the Community Activities Panel proposed that a report be prepared for a future meeting of the Panel on the grant allocation process and how this might be streamlined through delegation.

Resolved

- (1) That the action taken to sponsor the charity match ball in the sum of £100 be agreed.
- (2) That the Deputy Town Clerk, following consultation with the Chairman and Vice-Chairman of the Community Activities Panel, be authorised to determine the grant request to be received from Dorchester Hospital Radio.
- (3) That a report be prepared for a future meeting of the Community Activities Panel on the grant allocation process and how this might be streamlined through delegation.

56. Public Bodies (Admission to Meetings) Act 1960

It was

Resolved

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion.

57. Charges for the Municipal Buildings

The Committee considered a report by the Town Clerk which set out a schedule of the hire discounts, and the reason for the discounts, received by various hirers of rooms within the Municipal Buildings.

Resolved

- (1) That the schedule of discounts be agreed.
- (2) That a report on discounts being given to hirers be provided annually to the Committee.

Chairman

Dorchester Town Council

Community Activities Panel

2 February 2016

Present: Councillors C. Biggs, S. Jones, F. Kent-Ledger, T. Lyall, M.E. Rennie (Chairman), K. Rice and the Mayor, R. Potter.

In attendance: Councillors J. Hewitt.

Apologies: Councillor D. Taylor.

9. Queen Elizabeth II 90th Birthday Celebrations

The Panel heard that the Dorchester Area Schools Partnership had indicated that their orchestra and brass band may be available to perform at the lighting of the beacon event to be held on Thursday, 21 April to celebrate Her Majesty the Queen's 90th Birthday if a covered area with lighting could be provided. The Panel requested that a marquee with suitable lighting be hired for the occasion.

The Deputy Town Clerk informed the Panel that a large screen had been booked for the 'Picnic Style' Street Party in the Borough Gardens and that coverage from the Patron's Lunch held on the Mall in London would be broadcasted throughout the day.

The Panel requested that local charities that the Queen was patron to, be contacted and invited to the event.

Members were informed that a local band had been provisionally booked for the early evening. The Panel requested that another group be booked to perform in the afternoon. Councillor E.S. Jones informed the Panel that she had been in contact with former Town Councillor, Leslie Phillips and had arranged for his collection of commemorative china to be displayed in the Borough Gardens House. Members agreed that the event should finish at 8pm. The Panel stressed the need for extra recycling facilities and toilet facilities. Members requested that bunting and small flags be purchased for the occasion and the Chairman informed the Panel that Dorchester BID would be putting up the flags of the commonwealth across the town as part of their annual competition.

The Clerk to the Panel informed Members that Town Council Staff would be taking part in the scheme 'Clean for the Queen' on Friday, 4 March, the Panel requested that the Dorset Waste Partnership be contacted and requested to assist.

Recommended

(1) That a marquee with suitable lighting be hired for the beacon lighting event.

(2) That local charities that The Queen was patron to be contacted and invited to the 'Picnic Style' street party.

(3) That further entertainment be organised for the 'Picnic Style' street party.

(4) That the 'Picnic Style' Street Party event end at 8.00pm.

(5) That extra recycling and toilet facilities be booked for the event and extra flags and bunting be purchased.

(6) That the Dorset Waste Partnership be contacted and requested to assist with the 'Clean for the Queen' event.

10. **WW1 Commemorations**

The Panel heard that the Chairman and Vice Chairman of the Panel had met with the Curator of the Keep Military Museum and a local historian to discuss ideas about a possible event to be held with a Kut Day theme. The Chairman informed the Panel that The Corn Exchange had been booked for Monday, 25 and Tuesday, 26 July until 5pm for an event. It was hoped that local organisations would work with the Town Council to put on a similar event as to the one that was held in 2014, with food typical of the period, talks given by local historians, displays from local groups, and craft activities for children. It was hoped that there would be costumes of the period and a few carts similar to the ones that took part in the Kut Day procession in 1916 would be made.

The Panel noted that it was possible that a church service to commemorate those from the 2nd Dorsets Regiment that were taken prisoner in 1916 when Kut in Mesopotamia fell may take place and agreed that a small reception for the dignitaries in attendance should be held after the service.

Recommended

That an event with a Kut Day theme be held on Tuesday, 26 July 2016 in the Corn Exchange to commemorate those from the 2nd Dorsets Regiment that were taken prisoner in 1916 when Kut in Mesopotamia fell.

11. **The White Hart Development**

The Panel noted that it was likely that an official launch of the White Hart development site would take place in the early summer of 2016. The Panel were supportive of a possible event to unveil a new notice board detailing the history of the White Hart and the return of the White Hart Statue.

12. **Applications for Financial Assistance**

The Panel considered a grant application which had been received.

Recommended

That the application from the Dorchester Dolphins Swimming Club be not approved.

Notes of a Site Visit held on 24 February 2016 at 5.00pm.

Sites visited – Borough Gardens and the Municipal Buildings

Attending: The Mayor (Councillor Robin Potter) and Councillors G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, M. Rennie and K. Rice.

Steve Newman, Deputy Town Clerk.

1. Borough Gardens

The Deputy Town Clerk updated those present on the projects planned for the forthcoming year which included a borehole water supply, new tennis courts on the old bowling green, relocation of the grass free lawn and refurbishment of the bandstand and clock.

Members viewed the Gardens and identified the following matters:-

- Kiosk – Ladies Toilets
 - Wallgate in the disabled toilet was starting to rust and might need attention.
 - Lock broken in the middle toilet.
 - Toilet ‘moving’ in left hand cubicle.
- Sundial – Could this be made more visible during the summer months.
- Litter bins to be stained in due course.
- Steps up to the Bowling Green – middle step, piece of ‘crazy paving missing’.
- Planting – Members felt that it would be nice to have some more snowdrops planted in the Gardens. Members also felt that it would be appropriate to have a swathe of poppies planted in the Gardens in 2018 if possible.
- Borough Gardens House
 - The House was generally in a satisfactory condition although there was a storage cabinet (which had been installed by a regular hirer of the room) in the main room which meant that hanging space was reduced and the area in which it was located was often used to set up buffets. It was considered that it was not suitable for keeping in the room on a permanent basis. It was suggested that an outside lockable storage facility be considered as an alternative – a grant application would be considered.

2. The Municipal Buildings

Members viewed all of the letting rooms in the Buildings and identified the following matters:-

- Sellotape and Blotack was being used to stick notices to walls leaving a stains or removing the paintwork – THK's to be reminded to stop hirers from doing this.
- Corn Exchange new curtaining – Members felt that this should not be tied to the pillar nearest the kitchen when not in use and that consideration be given to a hook on the wall.
- Corn Exchange door to stage room was in bad repair, could the door be redesigned to allow freer movement of staging etc.
- Six foot tables need to be replaced.
- Ladies toilets underneath of all the seats were stained and unclean – clean or replace.
- Town Hall doors urgently in need of repainting.
- Town Hall floor repairs need to be undertaken.
- Town Hall oriel seat covers need replacing.
- Town Hall oriel windowsill needs cleaning.
- Parking – concern was expressed regarding the lack of parking spaces – THK's to keep the gates locked unless there was only a single event in the evening.
- Council Chamber relocate hearing loop sign.
- Council Chamber Seal needs cleaning.
- Council Chamber lozenges need straightening.
- Council Chamber list of Alderman / Freemen needs producing for display.
- Council Chamber cabinet to be reviewed in the long term, in the short term straighten pictures, return the 'Borough' painting and remove the procession picture.

Meeting closed 6.55pm.