



# Dorchester Town Council

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30 April 2014

**Agenda** for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 6 May 2014** at **7.00pm**.

Adrian Stuart  
Town Clerk

## Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

## Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

## Membership of the Committee

Councillors K.E. Armitage, D.J. Barrett, C.S. Biggs, A.J. Canning, S.C. Hosford, T.C. James, F.E. Kent-Ledger, T.F. Loakes, A.J. Lyall, R.B. Potter, M.E. Rennie, D. Taylor, and The Mayor ex-officio.

## 1. Apologies

## 2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 11 March 2014 (adopted by Council on 25 March 2014).

## 3. Minutes of Management Panels

(a) Borough Gardens Panel - To receive and consider the Minutes of the Borough Gardens Panel held on 8 April 2014 (enclosed).

(b) Community Activities Panel - To receive and consider the Minutes of the Community Activities Panel held on 28 April 2014 (enclosed).

#### **4. Management Arrangements**

(a) To receive the updated works programme for parks, gardens and open spaces (enclosed).

(b) South Walks Railings – at the last meeting of the Committee it was agreed that investigations should be made into replacing the post and chain railings along South Walks and Fiveways Junction. Dorchester Youth Council felt that the cost of undertaking this project outweighed the benefits and it was agreed by Council that the Committee should review its previous decision – a copy of the original report on this matter is enclosed.

(c) Casterbridge Rotary Club – Proposed Tree Planting – To consider correspondence from the Rotary Club (enclosed).

(d) Dog Bin – Dorset Waste Partnership, as a gesture of goodwill, located a temporary post mounted waste bin by the temporary bus stop at Middle Farm Way, Poundbury. This waste bin has now been removed (as has the temporary bus stop). Members will be asked to consider placing a dog waste bin in that location – it should be noted that the Council has previously only located dog waste bins on land owned or maintained by the Council. The reason for the DWP removing its bin is explained in the attached correspondence.

#### **5. Community and Recreational Areas at Red Cow Farm**

To consider the report of the Town Clerk (enclosed).

#### **6. Summer Saturday Live 2014**

To consider a request for a grant of up to £850 from Summer Saturday Live so as to enable a summer programme of live music to take place in South Street (correspondence attached).

#### **7. Cemetery Matters**

(a) Exclusive Right of Burial

To note the grants of Exclusive Rights of Burial issued since the last meeting of the Committee (copy enclosed).

(b) Interments and Burial of Ashes

To receive a report (enclosed) listing the dates and times of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee.

(c) Headstones and Inscriptions

To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

(d) Review of Fees and Charges

To consider a report by the Town Clerk (enclosed).

**8. Monitoring Report**

(a) To consider the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House monitoring report (enclosed).

(b) To note the report of the meeting held on 27 March, 2014 with the Chairmen of the Management Committee and Property Management and Maintenance Panel in respect of the charging structure for the Municipal Buildings (enclosed).

**9. Paid Invoices**

To inspect the cheque list and supporting vouchers in respect of payments made since the last meeting of the Committee (direct debit and copy expenditure transactions lists will be tabled).

**10. Urgent Items**

To consider any other items that the Chairman or Town Clerk decides are urgent.

# **DORCHESTER TOWN COUNCIL**

## **BOROUGH GARDENS PANEL**

**8th APRIL, 2014**

At a Meeting of the Borough Gardens Panel held on 8th April, 2014:

**PRESENT** The Mayor (Councillor E.S. Jones) and Councillors K.E. Armitage (Chairman), A.J. Canning and R.B. Potter.

In attendance:  
Councillor T. Loakes.

**APOLOGIES** for absence were received from Councillor D. Taylor and Mrs. F. McLaren, Friends of the Borough Gardens.

### 3. **FRIENDS OF THE BOROUGH GARDENS**

The Deputy Town Clerk circulated correspondence from the Friends of the Borough Gardens which supported the proposed project for a grass free lawn on the Bowling Green area and the need for additional signing to the Borough Gardens.

The Panel noted the support for the grass free lawn and also agreed that additional signage would be beneficial particularly as this had also been raised during green flag inspections. It was reported that the Dorchester Joint Heritage Committee was looking at the issue of signage generally in the town and signage to the Borough Gardens would form a part of that review.

### 4. **ANTI-SOCIAL BEHAVIOUR – BOROUGH GARDENS**

The Panel considered a report prepared by the Deputy Town Clerk which set out some possible options for the future use of the Bowling Green area. It was noted that mini tennis would be provided on the area for this summer. The options included:-

- A grass free lawn
- Mini golf
- Sports arena with additional facilities
- Café / restaurant
- Relocation of tennis courts 3 and 4 to the area

Additional options were also put forward which included the creation of a safe fenced area for the under 5's to use for learning to ride bicycles etc and the creation of sculpture park.

