

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE**

**15th NOVEMBER, 2011**

At a Meeting of the Management Committee held on 15th November, 2011:

**PRESENT** The Mayor (Councillor T. James) and Councillors K.E. Armitage, D.J. Barrett, C.S. Biggs, F.E. Kent-Ledger, T.F. Loakes, A.J. Lyall, R.B. Potter (Vice-Chairman in the Chair), M.E. Rennie and D. Taylor.

In attendance:  
Councillor P.G. Mann.

**APOLOGIES** for absence were received from Councillors A.J. Canning, S.C. Hosford and E.S. Jones.

### 27. **MINUTES**

The Minutes of the Meeting of the Committee held on 13th September, 2011, adopted by Council on 27th September, 2011, were taken as read and were confirmed and signed by the Chairman as a correct record.

### 28. **MINUTES OF MANAGEMENT PANELS**

#### (a) **Arts Panel – 15th September, 2011**

The Committee considered the Minutes of the Arts Panel held on 15th September, 2011 (for Minutes see Appendix I). The Chairman of the Arts Panel reiterated his concerns regarding the Dorchester Arts Forum. The Committee expressed the strong hope that the Arts Forum would take note of the comments made by the Panel. It was also noted that the Arts Forum was a part of the Dorchester Area Partnership but had not reported back on its activities to that organisation either and it was felt that the Partnership should be informed of the Committee's concerns so that it may consider the issue.

Members were pleased that the Arts Centre this year was putting on a family Christmas show in the Corn Exchange called 'The Secret Garden' and it was requested that the Arts Centre be asked to advertise the show as widely as possible so as to ensure its success.

It was

### **RESOLVED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That the Dorchester Area Partnership be informed of the Committee's concerns regarding the Dorchester Arts Forum.

- (3) That the Arts Centre be asked to advertise 'The Secret Garden' as widely as possible.

(b) Community Activities Panel – 10th October, 2011 and 15th November 2011

The Committee considered the Minutes of the Meeting of the Community Activities Panel held on 10th October, 2011 (for Minutes see Appendix II) and an oral report from the Chairman of the Panel in respect of the Meeting held on 15th November, 2011 (for Minutes see Appendix III).

Members expressed their thanks to the Town Clerk and Chairman of the Arts Panel for all their work in sourcing all of the bands and technical equipment required for the proposed Queen's Diamond Jubilee event in 2012.

It was

**RESOLVED**

That the Minutes be approved so far as this Committee is concerned and that the Policy Committee be recommended to make financial provision of £8,000 in 2012-13 in respect of the event.

(c) Grants Panel – 13th October, 2011

The Committee considered the Minutes of the Grants Panel held on 13th October, 2011 (for Minutes see Appendix IV) and it was

**RESOLVED**

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

29. **MANAGEMENT ARRANGEMENTS**

The Committee had before it the schedule of work for the Outdoor Services Team. It was noted that Cemetery matters were now included within the report.

Members expressed their thanks to the staff who provided the wonderful flower arrangements at the event to grant an Honorary Citizenship of Dorchester held recently.

It was

**RESOLVED**

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

30. **SECTION 106 GRANTS**

The Committee considered a report by the Deputy Town Clerk which set out the amount of money which had been derived from Section 106 agreements from developments in the town. The report identified a number of projects and ideas which were unlikely to be progressed in the near future due to the financial constraints being faced by the Council. The Committee was asked to give an indication as to the priority it wished to accord to the various projects whilst noting that the total amount of money available was approximately £120,000 and that the fund was open to all 'not-for-profit' organisations as well as the Council.

Further to Minute 20 Members were reminded that at the last meeting of the Council it had been agreed to refer this matter back to the Committee for further consideration the issue of fencing Elizabeth Place Play Area and that officers had been requested to investigate the possibility of attracting external funding for the project.

The Committee felt that it did not wish to fence the whole of Elizabeth Place Play Area but felt that it would be beneficial from a health and safety viewpoint to fence the south side which was adjacent to a busy road. The cost of this was likely to be less than half the original estimate of £17,000.

