

# Dorchester Town Council

## Management Committee

8 May 2018

**Present:** Councillors A. Canning, J. Hewitt, S. Jones, A. Lyall, R. Potter, M. Rennie, K. Rice (Chairman) and D. Taylor.

In Attendance

Councillor T. Harries.

D. Smith - Minute No. 76.

**Apologies:** The Mayor (Councillor S. Hosford) and Councillors C. Biggs and G. Duke.

73. **Minutes**

The Minutes of the Meeting of the Committee held on 13 March 2018, adopted by Council on 27 March 2018, were taken as read and were confirmed and signed by the Chairman as a correct record.

74. **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 10 April 2018 (Appendix 1 to these minutes).

With regard to the stained glass window in the South Chapel at Weymouth Avenue Cemetery Members felt that it would be beneficial if Jon Callan, the Dorchester based stained glass artist who produced a leaflet about the window, be invited to talk about it to a future meeting of the Council.

It was noted that the Council had a number of artefacts, twinning gifts etc, that would benefit from being permanently documented by way of a hard backed book, a copy of which could be deposited at the Dorset History Centre. The previously established Member working group of Councillors S. Jones and M. Rennie volunteered to undertake this work along with any other Members that might be interested.

**Resolved**

- (1) That the notes of the site visit be received.
- (2) That Jon Callan be invited to attend a future meeting of Council to talk about the importance of the Weymouth Avenue Cemetery South Chapel stained glass window.
- (3) That any interested Members of Council be invited to join the working group to help document the Council's artefacts etc.

75. **Municipal Buildings Strategy Task and Finish Group**

The Committee considered the notes of the Municipal Buildings Task and Finish Group held on 17 April 2018 (Appendix 2 to these minutes).

With regard to the works required in the Municipal Buildings it was reported that the Corn Exchange floor would need attention sooner rather than later.

**Resolved**

- (1) That the decisions of the Group be supported.
- (2) That the Committee confirms the view of the Group that, in the event The Maltings project does not happen, Dorchester Arts be invited to discussions to identify an alternative way forward for developing the Corn Exchange and ground floor ancillary spaces as an Arts venue, while upstairs spaces remain managed by the Town Council.
- (3) That the development of a proposal to include the Council offices in the Municipal Buildings is considered once the picture regarding Local Government Reorganisation has been clarified.

76. **Request for a Wheelchair Accessible Swing**

Further to Minute No. 65 / 2018 the Committee considered a report from the Deputy Town Clerk on the provision of a swing suitable for wheelchair users. A local resident addressed the Committee in support of the purchase of a swing. A letter of support, which was circulated to Members, had also been received from the Head Teacher at The Prince of Wales School.

**Resolved**

That the provision of a swing suitable for wheelchair users to be located at Castle Park play area be agreed subject to finalising the funding arrangements and advice on whether the swing should be totally enclosed or not.

77. **Management Arrangements – Outdoor Services**

The Committee considered a report from the Outdoor Services Manager updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee. The Outdoor Services Manager responded to Members detailed questions on the report. It was agreed that the bamboo currently growing near to the facilities building should be removed at some stage.

**Resolved**

That the Outdoor Services Team update be noted.

**78. Biodiversity Statement and Action Plan 2018-2023**

Members considered a draft Biodiversity Statement and Action Plan for the Council to cover the period 2018 – 2023.

The Committee congratulated the Outdoor Services Manager on the plan and supported the action plan contained within it.

It was noted that the wildflower area at Thomas Hardy Gardens needed reviewing and that it would be useful to establish a tree planting plan which aimed to soften some of the Council's open spaces such as Sandringham Sports Centre.

Members were pleased with the number of organisations that the Council was partnering with in respect of certain areas. The Committee felt that it would be beneficial to share the plan with other Dorset town and parish Councils.

**Recommended**

That the draft Biodiversity Statement and Action Plan 2018 – 2023 be adopted.

**79. Borough Gardens – New Tennis Courts**

Members were updated with progress in respect of the new tennis courts in the Gardens. The courts were now built and would be painted once the tarmac had cured. It was hoped to get the courts opened by the late May bank holiday.

**Resolved**

That the update be noted.