It was reported that the Mayor elect was very supportive of the grass free lawn proposal. The Panel agreed that this was an excellent project which the Council should be committed to but some concern was raised about whether the Bowling Green was the most suitable location.

It was noted that the Council would hopefully be supporting a sports pitch audit of the town to be undertaken by West Dorset District Council over the summer which would assist in the provision of data regarding the number of tennis courts in the town, usage etc.

Members felt that the Sports arena and Café proposals were not suitable and should be disregarded.

It was

### **RECOMMENDED**

- (1) That Dorset Wildlife Trust be informed that the Council support the proposal for grass free lawn but that there was some concern regarding the Bowling Green area being the most suitable location.
- (2) That a visit be arranged with the Dorset Wildlife Trust to view a grass free lawn and that this visit be arranged as soon as possible.
- (3) That a final decision on what to do on the Bowling Green area be made after the summer which would allow time for further research into the grass free lawn, mini golf and relocation of tennis courts 3 and 4.

### **5. NEW TENNIS COURT FOB ENTRY SYSTEM**

The Panel considered a report by the Deputy Town Clerk on the progress being made with introducing a fob entry system for the tennis courts. It was noted that funding had now been awarded for the project by the Lawn Tennis Association subject to the following conditions:-

- Set up a system for the selling of key fobs.
- Ensure the scheme was promoted through signage, banners, web and digital channels.
- Clean, de moss and clear of any debris the courts in preparation of launching the scheme.
- Ensure that income generated was used to cover costs of on-going maintenance and administration.
- Ensure that income was used to make provision for future resurfacing and fencing replacement in years to come.
- Take part, where possible, in LTA led mass participation events such as the Great British Tennis Weekend.
- Hold data and report on various measures and outcomes.
- Ensure that key fob holders were able to sign up to the free 'British Tennis Membership' scheme if they so wished.
- Maintain the pay and play offer and ensure any system could manage bookings for this.

It was noted that the above conditions were not onerous and were generally activities that the Council would normally do as a part of its day to day maintenance and activity. However the Council would need to improve signage. It was therefore proposed that two banners be purchased advertising the new system – the banners would be worded in a way that they could be used at any time to encourage membership. It was also proposed that two permanent signs/notice boards be purchased which could permanently advertise the tennis but which could also be used for advertising other events in the Gardens – mainly the summer events programme.

It was

### **RECOMMENDED**

- (1) That two banners be purchased to advertise the new scheme to be attached to the tennis court fences, one facing onto the car park and one facing into the Gardens.
- (2) That two permanent notice boards be purchased, one to be located near to the tennis courts and one to be located at the kiosk end of the Gardens.

### 6. **NEW TOILETS**

The Panel considered the opening times of the new toilets and it was

### **RECOMMENDED**

- (1) That the new toilets be opened permanently as soon as possible.
- (2) That a 'Toilets' sign be placed on the toilets so as to highlight the fact that they are there and available for use.

### 7. **UPDATE ON ANTI SOCIAL BEHAVIOUR**

The Panel was circulated with details of incidents that had occurred over the past few months. Members noted the incidents, some of which had occurred on the Bowling Green and reaffirmed the Panel's previous decision to authorise the Operations Supervisor to temporarily close off the Bowling Green area as and when required.

## DORCHESTER TOWN COUNCIL

### GROUNDS WORK AUTUMN/WINTER 2013/14

#### Borough Gardens

- Litter pick and empty bins daily - *ongoing*
- Clean toilets daily - *ongoing*
- Collect fees tennis as required - *ongoing*
- Remove summer bedding plants – *completed*
- Dig and prepare beds compost added – *completed*
- Plant out spring bedding plants – *completed*
- Long handle shear beds - *ongoing*
- Water bedding displays if required –
- Cut hedges during period –*ongoing*
- Weed bedding displays - *ongoing*
- Seeding summer bedding plants in greenhouse – *ongoing*
- Planting into trays plugs – *ongoing*
- Potting up over wintering summer bedding - *ongoing*
- Watering green house – *ongoing*
- Rub down and oil seats –
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Final clean and winterisation of fountains & play feature –*completed*
- Leaf clearance – *completed*
- Pollard trees around bandstand and by house – *completed*
- Final mowing to areas if required – *completed*
- Deep clean to public toilets (wet weather job) –
- Power washing tennis courts - *completed*
- Tree inspections –
- Treat and clean play area safety surface – *completed*
- Moss kill tennis courts after cleaning – *completed*
- Snow clear paths as required – *ongoing as required*
- Fertilise shrub beds –
- Clean out and repair bird boxes – *ongoing*
- Shrub bed tennis courts, cultivate/replanting – *ongoing*
- Power wash childrens safety surfaces - *ongoing*