Members felt that the projects should be prioritised as follows:-

1. New allotment site – £30,000
2. Elizabeth Place fencing – £7,500 (approx)
3. Zip Wire at Castle Park - £8,500
4. Conversion of bowls pavilion to public toilets - £50,000
5. Trampoline at Castle Park - £7,500
6. Mini Golf on the old bowling green - £37,000

The Committee felt that the remaining projects, a goal end at Mellstock Avenue Play Area, a second half of sports arena equipment at the Great Field and two further trampolines were desirable and should proceed if funds became available in the future.

Members also considered whether there were any Dorchester-based community groups who they felt would benefit from applying to the fund.

It was

**RESOLVED**

That the projects be prioritised as set out above and that the Deputy Town Clerk be authorised to submit Section 106 grant applications in the order prioritised above.

31. **THE GREAT FIELD**

Members were reminded that at the last meeting of the Council concern had been expressed regarding the lack of toilet facilities at the Great Field, particularly for girls youth football teams. The Council had agreed that the Committee should discuss the possibility of locating some portable toilets in the area.

It was noted that the Duchy of Cornwall felt that there would not be much enthusiasm for portable toilets at the Great Field and Members felt that if they were provided it was likely that they would be misused when matches were not being played.

One Member reported that he was meeting with the Duchy of Cornwall in the near future and would ask whether the Duchy had any suggestions as to how the matter could be resolved.

It was

**RESOLVED**

That the concerns be noted but that no further action be taken at present.

32. **DRAFT CORPORATE PLAN – 2011-12**

The Committee had before it the Council's draft Corporate Plan for 2011-12. Members felt that additional marketing of the Council's letting venues should be included as a priority activity for 2011-12. It was noted that the marketing budget had been significantly reduced this year.

It was

**RESOLVED**

That, subject to including a priority task for additional marketing of the Council's letting venues, the draft Corporate Plan 2011-12 be approved so far as this Committee is concerned.

33. **ALLOTMENT CHARGES**

The Committee reviewed the charges for allotments to be effective from 1st January 2012 and it was

**RESOLVED**

(1) That the allotment charges for 2012 be as follows:

Half Plots

Frome Terrace	£16.00
Other Sites	£16.50

Full Plot

All Sites	£30.80
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(2) That the existing arrangement to charge double rent to those people resident within a four mile radius of the Municipal Buildings who would not qualify for an allotment under the normal criteria be confirmed.

34. **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 16th September, 2011 to 7th November, 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 16th September, 2011 to 7th November, 2011 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 3853 to 3866 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

(d) **Churchyard Wall – St George’s Church**

The Committee considered correspondence from St George’s Church requesting the Council mend a broken section of the closed churchyard boundary dry stone wall like for like. Members noted that the Council was responsible for mending the wall and that a like-for-like repair would cost an estimated £1,758. An alternative would be to erect a post and rail fence at a much lesser cost of approximately £200.

It was noted that a faculty or other permission from the Chancellor of the Salisbury Diocese would be required before any work could be undertaken.

It was

**RESOLVED**

- (1) That a post and rail style fence be erected along the boundary wall in place of the broken dry stone wall and that the necessary permissions be sought from the Chancellor of the Salisbury Diocese to undertake the work.
- (2) That, if the Chancellor of the Salisbury Diocese insists on a like-for-like repair to the wall then the Diocese be asked to make up the additional expenditure required.

(e) Cemetery Inspection

The Committee received and noted the notes of a site visit to Poundbury, Weymouth Avenue and Fordington Cemeteries held on 4th October, 2011.

35. **MUNICIPAL BUILDINGS CAR PARK GATES**

Members had before them a report by the Compliance Manager on the action which had been taken to ensure that the Municipal Buildings car park gates complied with the recent Safety Notice issued by the Health and Safety Executive.

It was

**RESOLVED**

That the action taken be noted.

