

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE**

**13th SEPTEMBER, 2011**

At a Meeting of the Management Committee held on 13th September, 2011:

**PRESENT** The Mayor (Councillor T. James) and Councillors K.E. Armitage, A.J. Canning (Chairman), E.S. Jones, T.F. Loakes, A.J. Lyall, R.B. Potter and D. Taylor.

**APOLOGIES** for absence were received from Councillors D.J. Barrett, C.S. Biggs, S.C. Hosford, F.E. Kent-Ledger and M.E. Rennie.

14. **MINUTES**

The Minutes of the Meeting of the Committee held on 12th July, 2011, adopted by Council on 26th July, 2011, were taken as read and were confirmed and signed by the Chairman as a correct record.

15. **MINUTES OF MANAGEMENT PANELS**

(a) **Borough Gardens Panel – 9th August, 2011**

The Committee considered the Minutes of the Meeting of the Borough Gardens Panel held on 9th August, 2011 (for Minutes see Appendix I).

In respect of Panel Minute 1(5) the Deputy Town Clerk showed Members the proposed design for the new sign to identify the main entrance to the Borough Gardens House.

In discussing the Minutes it was felt that some additional signage at the children's play area was required to let people know that putting was available at the other end of the Gardens. It was also felt that some further consideration needed to be given as to how customers obtained the club and ball as the Park Keeper was often not in the vicinity of the putting green.

It was

**RESOLVED**

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

(b) **Outdoor Services Panel – 16th August, 2011**

The Committee considered the Minutes of the Outdoor Services Panel held on 16th August, 2011 (for Minutes see Appendix II).

In response to a question it was noted that it was unlikely that there would be stand-alone changing facilities located at the Great Field but that it was anticipated that there would be community use changing facilities as part of the new school which was planned to be built adjacent to the Field. Members also felt that this matter could usefully

be raised and discussed at the next meeting of the Poundbury Inter-Authority Working Panel.

It was

**RESOLVED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That Dorset County Council be reminded of this Council's desire for the community to have access to changing room facilities at the proposed new school once it is built.

(c) Property Management and Maintenance Panel – 1st September, 2011

The Committee considered the Minutes of the Property Management and Maintenance Panel held on 1st September, 2011 (for Minutes see Appendix III).

Members' attention was drawn to the need for external repairs to the stonework of the Municipal Buildings, a report on which had been prepared by John Stark and Crickmay Partnership. The report had been requested after a piece of stonework fell from a cornerstone to one of the Town Hall windows which faced onto High East Street. Although a detailed estimate of cost for the repairs had yet to be prepared, John Stark and Crickmay Partnership had provided a guesstimate of the cost as being in the region of £45,000 excluding fees etc.

It was noted that, because of the type of materials to be used, the best time to undertake the work would be in the Spring and/or Summer of 2012.

The Committee was informed that arrangements were in hand in respect of the urgent repair/making safe of the potentially dangerous piece of stonework on the western side of the building above the bench.

It was

**RESOLVED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That the Policy Committee's attention be drawn to the financial implications of the work required to repair the Municipal Buildings external stonework.

16. MANAGEMENT ARRANGEMENTS

The Committee had before it the schedule of work for the Outdoor Services Team. It was reported that a request might be received in the future from Cowden Farm, Charminster with regard to its users possibly gaining some horticultural experience at the Borough Gardens.

Members felt that the town centre grass cutting that was being undertaken by the Council on behalf of Dorset County Council should be added to the activity list.

It was

**RESOLVED**

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

17. **BOROUGH GARDENS**

The Committee had before it a report by the Compliance Manager on various Borough Gardens matters with regard to reducing the amount of algal growth in the fountain, cycle stands and alterations to the monkey bars in the play area.

With regard to cycle stands Members felt that plain straight bar style stands would be preferable to the style proposed. It was also felt that it would be good to have the same cycle stands as South Street with the penny farthing signage so long as the cost was not significantly higher than a straightforward stand.