**80. Borough Gardens Kiosk**

The Deputy Town Clerk reported that following consultation with the Chairman and Vice Chairman of the Committee the Borough Garden kiosk had been let to the operators of Café on the Green at Poundbury. The kiosk was to be officially open from the late May bank holiday but 'soft openings' would also be taking place for the rest of the May weekends.

**Resolved**

That the action taken to re-let the Borough Gardens kiosk be supported.

**81. Borough Gardens – Women's Vote Centenary Event**

The Committee was informed that Dorchester Youth Council had wished to commemorate the centenary of some women receiving the vote. The Youth Council felt that an event in the Borough Gardens to run alongside the 'opening' of the suffrage shield bed would be ideal. The Youth Council successfully applied for funding to the Women's Vote Centenary fund and was now organising the event which would be held on Sunday 1 July between 12

noon and 3.00pm. The event will include key note speakers, music and talks about the era etc.

Members requested that local Women's organisations should be invited to attend the event.

**Resolved**

That the Youth Council be thanked for organising this worthwhile event.

**82. WW1 Centenary Commemorations**

The Committee had before it a report by the Deputy Town Clerk updating it on the forthcoming WW1 centenary commemorations.

In respect of the Corn Exchange event it was felt important to keep the 'Welcome Home' message in the publicity for the event. It was also felt that it would be beneficial for Members to have the opportunity to view the film produced by sculpture Mike Chapman regarding the proposed peace and friendship sculpture.

**Resolved**

That the report be noted.

**83. Requests for Financial Assistance**

The Committee considered requests for financial assistance from Dorchester Disabled Club, Dorchester and District Gardening Club, Lions Club of Dorchester and Dorchester Food Bank (Lunch Club).

**Resolved**

(1) That the grant application from Dorchester Disabled Club in the sum of £100 be agreed.

(2) That the grant application from Dorchester and District Gardening Club in the sum of £105 be agreed.

(3) That the grant application from Lions Club of Dorchester be not agreed.

(4) That the grant application from Dorchester Food Bank (Lunch Club) in the sum of £500 be agreed.

(Councillor T. Harries declared a personal interest in the respect of (3) above.)

**84. 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 5002 to 5010 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

**85. Buildings Monitoring Reports**

The Committee received the monitoring reports for the Municipal Buildings and Borough Gardens House.

It was reported that the defibrillator at the Corn Exchange had recently been successfully used in a cardiac emergency. Members felt that the provision of defibrillators was very important and proposed that an additional one be purchased for the Borough Gardens.

It was noted that South West Ambulance service kept an up to date list of all defibrillators in the Town.

**Resolved**

(1) That the Buildings Monitoring Reports be noted.

(2) That the purchase of an additional defibrillator for the Borough Gardens be investigated.

**86. Dorchester Arts**

The Committee noted the minutes of the Dorchester Arts Board meeting held on 9 April 2018.

Chairman

**Notes of a Site Visit held on 10 April 2018 at 10.00am.**

Sites visited – Poundbury Cemetery, Fordington Cemetery, Weymouth Avenue Pavilion (Boxing Club) and Weymouth Avenue Cemetery.

Attending: Councillors T. Harries, J. Hewitt, T. Jones and D. Taylor.

Steve Newman, Deputy Town Clerk.

Carl Dallison, Outdoor Services Manager.

1. Poundbury Cemetery

Members attention was drawn to the surface water running off the road into the cemetery and over the septic tank cover. This resulted in the septic tank being filled with run off water which then needed to be emptied. Members agreed that the area should be redesigned to include the drain cover being built around to prevent water from crossing it.

Those attending expressed concern at the condition of the cemetery walls which were stained and cracked. There was no easy solution to the issue and officers were asked to give some thought as to a cost effective solution.

It was noted that the main projects for the cemetery over the forthcoming year was to build the new wall which had previously been agreed and to layout the remaining path network. It was reported that the path network would be tarmac only.

Members felt that an improvement plan should be created which documented the main structural issues at the cemetery, possible solutions and their estimated costs.

2. Fordington Cemetery

The Group visited Fordington Cemetery which was considered to be in good order. It was noted that a couple of the war graves appeared not to be in good condition and should be reported to the Commonwealth War Graves Commission.