36. **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. It was noted that the number of lettings at all the Council's letting venues were lower than last year and the Committee hoped that, with additional marketing, they would start to increase.

It was

**RESOLVED**

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

37. **INFORMATION REPORTS**

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

It was

**RESOLVED**

That the various information reports be noted.

38. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st September, 2011 and 31st October, 2011 totalling £132,536.88 (net) together with direct debits for the same period totalling £108,170.63 (net).

It was

**RESOLVED**

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

39. **SANDRINGHAM SPORTS CENTRE**

As an urgent item the Committee was informed that the Dorchester Bowls Club had asked whether it would be possible for the Council to provide additional external security lighting in the area of the changing rooms and into the corner of the building as youths sometimes gathered there after dark.

An estimate for the work had been received in the sum of £950.

It was

**RESOLVED**

That no additional security lighting be provided at the present time.

40. **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 matter the public and representatives of the press be excluded from this meeting during its discussion.

41. **ALLOTMENTS PROVISION TASK AND FINISH GROUP**

The Committee had before it a report by the Deputy Town Clerk on the considerations of the Allotments Provision Task and Finish Group which had been

established to look at allotment provision in the town and to propose a strategy for the future.

The Group had identified a number of key findings which the Committee considered.

It was

**RESOLVED**

That this Committee supports the key findings of the Allotments Provision Task and Finish Group.

(The Mayor (Councillor T. James) declared a personal interest as an allotment holder and took no part in the consideration of the above matter.)

Chairman

**DORCHESTER TOWN COUNCIL**

**ARTS PANEL**

**15th SEPTEMBER, 2011**

At a Meeting of the Arts Panel held on 15th September, 2011:

**PRESENT** The Mayor (Councillor T. James) and Councillors V.J. Allan, E.S. Jones and A.J. Lyall (Chairman).

In Attendance:

Councillor D.T. Jones.

J. Allen and T. Hurley – West Dorset District Council representing Dorchester Arts Forum.

S. Hayden – Representing Dorchester Arts Forum and Dorchester Arts Centre.

**APOLOGIES** for absence were received from Councillors C.S. Biggs and T. Loakes.

1. **DORCHESTER ARTS FORUM**

The Chairman welcomed the representatives from Dorchester Arts Forum who had been invited to the meeting to discuss the work of the Forum. The Chairman gave Members some additional background information regarding the work of the Forum, particularly regarding the stock of equipment purchased for community arts use. He then expressed concerns regarding the equipment not being hired on a regular basis, a lack of visibility about its existence, some of the equipment not being fit for purpose, not receiving regular updates about the Forum's activities, the Forum's Annual General Meetings being held over a year apart, the decision of the Forum to dispose of some of the equipment to organisations and concerns regarding insurance whilst the equipment was on hire.

Representatives from the Forum addressed the concerns raised. The equipment purchased had been hired to many organisations and had facilitated a significant number of arts events in the town. The reasons for selling the equipment were explained and it was noted that a condition of the sale contract was that the equipment had to continue to be available for community hire. It was accepted that there was a lack of public awareness in respect of the availability of the equipment and the Forum itself and this was proposed to be addressed by creating an area on the Town Council's website which would give information about the Forum, the equipment available to hire and all the necessary contact details. The Forum representatives also stressed that the Forum was a community group, established through the community planning process with the purpose of being a single point of contact for arts consultations. The Forum presently had approximately eighty individuals and organisations within its membership.

With regard to finance it was noted that some money was received from equipment hire but most was received through the hire of gazebos which were presently being loaned out at no charge via the Town Council as the Arts Centre had indicated that it no longer had the capacity to do it. This decision had since been reviewed and the Arts Centre would be taking back the administration of gazebo hire in the near future.

The Chairman of the Town Council's Policy Committee was unconvinced that good use had been made of the equipment which had been purchased from public funds and requested the Forum to establish an action plan to address this which could be reviewed by the Panel around the turn of the year. The Forum representatives agreed to take this suggestion back to its Steering Group for consideration.