It was

**RESOLVED**

- (1) That the treatment proposed to be used to prevent algal growth in the fountain be noted.
- (2) That the monkey bars in the play area be fitted with two new horizontal bars between the vertical uprights at both ends of the equipment so as to effectively create a ladder to the hanging bars.
- (3) That the cost of installing the penny farthing style cycle stands be investigated and the Chairman and Vice-Chairman be authorised to agree the final design of the stands to be used.

18. **DIAMOND JUBILEE – TREE PLANTING**

Further to Committee Minute 3, Members considered a report by the Compliance Manager which suggested potential locations for the planting of small ‘whip’ trees.

It was

**RESOLVED**

That sixty trees be planted at Gabriel Green with the remainder being planted in the far south west corner of King’s Road Playing Field.

19. **CHASEBOROUGH SQUARE WATER FEATURE**

Further to Minute No. 8(2) the Committee was advised that specialist advice had been received in respect of installing an automated cut off system for the Chaseborough Square fountain when it ran low on water.

The specialist had advised that the only option would be to fit a water tank in the ground alongside the feature. The tank would house the pump and an automated low water switch off. The fountain bowl would be fitted with a return overflow pipe so that the water could be recycled. The cost of the work proposed would be £2,600 plus VAT.

It was

**RESOLVED**

That the Council take responsibility for the fountain once the Duchy of Cornwall has revised the kerb alignment around the fountain by way of a larger offset to the fountain and a double height kerb and that the work to the fountain as proposed above be agreed and undertaken when the Council has assumed responsibility for it.

20. **ELIZABETH PLACE PLAY AREA**

Further to Committee Minute No. 7(2) Members were informed that a quotation had been received for fencing the land at Elizabeth Place with 1.2m high bowtop fencing together with suitable access gates. The quotation for the work, which included installation, was £16,210 plus VAT.

The Committee agreed that the project should be retained as an aspiration but that no action be taken unless external funding became available to fund the scheme.

It was

**RECOMMENDED**

That the project be retained as an aspiration but that no action be taken unless external funding becomes available to fund the scheme.

21. **SPORT RELIEF 2012**

The Committee considered correspondence from Sport Relief regarding the possibility of hosting a 'Sport Relief Mile' event on Sunday 25th March, 2012 as part of the Sport Relief 2012 campaign.

Members noted that Dorchester Lions Club organised a fun run during April/May and suggested that the Club be contacted to discuss whether it would be interested in working with Sport Relief in respect of the 'Sport Relief Mile'.

It was

## **RESOLVED**

That Dorchester Lions Club be contacted to discuss whether it would be interested in working with Sport Relief in respect of the 'Sport Relief Mile'.

### 22. **10:10 INITIATIVE**

The Committee had before it a report by the Deputy Town Clerk on the amount of gas and electricity used by the Council in 2009-10 and 2010-11.

Members were pleased to note that the amount of electricity used within the Municipal Buildings had reduced significantly and wished to thank those involved for the extra effort made to switch off unnecessary lights etc.

The Committee felt that it would be useful to continue monitoring gas and electricity usage and requested that a monitoring report be prepared on an annual basis in future.

It was

## **RESOLVED**

- (1) That the report be noted.
- (2) That a gas and electricity usage monitoring report be prepared annually for the Committee.

### 23. **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 for the period 6th July, 2011 to 25th August, 2011 and it was

## **RESOLVED**

That the report listing the dates and times of interments and burials of ashes together with South Chapel usage for the period 12th May, 2011 to 5th July, 2011 be noted.

### (c) Headstones and Inscriptions

It was noted that no applications for the design of headstones and inscriptions had been received since the last meeting of the Committee.

## 24. **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. In response to a question it was noted that the arrangements in respect of the bar franchise were working well.

It was

## **RESOLVED**

That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Report be received.

## 25. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information.

Members were very pleased to note that the Borough Gardens had been voted by Netmums as one of their favourite places to go. The Committee felt that it would be good to publicise this award.

It was

## **RESOLVED**

- (1) That the various information reports be noted.
- (2) That the award from Netmums in respect of the Borough Gardens be publicised.

## 26. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st July, 2011 and 31st August, 2011 totalling £162,812.25 (net) together with direct debits for the same period totalling £61,642.81 (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**

**9th AUGUST, 2011**

At a Meeting of the Borough Gardens Panel held on 9th August, 2011:

**PRESENT** The Mayor (Councillor T. James) and Councillors K.E. Armitage, E.S. Jones (Chairman), G.M. Jones and D. Taylor.