#### Weymouth Ave Recreation Ground

- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches – *completed*
- Erect goal posts – *completed*
- Spike field areas – *ongoing*
- Weed and prune Sawmills shrub area – *completed*
- Mark out required weekly pitches – *completed*
- Repair winter pitches as required – *ongoing*
- Brush cricket square daily – *ongoing*

- Treat turf diseases as required on cricket Sq – *ongoing*
- Sweep up leaves various areas, cricket nets, car park etc – *completed*
- Mow winter pitches as required – *completed*
- Install pick up units to two dog bins – *completed*
- Repairs to security fencing (strengthen bottom rails) – *completed*
- Powerwash slabs around pavilion - *completed*

### **Sandringham Sports Ground**

- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches – *completed*
- Erect goal posts – *completed*
- Spike field areas – *ongoing*
- Mark out required weekly pitches – *completed*
- Repair winter pitches as required – *ongoing*
- Play area inspection – *weekly*
- Mow winter pitches – *completed*
- Hedge cutting and shrub pruning – *completed*
- Install pick up units to two dog bins – *completed*

### **Kings Road and Salisbury Field**

- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Mow if required – *completed*
- Mole clearance, external contractor – *completed*
- Plant up replacement trees 3 x Sycamore Salisbury Field Walk – *completed*
- Cut and clear Jubilee tree/wildflower area – *completed*

### **Walks System including Grove Bank**

- Sweep paths, litter pick and empty bins (mon/wed/fri) *WDDC contract*
- Tree inspections (leaf off inspections) – *completed*
- Mow additional DCC areas (Junction, skatepark verges etc) – *completed*
- Autumn/ Winter planting replacement trees (Plane trees) in South Walks x 3 *completed*
- Power wash Cenotaph and garden of remembrance area prior to Remembrance Day - *completed*

### **Other Public Open Space/Play Areas**

- Litter pick and empty bins x 3 per week – *ongoing*
- Inspect play equipment weekly – *ongoing*
- Hedge cutting – *completed*
- Alington roundabout (bye pass), maintain – *completed*
- Second Alington roundabout (Trumpet Major), prune and shape – *completed*



## **Allotments**

- Provide trailer to remove green waste- as per schedule – *completed*
- Cut boundary hedges – *completed*
- Plant new hedge Alington Allotments – *completed*

## **Hanging Baskets Town Centre**

- Remove summer hanging baskets – *completed*
- Put up Spring hanging baskets – *completed*

## **Additional Work Planned or Completed**

- Weekly/monthly Legionella & Fire testing – *ongoing*
- Clean out guttering to various buildings – *completed*
- Power wash public seats in the Walks – *completed*
- Clear John's pond of excess water weeds – *completed*
- Clear, prune and weed areas, Holloway Rd & Northern Hay – *completed*
- Greys bridge corner, hedge cutting – *completed*
- Snow clearing (winter maintenance plan) – *none required*
- Interior painting changing rooms Sandringham/Weymouth Avenue Pavilion -

## **The Great Field**

- Litter pick field area – as per rota – *ongoing*
- Erect goal posts – *completed*
- Mark out football pitches – *completed*
- Repair as required damage to pitch areas – *ongoing*
- Spike football pitches – *ongoing*
- Install new play equipment – *ongoing*
- Install pick up units to three dog bins – *completed*

## **Fordington Cemetery**

- Monthly grass mowing – DCC contract – *completed*
- Tree inspections – *completed*
- Burials as required – *ongoing*
- Hedge cutting and removal of briars – *ongoing*
- Cut and clear steep banked area – *completed*

## **Weymouth Avenue Cemetery**

- Burials as required – *ongoing Mike off sick following an operation 2 x OS covering)*
- Tree inspections – *completed*
- Treat chapel doors with Teak oil – *completed*
- Cut hedges and prune shrubs – *ongoing*
- Paint remembrance plaque wall – *completed*
- Remove Ivy from boundary wall - *completed*
- Monthly grass mowing – DCC contract – *completed*

## **Poundbury Cemetery**

- Grass mowing – *completed*
- Wildflower area mowing – late summer cut, bale and removal – *completed*
- Tree inspections – *completed*
- Burials as required – *ongoing Mike off sick following an operation 2 x OS covering)*
- Phone transferred from Weymouth Ave Cemetery - *completed*