All present were united in their view that the equipment should be used as much as possible and that the issue of visibility needed to be addressed as had been proposed.

It was

**RECOMMENDED**

- (1) That the Forum representatives be thanked for attending the meeting and that action proposed to be taken in respect of increasing the visibility of the equipment be welcomed.
- (2) That progress on the various matters discussed be reviewed at a Meeting of this Panel in approximately twelve months' time.

2. **DORCHESTER ARTS**

The Panel had before it proposals from the Dorchester Arts Centre in respect of the 2011-12 Autumn/Winter joint promotion events. The Artistic Director from Dorchester Arts gave some additional information about the proposals and responded to Members' questions.

Members agreed that the following events should be agreed as joint promotions: the Lantern Parade, the Secret Garden theatre performance and ICE which was an international dance piece.

It was

**RECOMMENDED**

That the Council contribute £3,000 towards the events detailed above as joint promotions between the Town Council and the Arts Centre.

3. **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 matter the public and representatives of the press be excluded from this meeting during its discussion.

(The Chairman left the meeting at this point.)

4. **MUSIC BOROUGH GARDENS**

The Panel considered a report by the Deputy Town Clerk and it was

**RECOMMENDED**

That the Council do not hire the band involved again for a period of three years.

**DORCHESTER TOWN COUNCIL**

**COMMUNITY ACTIVITIES PANEL**

**10th OCTOBER, 2011**

At a Meeting of the Community Activities Panel held on 10th October, 2011:

**PRESENT** The Mayor (Councillor T. James) and Councillors F.E. Kent-Ledger, A.J. Lyall, P.G. Mann and M.E. Rennie (Chairman).

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

1. **HER MAJESTY THE QUEEN'S DIAMOND JUBILEE 2012**

The Panel considered the Town's celebrations for the Queen's Diamond Jubilee 2012 in the light of a letter dated 11th August from HM Lord-Lieutenant of Dorset highlighting the national celebrations from 2nd to 5th June, 2012.

The Panel noted that the Big Jubilee Lunch scheduled for 3rd June would hopefully be organised by Compassionate Dorset and take place as part of the Dorchester Festival.

The Town Clerk informed the Panel that the Dorchester Festival would be taking place from 2nd to 4th June in the Borough Gardens so all the infrastructure would be in place to carry on the Town's celebrations once the Festival had finished.

Following detailed discussion it was

**RECOMMENDED**

- (1) That suitable provision be made in next year's estimate to finance a suitable band to perform in the Borough Gardens during the evening of Monday, 4th June and then process along the Walks to Salisbury Field for the lighting of the beacon.
- (2) That a music day be held in the Borough Gardens from approximately noon to 9.00pm on Tuesday, 5th June featuring music through the six decades of the Queen's reign and that temporary toilets be hired in to supplement the permanent provision.
- (3) That the Town Clerk be requested to investigate the possible hiring of an LED curtain as a backdrop for the stage which could show visual images through the decades to accompany the music and that the offer of Councillor Lyall to collate and

process the video images be accepted with grateful thanks.

- (4) That local schools be asked to consider a possible fashion show through the decades and that they and any other interested local organisation be invited to provide appropriate banners to be displayed around the Borough Gardens.
- (5) That consideration be given to the provision of a bench by the Roman Wall to commemorate the Jubilee.
- (6) That a suitable shield be made and that a lozenge be commissioned for the Council Chamber.

During consideration of (6) above the Panel noted that lozenges had not be commissioned for the marriage of The Prince of Wales to Camilla Parker-Bowles in 2005 nor HRH Prince William to Catherine Middleton in 2011.

It was further

**RECOMMENDED**

- (7) That the Town Clerk be asked to arrange for this oversight to be corrected.

The Panel then considered a request from a Member to hold a classical concert in the Town to mark the Diamond Jubilee.

Following discussion it was

**RECOMMENDED**

- (8) That due to the possible financial restraints and the logistics of putting on such a concert no further action be taken.