**APOLOGY** for absence was received from Councillor T. Loakes.

1. **BOROUGH GARDENS**

The Panel inspected the Borough Gardens and noted with satisfaction that they had again achieved Green Flag and Green Heritage Site accreditation. The Compliance Manager also reported that it was intended to install an artificial sward across the whole of the area occupied by the adult fitness equipment in the Autumn since it was clear that the level of its use was such that grass could not establish itself there.

Following discussion it was

**RECOMMENDED**

- (1) That the Compliance Manager be requested to investigate the availability of possible treatments to inhibit algal growth in the fountain basin and report to the Management Committee in due course.
- (2) That the Compliance Manager be requested to investigate the costs of installing three suitable cycle stands adjacent to the Albert Road entrance to the Gardens and another three adjacent to the Westover Road gate and report to the Management Committee in due course.
- (3) That both picnic tables presently installed to the east of the refreshment kiosk be relocated to the northern end of the former putting green adjacent to the Tirah Memorial.
- (4) That the Compliance Manager be requested to investigate methods of improving access to the monkey bars in the children's play area and report to the Management Committee in due course.



- (5) That an appropriate sign be installed to identify the main entrance to the Borough Gardens House community room and that additional display tracking be provided in it.
- (6) That the Chairman of the Panel, Councillor K.E. Armitage and the Town Clerk be requested to undertake with Rethink a general review of their operation of the kiosk and, in particular, to investigate possible methods of improving the service capacity of the facility at busy times.
- (7) That the Panel records its sincere appreciation of the efforts of the staff involved in maintaining the Borough Gardens to the high standard required to achieve national accreditation.

**DORCHESTER TOWN COUNCIL**

**OUTDOOR SERVICES PANEL**

**16th AUGUST, 2011**

At a Meeting of the Outdoor Services Panel held at the Great Field, Poundbury on 16th August, 2011:

**PRESENT** The Mayor (Councillor T. James) and Councillors A.J. Canning (Chairman), T.C.N. Harries and S.C. Hosford.

In attendance:

S. Conibear, K. Crabbe and P. James – Duchy of Cornwall

Inspector L. Fry – Dorchester Police Station

Local residents

**APOLOGIES** for absence were received from Councillors D.J. Barrett and R.B. Potter.

1. **THE GREAT FIELD**

The Panel had before it a plan, provided by the Duchy of Cornwall, which gave suggested locations for play equipment at the Great Field.

It was felt that the play equipment should be located close enough to the youth shelter so as to make it feel a part of the play area and hopefully increase its use by young people. It was also noted that the play equipment should be as visible as possible so as to help ensure the safety of users and reduce the opportunity for vandalism.

The representatives from the Duchy of Cornwall showed the exact proposed location for the equipment and explained that there were still some earthworks to be undertaken which would create a gentle slope and a flat area for the equipment.

Members agreed that the location did appear suitable but felt that it would be beneficial to see the area fully marked out with the exact location of the equipment prior to installation.

Local residents in attendance also supported the proposed location.

With regard to the outdoor gym equipment it was proposed that this be located in the north east area of the field towards the rear of the eastern football pitch.

It was

**RECOMMENDED**

- (1) That the proposed area for the play equipment be agreed subject to a site visit to view the exact location of the equipment.

- (2) That the location for the outdoor gym equipment be approved and that the equipment be installed as soon as possible.
- (3) That the Deputy Town Clerk be requested to ascertain whether or not planning permission is required for the play equipment and outdoor gym equipment.

2. **PLAY AREA INSPECTIONS**

The Panel had before it the independent play area inspection report. Members noted that the report stated that the general standard throughout the play areas was high with clear indications of good maintenance being undertaken. Members were informed that all the works identified as needing remedial action immediately had already been undertaken.

Members expressed their gratitude to all those staff responsible for maintaining the play equipment to such a high standard.

It was

**RECOMMENDED**

- (1) That the play area inspection report be received.
- (2) That the staff responsible for maintaining the play equipment to a high standard be thanked for their work.