## DORCHESTER TOWN COUNCIL

### GROUNDS WORK SPRING/SUMMER 2014

#### Borough Gardens

- Cut mini tennis green x 2 per week - *ongoing*
- Fertilise mini tennis green x 1 during period –
- Cut grass edges to mini tennis green fortnightly - *ongoing*
- Strim grass surrounds to mini tennis green monthly - *ongoing*
- Set out mini tennis green for play daily 7 days per week- awaiting equipment
- Litter pick and empty bins daily - *ongoing*
- Clean toilets daily - *ongoing*
- Collect fees tennis as required - *ongoing*
- Remove Spring bedding plants –
- Dig and prepare beds compost added –
- Plant out summer bedding plants –
- Long handle shear beds weekly -
- Water bedding displays as required –
- Strim lawn edges fortnightly - *ongoing*
- Mow all lawns weekly/fortnightly - *ongoing*
- Prune spring flowering shrubs –
- Cut hedges x 2 during period –
- Weed kill hard surface areas as required – *one completed*
- Weed bedding displays and shrub beds x 2 –
- Seeding winter bedding plants in greenhouse –
- Potting up winter bedding –
- Watering greenhouse – *ongoing*
- Rub down and oil seats & bins – *ongoing*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Prepare gardens for events as required –
- Clean fountain as required – *weekly contract*
- Plant out shield beds –
- Tree inspections –
- Install 3 x new picnic benches - *completed*
- Reinstate repaired benches to putting green surrounds – *completed*
- Repair Bayeux seat and re-treat –*completed*
- Clean as required new toilet block –*ongoing*
- Plant up new bed (Mediterranean) - *ongoing*
- Paint entrance gates into gardens -

#### Weymouth Ave Recreation Ground

- Mow field area weekly – *ongoing*
- Hand mow field edges – *ongoing*
- Strim field perimeter – *ongoing*
- Mow cricket square – *ongoing*

- Fertilise cricket square x 2 – *1 x application completed*
- Mow out wickets as required – *cricket starts on grass 10<sup>th</sup> May*
- Mark out wickets and boundary lines –
- Roll wickets – *ongoing*
- Scarify and repair wickets after play –
- Clean changing rooms after use –
- Litter pick and empty bins x 3 per week – *ongoing*
- Paint goal posts –
- Mark out from scratch winter pitches –
- Take down football posts and store – *completed*
- Repair winter pitches – *completed*
- Erect goal posts –
- Weed Sawmills shrub areas by railway bridge – *1 x completed*
- Repaint sight screens for cricket x 3 – *ongoing*
- Replace with new covers on portable cricket covers – *completed*
- Prepare cricket nets for play, mark artificial wicket creases - *ongoing*

### **Sandringham Sports Ground**

- Take down football posts and store – *completed*
- Paint goal posts –
- Mark out from scratch winter pitches –
- Erect goal posts –
- Mow field area on a weekly basis – *ongoing*
- Mow perimeters hand mower, fortnightly – *ongoing*
- Strim perimeter fortnightly – *ongoing*
- Weed kill boules court –*1 x sprays completed*
- Weed kill car park edges – *1 x sprays completed*
- Litter pick and empty bins x 3 per week – *ongoing*
- Pitch renovation seeding pitches etc – *ongoing*
- Prepare grounds for football tournament May Bank holiday – *ongoing*
- Fell and stump grind trees as per report - *completed*

### **Kings Road and Salisbury Field**

- Mow field areas on a weekly basis - *ongoing*
- Mow perimeters hand mower, fortnightly - *ongoing*
- Strim perimeter fortnightly - *ongoing*
- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Install new base for donated bench - *ongoing*

### **Walks System including Grove Bank**

- Sweep paths, litter pick and empty bins (mon/wed/fri) WDDC contract

- Grove bank, following HSE direction, investigate new method of mowing the steep banking- may be only 1 – 3 flail mows ?
- Mow grass areas, hand mower fortnightly - *ongoing*
- Strim grass edges, obstacles etc fortnightly - *ongoing*
- Lime trees remove epicormic growth – *completed*
- Prune shrub/tree overgrowth – *completed*
- Rub down and oil seats – *ongoing*
- Tree inspections (leaf on inspections) –
- Mow additional areas (Junction, skatepark verges etc) – *ongoing*
- Install one new donated replacement bench Frome Terrace – *completed*

### **Other Public Open Space/Play Areas**

- Litter pick and empty bins x 3/5 per week – *ongoing*
- Mow grass areas, hand mower fortnightly - *ongoing*
- Strim grass edges, obstacles etc fortnightly - *ongoing*
- Inspect play equipment weekly – *ongoing*
- Replace wooden slats and paint 10 x various Town benches – *ongoing*
- Install information board Maumbury Rings? – *awaiting permission?*
- Replace boundary fencing Syward Close farm side – *work completed in house*

### **Allotments**

- Cut grass paths tractor/rotary on a fortnightly basis – *ongoing*
- Provide trailer to remove green waste- as per schedule – *ongoing*

### **Hanging Baskets Town Centre**

- Water baskets on a daily basis (7 days per week) – *ongoing*
- Put up hanging baskets around the town – *ongoing*

### **Additional Work Planned or Completed**

- Borough Gardens – Love parks week various additional events planned 30/7/14
- Borough Gardens – Green flag, - *inspection on 27/5/14*
- Maumbury Rings – prepare and rip down after event August B/holiday –
- Painting play ground equipment, various sites -
- Fire extinguishers servicing all sites, external contractor –
- Weekly/monthly Legionella & Fire testing – *ongoing*
- 3 hour emergency lights testing –
- PAT testing, all Town Council buildings – *8<sup>th</sup> May 2014*
- Riverside reserve, strim pond area and path sides-