The Outdoor Services Manager reported that there was a watching brief on the tree which was growing up and pushing against the wall on the King's Road side of the cemetery.

3. Weymouth Avenue Pavilion – Boxing Club

The Group visited the newly converted space at Weymouth Avenue Pavilion which had now been occupied by Dorchester Boxing Club. The space had been created by converting the original changing rooms and ref rooms. The space was completely separate to the rest of the building which was now managed by Dorchester Cricket Club. The Boxing Club would pay rent to the Cricket Club.

Members of the Boxing Club addressed Members and thanked the Council for helping the Club find a permanent affordable home.

#### 4. Weymouth Avenue Cemetery

Members viewed the cemetery and were very pleased with the overall condition. The Outdoor Services Manager explained the work that had been undertaken over the past year and what was likely to be proposed as a part of the new biodiversity strategy which was to be considered by Management Committee at its May meeting.

With regard to the North Chapel it was noted that there were some broken panes of glass that required replacing. From the outside of the South Chapel it appeared that there was some sagging to the stained glass window and Members requested that this be investigated further.

It was noted that the South Chapel stained glass window was of great significance and it was requested that the whole Council be reminded of its importance.

Meeting closed 12.08pm.

**MUNICIPAL BUILDINGS STRATEGY TASK & FINISH GROUP****TUESDAY 17 APRIL 2018**

Attending: G. Duke, S. Jones (Management), T. Harries, S. Hosford (Policy)

Officers: Steve Newman, Adrian Stuart

**1. Refurbishment Works**

- SN outlined the potential works required on the building

Area	Works	Cost range £k	Possible Timetable
CX, Changing Rms, n. facade	Structural – reroof and water ingress	180 - 250	Summer '19
CX	Flooring repairs	5 - 10	Not urgent
Council Chamber	Lighting and heating	5 - 10	Aut 2018
CX	Non-performance lighting	10 - 20	Not urgent
Overall	Possible replacement boiler system	?	?

- SN identified the need for a Mechanical and Electrical report to identify how heating and lighting works might be introduced
- GD asked for a solar/battery storage system to be considered to reduce utility costs
- SN noted that the reroofing works must be done within the next 3 years and that this would inevitably impact on Dorchester Arts and other regular hirers. The impact was unquantified
- SN also identified the need to separate out reroofing CX from the Changing Rooms, due to uncertainty re future of changing rooms

**2. Future of the Building**

- AS identified two possible scenarios, anticipating a clearer picture by September this year
  - Dorchester Arts go the Maltings in the medium term (3-5 years' time)
  - Dorchester Arts wish to stay long term, and the Council agrees to their request
- AS also identified that either scenario might accommodate the relocation of DTC's offices to the rear of the building, probably in the current Dressing Rooms
  - This would release a significant capital sum from the sale of 19 North Square but would also necessitate works to remodel the rear of the Corn Exchange.
  - Leaving 19NS would save c. £12k a year in supply costs but would also create operating efficiencies
  - It might also facilitate the delivery of 4 - 6 affordable flats in the 19NS building
- The two scenarios would impact on
  - Works on the building which go beyond keeping the building structurally sound
  - Future management and use of the building, including staffing and hiring



- Members recognised that until the position regarding The Maltings became clear it would be difficult to plan for some of the works identified at 1 above. AS anticipated that a clear picture might emerge re The Maltings by the end of the summer

### **3. Decisions and Recommendations**

- It was agreed that
  - SN will approach Starks to understand the potential to separate works to the CX roof and the N. façade from those to the roof of the Dressing Rooms, and will investigate the cost of an M&E survey
  - Ideas for improved heating and lighting of the Council Chamber, for implementation before next winter, will be developed
- **It is Recommended to Management**
  - Management Committee be invited to confirm the view of the Group that, in the event The Maltings project does not happen, Dorchester Arts be invited to discussions to identify an alternative way forward for developing the Corn Exchange and ground floor ancillary spaces as an Arts venue, while upstairs spaces remain managed by the Town Council
  - That the development of a proposal to include our offices in the Municipal Buildings is considered once the picture regarding Local Government Reorganisation has been clarified

AS

18 April 2018