## **DORCHESTER TOWN COUNCIL**

### **PROPERTY MANAGEMENT AND MAINTENANCE PANEL**

**1st SEPTEMBER, 2011**

At a Meeting of the Property Management and Maintenance Panel held on 1st September, 2011:

**PRESENT** Councillors C.S. Biggs, A.J. Lyall (Chairman), D.S. Roberts and D. Taylor.

In attendance: Mr. M. Howarth – John Stark and Crickmay Partnership.

**APOLOGIES** for absence were received from The Mayor (Councillor T. James) and Councillor S.C. Hosford.

#### 1. **THE MUNICIPAL BUILDINGS**

##### (a) **External Repairs**

The Panel had before it a report from the John Stark and Crickmay Partnership on the need for external repairs to the stonework of the Municipal Buildings. The report had been requested after a piece of stonework fell from a cornerstone to one of the Town Hall windows which faced onto High East Street.

Mr. Michael Howarth from the John Stark and Crickmay Partnership responded to Members' detailed questions on the report. A detailed estimate of cost had not been undertaken at this stage but a guesstimate of the cost was in the region of £45,000 excluding fees etc.

The Panel's attention was drawn to one particular piece of stonework on the western side of the building which required urgent attention as it could become loose in the near future and it was in a potentially dangerous position as it was located over a bench.

It was noted that the castellated parapet on the south side and the clock tower at the south west corner had not been inspected at this stage. Members felt that these areas should be inspected prior to tender documentation being drawn up.

It was reported that, because of the type of materials used, the best time to undertake the work would be in the Spring and/or Summer of 2012.

It was

#### **RECOMMENDED**

- (1) That the John Stark and Crickmay Partnership be requested to undertake an inspection of the castellated parapet and the clock tower and be appointed to prepare tender documentation etc with a view to the

work being undertaken in the Spring and Summer of 2012.

- (2) That the Deputy Town Clerk be requested to arrange for the urgent repair/making safe of the piece of stonework on the western side of the building above the bench.
- (3) That the Policy Committee's attention be drawn to the financial implications of the work required.

(b) Corn Exchange Lighting Rig

Members considered a report by the Deputy Town Clerk on a suggestion from the Chairman of the Panel on how to make a start on a move towards more energy efficient LED lighting on the Corn Exchange lighting rig.

It was suggested that, as a first step, eight of the 1000w Par Can lights on the rig could be replaced with eight LED Multipar Zoom lights complete with their own controller which could be located near to the stage, would be simple to use and would satisfy the majority of hirers. Installation of the lights would be relatively straightforward and inexpensive. A quotation for the LED lights and controller had been received in the sum of £2,182 plus VAT.

The Chairman reported that for larger lighting set ups it would be possible for the new LED lights and the original lights to be controlled simultaneously from the existing lighting desk.

Members felt that this was a good environmentally-friendly way forward and that the new lights should be purchased as soon as possible.

It was

**RECOMMENDED**

That eight of the existing 1000w Par Can lights be replaced with eight LED Multipar Zoom lights complete with their own controller.

(c) Public Liability Insurance

The Deputy Town Clerk informed the Panel that it appeared that some hirers of the Municipal Buildings were avoiding the need for third party businesses to have their own public liability insurance by stating on the hire application form that the businesses were friends or relatives who were not receiving a fee rather than a business. It was a requirement that all third party contractors brought into the Buildings by hirers had their own public liability insurance as it was not possible for the Council to cover this liability so should there be an incident as a result of the third party there would be no recourse for the injured party other than to pursue the Council.

The Panel felt that in future hirers should sign a form to confirm that any third parties that did not have their own public liability insurance were friends or relatives who

were not receiving a fee and that the Council would not be held responsible for incidents which occurred as a result of the third party activities should this prove not to be the case.

It was

**RECOMMENDED**

That hirers be requested to sign a form to confirm that any third parties that they were bringing into the Buildings that did not have their own public liability insurance were friends or relatives who were not receiving a fee and stating that the Council would not be held responsible for incidents which occurred as a result of the third party activities should this prove not to be the case.