### **The Great Field**

- Mow field areas gangmower, every 10 days – *ongoing*

- Litter pick field area – as per rota – *ongoing*
- Take down goal posts – *last few matches being played May 2014*
- Reseed goal mouth areas –
- Prepare site for cricket –
- Fertilise field area –
- Mark out football pitches –
- Erect football posts –

**Fordington Cemetery (due to staff sickness outside services staff completed all burials and ashes during March, April and part May 2014)**

- Monthly grass mowing – *ongoing DCC contract*
- Tree inspections –
- Burials as required – *ongoing*
- Weekly removal of waste from bins etc – *ongoing*
- Trees lifted from pathways –
- Annual cutting to steep banking –

**Weymouth Avenue Cemetery (due to staff sickness outside services staff completed all burials and ashes during March, April and part May 2014)**

- Grass mowing rota – *ongoing DCC contract*
- Burials as required – *ongoing*
- Tree inspections –
- Weekly removal of waste from bins etc - *ongoing*
- Rabbit removal – *as required*
- Oil chapel doors –
- Raise wall to ashes area - *ongoing*

**Poundbury Cemetery (due to staff sickness outside services staff completed all burials and ashes during March, April and part May 2014)**

- Grass mowing rota, - *ongoing (March, April part May completed by O/S/Staff)*
- Wildflower area mowing – late summer cut, bale and removal –
- Tree inspections –
- Burials as required - *ongoing*
- Weekly removal of waste from bins etc – *ongoing*
- Rub down and treat benches – *completed*
- Spread shingle over bare areas -*ongoing*
- Paint building windows and doors – *ongoing (spring 2014 now)*

**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE – 11 MARCH 2014**

**SOUTH WALKS RAILINGS**

1. There are post and chain railings along South Walks from Acland Road to Trinity Street. The same style post and rail railings are also located in the grassed areas around five ways junction.
2. The railings along South Walks up to the area of the War Memorial are on the Council's land and are this Council's responsibility. The remainder of the railings are on highway land and are the responsibility of the Highway Authority.
3. A number of the posts across the whole area have been damaged. The posts are bespoke and will cost £75 each to fabricate. Ten posts need replacing along South Walks and a large number of the remaining ones on highway land also need replacing.
4. In the present financial climate it is highly unlikely that the Highway Authority will give a high priority to replacing the posts on its land.
5. The options available are:-
  - For this Council to replace the broken posts along South Walks at a cost of £750 and request that the Highway Authority do the same.
  - For this Council to fund the repair of all the broken posts at a cost of approximately £2,250.
  - Not to undertake any replacements at the present time.
  - To remove the railings in their entirety – following discussion with the Highway Authority.
6. Members advice is sought.

Steve Newman  
Deputy Town Clerk

8 Came View Road,  
Dorchester,  
DT1 2AE

22 April 2014

Dear Peter,

Tree Planting by Casterbridge Rotary Club.

The Casterbridge Rotary Club of Dorchester will be celebrating its 25th anniversary this September and wishes to mark this with a project to enhance the amenities of the town.

We have been exploring with you the possibility of planting 25 Silver Birch saplings along the far/rear boundary of the Recreation ground at Kings Road Dorchester and would now like to firm up the proposals.

Phase 1

As the anniversary falls in September we will be holding a club event on Tuesday 16 in the evening to celebrate. This would be preceded by a planting ceremony at the recreation ground in the late afternoon ( say 4.30 pm) when one potted silver birch sapling would be planted, with the practical support of the Town Council if possible please. We would appreciate your help in sourcing the sapling and, in view of its likely size, in having it delivered to the far boundary area on that date for planting. You indicated that the hole could be prepared ready for the event, by your team too and this would be appreciated.

There will be photos as this is a special occasion and it would be tremendous if the Mayor could be there for the planting ceremony alongside our club president and other club members. Might this be possible please?

Phase 2

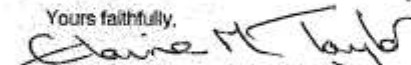
The remaining 24 saplings will be bare rooted and as advised, need to be planted no earlier than November this year. Again, we would like the Town Council to use its expertise and purchasing arrangements to source these for the club. We mentioned that these would be planted to provide an avenue effect along the rear boundary of the recreation ground and help in marking out where they should be planted nearer the time would be appreciated.

As a charitable body, the club always strives to make the money we raise spread as far as possible. Keeping the costs as low as we can is important, but at the same time we do want robust saplings so that they have a good chance of a long life for the benefit of the local area.

If these arrangements are suitable we are ready to proceed. Could you please advise as to next steps?

With many thanks for all your help.

