

# Dorchester Town Council

## Management Committee

10 May 2016

**Present:** The Mayor R. Potter and Councillors C. Biggs, A. Canning (Chairman), J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, M. Rennie and K. Rice.

In Attendance:

Councillors T. Harries and T. Jones.

**Apologies:** Councillors P. Stein and D. Taylor.

58. **Minutes**

The Minutes of the Meeting of the Committee held on 15 March 2016, adopted by Council on 29 March 2016, were taken as read and were confirmed and signed by the Chairman as a correct record.

59. **Community Activities Panel**

The Committee considered the minutes of the Community Activities Panel held on 25 April 2016 (Appendix 1 to the minutes). In respect of the Queen's 90th Birthday event members requested that the publicity posters be created and distributed at the next Full Council meeting and that Dorchester Arts be invited to the next meeting of the Community Activities Panel to discuss the bar arrangements for the day. It was also noted that all Members would be asked to volunteer some time to help steward the event including some time in the Borough Gardens House.

**Resolved**

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

60. **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 12 April 2016 (Appendix 2 to these minutes). Members particular attention was drawn to the need to fell a tree, due to it being unsafe, at Sandringham Sports Centre. The Committee requested that some publicity be given to the felling and the reason why, in the local area.

**Resolved**

That the notes of the site visit be received.

61. **Management Arrangements**

The Committee considered the schedule of work for the Outdoor Services Team. It was noted that the Borough Gardens gents toilet was again in need of repair and that those repairs should be of an acceptable standard.

### **Resolved**

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

#### **62. Borough Gardens – New Tennis Courts**

Members had before them a report by the Deputy Town Clerk which updated them on the progress being made in respect of building a new set of tennis courts on the old bowling green in the Borough Gardens.

The Committee considered whether access to the new courts should be provided after the Gardens were closed at the height of the summer. Members felt that if they were regularly used at that time this might be worth considering but if not then the added cost to the project to enable this to happen could not be justified.

The Committee also supported the appointment of John, Stark and Crickmay to oversee the works to completion including tender preparation and obtaining all the necessary permissions.

During discussion of this matter it was noted that users of the courts were propping the gates open which would distort fob data and requested that Gardens staff check periodically that the gates were being closed.

### **Resolved**

(1) That if the courts were regularly used past 9.00pm consideration should be given to providing a separate access but if not then the added cost to the project to enable this to happen could not be justified.

(2) That the appointment of John, Stark and Crickmay to oversee the works to completion including tender preparation and obtaining all the necessary permissions be agreed.

#### **63. Borough Gardens – Borehole Update**

Members were informed that the work on the borehole in the Gardens had now commenced. It had originally been anticipated (based on the water prognosis report undertaken prior to commencement of the project) that a suitable water supply would be found at a depth of 60 meters. A suitable water supply was found at 100 meters which has added a cost of just under £3,000 to the project.

The water was now being pumped and allowed to run clear and would shortly be chemically and biologically tested.

Work on the groundworks had also commenced and it was anticipated that the whole project would be completed by the end of the May.

### **Resolved**

That the progress made with the Gardens Borehole project be noted.

64. **Borough Gardens – Climbing Boulder**

The Committee considered a report by the Deputy Town Clerk which set out proposals for a climbing boulder to be located at the Borough Gardens. Members felt that it was important to demonstrate support to those young people that had brought forward the idea through Democracy Day and which had also been supported by the Youth Council.

The Committee felt that the larger climbing boulder of the two identified in the report would be the most suitable as it was the most challenging. Members also felt that the boulder may suffer from green algae, due to the lack of sun, if located between the kiosk and table tennis area and suggested that it be located at the northern end of the old putting green.

Members expressed a desire for the climbing boulder to be in place this financial year.

**Resolved**

- (1) That the proposal for an open access climbing boulder to be located on the old putting green in the Borough Gardens be supported.
- (2) That the Policy Committee be requested to allocate funding of up to £15,000, to the project this year.

65. **Borough Gardens House Community Room Storage**

Members considered a report by the Compliance Manager on a proposal for creating a storage area in the alcove immediately to the left of the room as you enter.

Members noted that on some hirers publicity the venue was being called something completely different to the Borough Gardens House causing confusion for those wishing to attend events. Members requested that hirers be reminded of the correct venue name.

**Resolved**

That the proposal for a storage area in the Borough Gardens House Community Room, as set out in the report, be agreed.

66. **True Colours Project**

The Committee considered a report by the Deputy Town Clerk on a community project about people's feelings towards local public spaces in Weymouth, Portland and Dorchester.