2. **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 matter the public and representatives of the press be excluded from this meeting during its discussion.

3. **OLYMPICS 2012**

The Panel considered whether to celebrate the 2012 Olympics. The Chairman informed the Panel that the West Dorset District Council had made funding available to town and parish councils within West Dorset subject to the outcome of a bidding process.

Following discussion it was

**RECOMMENDED**

- (1) That only the Torch Relay through the Town be celebrated.
- (2) That further consideration be given to the form of this celebration when the details of the relay are known.

**DORCHESTER TOWN COUNCIL**

**COMMUNITY ACTIVITIES PANEL**

**15th NOVEMBER, 2011**

At a Meeting of the Community Activities Panel held on 15th November, 2011:

**PRESENT** The Mayor (Councillor T. James) and Councillors A.J. Lyall, P.G. Mann and M.E. Rennie (Chairman)

In attendance:  
Councillor R.B. Potter

4. **HER MAJESTY THE QUEEN'S DIAMOND JUBILEE 2012**

Further to Minute 1 Councillor Lyall and the Town Clerk reported on emerging thinking surrounding the Diamond Jubilee celebrations.

A suitable band had been booked by Dorchester Arts to perform in the Borough Gardens on the evening of Monday, 4th June and then to lead a procession to Salisbury Field for the lighting of the beacon.

It had become clear that it would be impractical to source six separate bands to perform music from each of the six decades of the Queen's reign and that a better alternative would be to engage the services of a group of professional musicians who, with suitable costume changes, would cover all six decades. This would be cheaper than booking six bands of the quality required and also would simplify the technical elements of the arrangements.

Subject to weather, it was proposed to rig a video curtain adjacent to the stage rather than as a backdrop to it and to present approximately 15 minutes of video from each decade with commentary prior to the performance of music from the period concerned.

The programme would be timed so as to enable an interval of approximately one hour for community driven participation.

Following discussion it was

**RECOMMENDED**

- (1) That the proposals be welcomed and that the Policy Committee be requested to make available funding of £8,000.
- (2) That the Town Clerk be authorised to make an appropriate application to the West Dorset District Council for financial support of it.

- (3) That further consideration be given to the possibilities of obtaining commercial sponsorship of the event.
- (4) That the public be invited to contribute local film clips for use at the event via the local press.

5. **OLYMPICS 2012**

Further to Minute 3 the Chairman reported that it had now been confirmed that the Olympic Torch Relay would pass through Dorchester around lunchtime on Thursday, 12th July, 2012.

However, no further detail was expected to be available until early in 2012 and it would be necessary to postpone consideration of the arrangements for the event until that information was to hand.

**DORCHESTER TOWN COUNCIL**

**GRANTS PANEL**

**13th OCTOBER, 2011**

At a Meeting of the Grants Panel held on 13th October, 2011:

**PRESENT** Councillors V.J. Allan, K.E. Armitage, C.S. Biggs (Chairman) and M.E. Rennie.

**APOLOGIES** for absence were received from The Mayor (Councillor T. James) and F.E. Kent-Ledger.

1. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Panel considered applications for financial assistance received since its last meeting and it was

**RECOMMENDED**

- (1) That the application from the Volunteer Centre Dorchester be approved in the sum of £100.
- (2) That the application from Dorchester Moose be not approved.
- (3) That the application from the Dorchester Blind Association be not approved.
- (4) That the application from the Dorchester Strollers be approved in the sum of £100.
- (5) That the application from Compassionate Dorset be not approved.
- (6) That the application from the South West Dorset Multi Cultural Network be approved in the sum of £211.32.
- (7) That the application from St Peter's Society of Change Ringers be approved in the sum of £200.
- (8) That the application from Dorset Youth Association be approved in the sum of £300.
- (9) That the application from A. Chisholm be approved in the sum of £150.

2. **DATE OF NEXT MEETING**

Members agreed that the next meeting of the Panel should be held on Tuesday 6th December, 2011 commencing at 5.15pm.