Yours faithfully,

  
Elaine M. Taylor ( on behalf of Casterbridge Rotary Club)



**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE – 6 MAY 2014**

**CORRESPONDENCE REGARDING WASTE BIN AT MIDDLE FARM WAY**

Hi Steve,

Not sure if you are aware of the background on this bin. There was a temporary bus stop on Middle Farm Way and as a good will gesture a post mounted bin was put on the bus stop sign post. The bus stop has since be relocated and it was just after that we received correspondence from Cllr Jones informing us that the majority of the roads on Poundbury were adopted. We were told to suspend cleansing duties on the Duchy until an agreement has been arranged and at that point we also looked at what bins were being collected on un-adopted highways and we removed two bins for that reason.

To date we have only received one piece of correspondence from a resident that states that the bin was mainly used by dog walkers to put dog fouling I and discussions with our cleansing crews would support that. We have been monitoring the area and have seen no increase in litter since the bins removal.

One final concern is that at present the access road is gated off to stop construction traffic using Middle Farm Way and if we were to consider a bin it would not be feasible to site it in the previous position as soon as the road is open to traffic our crews would be in danger and stopping on that road would cause disruption.

At present it is not our intension to put a new bin on this site.

Sincere regards

Andy Cadman

**Head of Operations and Transport**

**Dorset Waste Partnership**

Poundbury Deport

Dorchester

Dorset DT1 2PG

Email: [a.cadman@dorsetwastepartnership.gov.uk](mailto:a.cadman@dorsetwastepartnership.gov.uk)

Tel: 01305 225451



- Run a business? Find out about our [commercial waste services](#)
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- Sign up to our ['recycle for Dorset' e-newsletter](#)

## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE - 6 MAY 2014**

#### **COMMUNITY AND RECREATIONAL AREAS AT RED COW FARM DEVELOPMENT**

1. Development has now started at Red Cow Farm, off Lubbecke Way in south east Dorchester, of 54 units of housing, approximately one third being developed as affordable for sale or rent purposes, and 6 commercial units. The development extends underneath the A35, and joins Lubbecke Way up with St Georges Road at St Georges Close. The road will provide a new link to the commercial units and household recycling facility at the end of St Georges Road.
2. The developer is obliged to provide a grassed area, including play equipment and a boules area, on the south side of Lubbecke Way, and also two new allotment areas, one to the side of the River Frome, the other east of the A35 flyover. In 2008 the Town Council asked that the play area should not be provided, but was supportive of the provision of additional allotments as at the time the Council had a significant waiting list approaching 200.
3. The developer's landscape architect has made contact to discuss the layout of the grassed area and the play equipment and boules area. Our initial discussions covered the alternative of transferring the area as a grassed area, with a commuted sum for maintenance, plus a commuted sum to upgrade play equipment at Kings Road, approximately five minutes walk (0.3 miles) away.
4. The allotment site adjacent to the River Frome will provide around 22 "half plots", a net gain of 11 half plots, as 11 currently unoccupied plots have been lost elsewhere in St Georges Road. The Council began letting out half plots as a solution to the waiting list some years ago, and it has proved a practical and generally uncontentious solution, such that our list has fallen to under 100 residents. The 22 new plots will further reduce this number, and will be offered first to those allotment holders who were required to vacate plots in St Georges Road several years ago.
5. At the eastern end of the site, immediately east of the flyover is a piece of land that in the original scheme was allocated for, and would possibly accommodate, 10 half plots. Given the change in allotment circumstances an alternative use of this land might be for affordable housing, subject to planning permission, the primary issue likely to be noise from the bypass.
6. It is recommended that discussions take place with the developer, WDDC Development Control team and the Duchy of Cornwall to consider varying the s106 agreement as follows:-
  - a. To remove the obligation to provide play equipment and a boules area on the recreational space to the north of the development, in exchange for a contribution to other play equipment improvements elsewhere in this area of town
  - b. To consider the potential whether the potential exists to develop the eastern allotments plot for additional units of affordable housing instead of as allotments

Adrian Stuart  
Town Clerk





29th April 2014

Dear Steve,

We are currently making plans for this season's Summer Saturday Live music events in South Street.

Thank you very much for the contribution made by the Dorchester Town council towards last years events. The power socket proved to be invaluable in staging the entertainment in the preferred location.

You can click on the link to see a video of one of last year's performances and the enthusiastic response of the public.

<http://youtu.be/4TTZW6pl2FU>

Are the Dorchester Town Council willing to provide funding for the 2014 Summer Saturday Live season? If you require more details about last season's events, or proposals for upcoming season, we will be happy to provide them.

Yours sincerely,

Andy Grant, Chair

Hi Steve,

We are averaging £250 per week running costs over a 10 week period over the summer. This includes paying the artists, stage management plus paying for our public liability insurance, submissions to Companies House, accounting and so forth. If you could find your way to contributing 1/3 of the total (circa £850), we would be most grateful.