It was noted that since the report had been prepared the project had been put on hold. Members were however agreeable to Officers providing some support and time towards the project should it be re-commenced. In the event that the project continued and provided ideas for how investment in lighting infrastructure might provide a longer term benefit a further report would be presented to Members.

**Resolved**

That the True Colours project be noted.

**67. 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 4153 to 4167 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

**68. Buildings Monitoring Report**

The Committee received the monitoring reports for the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House. The Deputy Town Clerk gave background detail to the reasons behind differences in the year to year income/session comparator figures. Members noted the reasons behind the differences and agreed that it would be useful to also monitor income actually received against the income target set by the Council in its budget.

Members also felt that it would be beneficial to have an annual report on feedback received from hirers.

**Resolved**

(1) That the Buildings Monitoring Report be noted.

(2) That a report be prepared annually on feedback received from hirers.

69. **Dorchester Arts**

The Committee received and noted the minutes of the Dorchester Arts Board meeting held on 11 April 2016.

Members felt that it was important to be kept up to date regarding Dorchester Arts possible move to the Maltings and it was noted that this was an item that should be discussed regularly at the Dorchester Arts / Town Council liaison meetings, notes of which were presented to the Committee.

70. **Urgent Item – Felling of Beech Tree – Borough Gardens**

The Committee was informed that a tree inspection report had just been received in respect of a large Beech tree in the Borough Gardens. Regrettably the tree was found to be diseased and unsafe and the tree specialist recommend that it be felled within a maximum of three months.

It was noted that the Gardens would be very busy for the Queen's 90th birthday and Members felt that the tree should be felled as soon as possible and preferably prior to this event, once approval to the work had been received from the Tree Officer at West Dorset District Council.

It was agreed that the tree should be replaced with a good sized new tree of a different species and a red oak was suggested.

Members also requested that publicity be given to the works so as to ensure residents were aware of the felling and why it needed to be undertaken.

**Resolved**

- (1) That the Beech tree be felled as soon as possible, subject to approval being received from the Tree Officer at West Dorset District Council.
- (2) That the tree be replaced with a good sized new tree of a different species and a red oak was suggested.
- (3) That publicity be given to the works so as to ensure residents were aware of the felling and why it needed to be undertaken.

71. **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.

72. **Red Cow Farm New Allotment Space**

The Committee considered a report by the Deputy Town Clerk which set out a proposal for the layout and future management arrangements for the new allotment space at Red Cow Farm. Members supported the proposal and agreed that a plan be presented to HRH The Prince of Wales which identified that direction of travel for the site.

**Resolved**

That the proposed layout and future management arrangement for the new allotment space at Red Cow Farm be agreed.

Chairman

**Dorchester Town Council**

**Community Activities Panel**

**25 April 2016**

**Present:** Councillors F. Kent-Ledger, T. Lyall, M.E. Rennie (Chairman) and K. Rice.

In attendance: Councillors J. Hewitt and T Harries (Mayor elect).

**Apologies:** Councillors C. Biggs, S. Jones, D. Taylor and The Mayor, R. Potter.

**13. Queen Elizabeth II 90th Birthday Celebrations**

(a) The Panel had before them a proposed itinerary for the Picnic Style Street Party to Celebrate Queen Elizabeth II's 90th Birthday to be held at the Borough Gardens on Sunday, 12 June 2016. The Clerk to the Panel confirmed that The Mill Street Jazz Band, Viva Women's Community Choir & The Heavens and Shooter had been booked to perform throughout the day. The Panel agreed a layout for the stalls and the entertainment. The Panel were keen to ensure that sufficient supplies of toilet rolls and cleaning materials would be available for the Park Keepers to replenish the facilities throughout the day. Members noted that extra portaloos and bins had also been booked. The Panel agreed that the First Aid team should be booked from 11.30am until 8.00pm. Members requested that extra signs for the toilets and the Borough Gardens House be created. Members requested that colour posters advertising the event should be created, printed and circulated to Councillors for them to display. It was agreed that a Facebook event page should be set up to promote the event. The Panel requested that a Security Company be hired to offer support throughout the event. The Panel noted that Dorchester Arts had been booked to provide a bar. The Panel were keen to ensure that sufficient staffing levels would be in place and sufficient stock would be available.

(b) Members agreed that the Beacon Lighting event had been well organised and attended. The Chairman of the Panel particularly wanted to ensure that the Town Crier and all who provided entertainment throughout the evening had been thanked.