As the contributions from yourselves, the Dorchester Chamber and Dorchester Bid have diminished over the last couple of years, we now find ourselves with absolutely no funds whatsoever. Without further funding we will have no choice but to fold Promote Dorchester-the Community Interest Company that manages the events. This would be a shame for the town, but sadly necessary.

We greatly appreciate your putting this before your members.

Best regards,  
Andy





## MANAGEMENT COMMITTEE

6 MAY 2014

### REVIEW OF BURIAL FEES AND THE MANAGEMENT OF CEMETERIES

1. In January the Resources Panel received a report considering current burial fees, and comparing them to the work carried out for the fee and how our fee structure compares to that of similar providers. The Panel concluded that discussions should take place with Funeral Directors regarding future fee levels.
2. The Town Clerk and 2 other members of the team met with representatives of the 3 main Funeral Directors in March to consider this issue and a range of operational issues. At the meeting it was proposed that the Council should adopt a similar fee structure to that which currently exists for Weymouth cemeteries. A comparison is attached at Appendix 1.
3. Feedback from Funeral Directors was: -
  - a. They recognised that our fees were relatively low in comparison to other Councils
  - b. They were particularly concerned over the proposal to charge significantly higher fees for ashes Exclusive Rights
  - c. They felt that a 30 year duration for Exclusive Rights of Burials was too short, and they had a preference for 75 or more
  - d. They welcomed the increase in the age limit for the setting of a reduced fee for the burial of children, from 12 up to 16
  - e. They preferred the clarity of Weymouth's approach, and the inclusion of memorials within the charge for Exclusive Rights
4. It is recommended that new charges are introduced from 27 May 2014 (the Proposal column of Appendix 1. The proposal takes account of much of the feedback form Funeral Directors. The current budget for income is £30,500. If the fees are adopted it is probable that income will rise by £10,000 - £15,000 pa. Some of the changes will not impact for 50 years.
5. The meeting with Funeral Directors discussed a number of other issues, including: -
  - a. The introduction of a computerised data base and management system
  - b. The opening and closing of cemetery gates
  - c. Christmas closure and contact points over the period
  - d. Matting for graveside services on wet daysChanges have been made to some procedures and a further meeting will take place in October.
6. If the fee increases are approved it is proposed that the first use of additional income is to computerise the administration and record management process for burials, and to fund some additional pieces of equipment to resolve the issues raised at 6. Above. A further report would be made on these issues.

Adrian Stuart  
Town Clerk

APPENDIX 1

### REVIEW OF FEES IN DORCHESTER CEMETERIES

Dorchester Weymouth **Proposal** Notes

	£	£	£	
<b>INTERMENT</b>				
Adult	302	523	<b>525</b>	
Child	142	152	<b>150</b>	Qualification age from 12 to 16
Infant	67	0	<b>0</b>	
Ashes	101	146	<b>150</b>	
<b>EXCLUSIVE RIGHTS</b>				
Adult, including				
Memorial	600	778	<b>780</b>	Reduce from 100 years to 50
End of term Renewal	0	644	<b>650</b>	For 25 years
Child, including				
Memorial	238	778	<b>780</b>	Reduce from 100 years to 50
End of term Renewal	0	644	<b>650</b>	For 25 years
Infant, including				
Memorial	238	176	<b>175</b>	Reduce from 100 years to 50
End of term Renewal	0	644	<b>650</b>	For 25 years
Ashes, including				
Memorial	238	620	<b>275</b>	Reduce from 100 years to 50
End of term Renewal	0	517	<b>150</b>	For 25 years
<b>OTHER</b>				
Use of Chapel	108	152	<b>150</b>	
Burial Memorial	155	176	<b>175</b>	When no exclusive rights
Changes to memorial	44	83	<b>85</b>	

Double fees are applied to non-residents of Dorchester and Winterborne Herrington.



**MANAGEMENT COMMITTEE**  
6<sup>th</sup> May 2014

**March/April 2014 Report**

**MUNICIPAL BUILDINGS MONITORING REPORT**

- Generally: The table below shows figures of the number of events held, with comparisons between this year and last year. These events are individually counted so for example if we had a booking for one week it would only count as one event.