(c) The Panel heard that Churches Together would be holding a Service at St Peter's Church at 10am on Saturday, 11 June 2016 to Celebrate Queen Elizabeth II's 90th Birthday.

**Recommended**

(1) That sufficient supplies of toilet rolls and cleaning materials be provided for the Park Keepers to replenish the facilities throughout the day.

(2) That First Aid cover be booked from 11.30am until 8.00pm.

(3) That extra signs be created to direct the public to the Toilets and the Borough Gardens House.

(4) That Colour posters be created to advertise the event and that printed copies should be distributed to Councillors.

(5) That a Facebook Events Page be created to promote the event.

14. **WW1 Commemorations**

The Panel heard that a Service to commemorate those from the 2nd Dorsets Regiment that were taken prisoner in 1916 when Kut in Mesopotamia fell would take place in the Town Hall at 10am on Tuesday, 26 July which would be led by Canon Thomas Woodhouse prior to the event to be held in the Corn Exchange with a Kut Day theme. The Panel also heard that the Keep Military Museum would be incorporating a display about the Battle of the Somme into the event.

15. **Applications for Financial Assistance**

The Panel considered grant applications which had been received.

**Recommended**

(1) That the application from the Dorchester Casterbridge Rotary Club be approved and that £500 be awarded to help with their costs for the Dorchester Marathon.

(2) That a grant of £70 be awarded to Dorchester and District Gardening Club to meet their insurance costs.

(3) That £500 be awarded to Try This...Dorchester for the Try This event to be held in July 2016.

(4) That £100 be awarded to the South West Dorset Multi Cultural Network for the Gypsy and Traveller event to be held in the Borough Gardens on Saturday, 11 June.

### Notes of a Site Visit held on 12 April 2016 at 9.30am.

Sites visited – Poundbury Cemetery, Fordington Cemetery, Sandringham Sports Centre, Weymouth Avenue Pavilion and Weymouth Avenue Cemetery.

Attending: Councillors A. Canning, T. Harries, J. Hewitt, S. Jones, F. Kent-Ledger, M. Rennie and K. Rice.

Steve Newman, Deputy Town Clerk and Peter Mullins, Compliance Manager.

#### 1. Poundbury Cemetery

The Deputy Town Clerk reported on the works still required to complete the cemetery which included a boundary wall and laying out and hard surfacing the remaining paths further into the cemetery.

Members also considered the possibility of creating an ashes pit, similar in style to the one located at Weymouth Avenue Cemetery. Those present felt that the suggested location, within the children's section, was not a good one and agreed that further consideration should be given to the matter, including a different 'style' of facility, when the works to complete the cemetery had been completed.

Members then viewed the cemetery, which was considered to be in good order, other than the wooden gates to the storage area which needing repairing.

#### 2. Fordington Cemetery

The Group visited Fordington Cemetery. Members requested whether it might be possible to improve the access to the German War Memorial and the Compliance Manager agreed to investigate this possibility.

#### 3. Sandringham Sports Centre

Members viewed the various facilities at Sandringham Sports Centre and identified the following matters:-

- Parkour equipment had some graffiti which needed removing. Consideration should also be given to monitoring usage if possible although it was appreciated that this would not be easy out of hours but some monitoring could be undertaken during school holidays.
- Members noted the hedge replanting at Sandringham Bowls Club and felt that the Club should be asked to give some consideration to keeping it low so as to retain the open aspect of the area and let people view the green.
- Shrubbery needed cutting back at Paul's steps.

- Members viewed an ash tree which was overhanging the school grounds and steps which had some broken limbs and required work to make it safe. The tree was not a good specimen and would continue to be a risk and it was agreed that it should be felled and allowed to re-grow from the stump.
- The self-closing gate on the corner of the main sports pitch was not closing and needed repairing.
- A number of pegs across all the changing rooms were broken and needed replacing.
- When the inside of the changing rooms were next painted they should be painted cream rather than the existing green.

#### 4. Weymouth Avenue Pavilion

The group viewed Weymouth Avenue Pavilion and were pleased with its condition. Members also viewed the sports pitches and noted that the one of the flag poles needed new rope.

#### 5. Weymouth Avenue Cemetery

Members viewed the cemetery at Weymouth Avenue and identified the following matters:-

- The Garden of Remembrance and surrounds needed some tidying.
- A new plastic sheet was required in the South Chapel to protect the Dorchester Stitches 'alter cloth'.
- The wooden enclosure for the bin at the south of the cemetery needed repairing.

Meeting closed 12.55pm.