	March 2013	March 2014 Paid	FOC	April 2013	April 2014 Paid	FOC
Corn Exchange	15	15	1	12	16	1
Dressing Room	1	4	2	2	2	4
Town Hall	15	13	3	12	11	0
Magistrates Room	9	7	9	5	6	4
Council Chamber	-	1	10	-	0	8
<b>Overall Total</b>	40	1		31	0	8
Weymouth Avenue Pavilion	8	5	1	4	5	1
Borough Gardens House	7	9	4	4	4	1

	10	11	12	13		14	15	16	17	18
Civil Weddings	19	16	23	13	Civil Marriages	18				
Civil Partnerships	3	-	1	1						

**INCOME**

	MARCH		APRIL	
	2013 £	2014 £	2013 £	2014 £
Corn Exchange	2990.85	2844.17	2380.28	3426.46
Dressing Rooms	161.50	298.00	165.80	153.40
Town Hall	1544.91	1646.30	1089.88	1661.32
Magistrates Room	564.44	650.12	408.36	1190.89
Council Chamber	-	33.20	-	-
Overall Total £		5471.79		6432.07
<b>2013/2014 Cumulative Total £</b>		53433.81		6432.07
<b>Percentage of Estimated Income 2013/14</b>		67.5%		9.74%
Weymouth Avenue Pavilion	467.40	421.35	226.50	367.43
Borough Gardens House	333.25	657.70	566.00	379.00
		<b>Feb</b>	<b>March</b>	
Bar Franchise 10%	289.41	177.31	442.17	502.51

**Usage/Occupancy** The following charts show the usage of all the rooms available. This is shown by the type of the event showing number of sessions used not the number of event. Subsequently if an event is all day it will appear more than just a morning event.

March 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Performances	5	3	-	-	1	-	-	-	-	-
Live Music Events	1	-	-	-	-	-	-	-	-	-
Farmers Markets/Sales	-	-	-	-	-	-	3	4	-	-
Commercial Bookings	2	-	-	-	-	-	-	-	-	-
Birthday/Socials	3	2+3hr	-	-	-	1+1hr	-	-	-	-
Dance Classes	4+4 hrs	5+5hrs	-	-	9+3hr	4	-	-	-	-
Wedding Receptions	-	1+1hr	-	-	-	-	-	-	-	-
Wedding Ceremonies	-	-	-	-	-	1	-	-	-	-
Training Events	2hr	-	-	-	5+14hr	5+16hr	7	13	-	-
Meetings	7	12	5	13	13	10	8	5	-	1
Exhibitions	-	-	-	-	-	2	-	-	-	-
<b>Total:</b>	<b>22+6hr</b>	<b>23+9hrs</b>	<b>5</b>	<b>13</b>	<b>28+17hr</b>	<b>23+17hr</b>	<b>18</b>	<b>22</b>	<b>-</b>	<b>1</b>
<b>Income £</b>	<b>2990.85</b>	<b>2844.17</b>	<b>161.50</b>	<b>298.00</b>	<b>1544.91</b>	<b>1646.30</b>	<b>564.44</b>	<b>650.12</b>	<b>0.00</b>	<b>33.20</b>

April 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Performances	3	3	-	-	-	-	-	-	-	-
Live Music Events	-	-	-	-	-	-	1	-	-	-
Farmers Markets/Sales	-	2	-	-	-	-	4	4	-	-
Commercial Bookings	2	1	-	-	-	-	-	-	-	-
Birthday/Socials	1+2hr	1+1hr	-	-	1	1	-	-	-	-
Dance Classes	5+5hr	6	-	-	5+12hr	6	-	-	-	-
Wedding Receptions	-	1+1hr	-	-	1+1hr	-	-	-	-	-
Wedding Ceremonies	-	-	-	-	-	1	-	-	-	-
Training Events	3hr	-	4	-	2+16hr	4+10hr	4	29	-	-
Meetings	7	10+5hr	5	5	5	10+5hr	4	4	-	-
Exhibitions	-	-	-	-	-	-	-	-	-	-
<b>Total:</b>	<b>18+10hr</b>	<b>24+12hr</b>	<b>9</b>	<b>5</b>	<b>14+29hr</b>	<b>22+18hr</b>	<b>13</b>	<b>37</b>	<b>0.00</b>	<b>0.00</b>
<b>Income £</b>	<b>2380.28</b>	<b>3426.46</b>	<b>165.80</b>	<b>153.40</b>	<b>1089.88</b>	<b>1661.32</b>	<b>408.36</b>	<b>1190.89</b>	<b>0.00</b>	<b>0.00</b>

## **DORCHESTER MUNICIPAL BUILDINGS**

### **Planned Maintenance/Projects and Urgent Works**

#### **Corn Exchange**

- ❖ Stage Units Serviced – *Sico Europe Limited - 3 year contract 2012 -2015.*
- ❖ Floor needs some minor repairs – *April 2014.*
- ❖ Stage Lights and rigging tested – *Complete January 2014 – Stage Electrics 3 year contract 2014 – 2017.*
- ❖ *Corn Exchange – Miscellaneous items - PAT Testing – May 2014.*
- ❖ Corn Exchange Dimmers – *replace all dimmer packs and controls for the Corn Exchange Lighting – Completed - May 2013.*
- ❖ *New Wi-Fi Installed – looking to extend to Town Hall Keepers Office.*
- ❖ *Cleaning of Stretched Fabric Systems – Corn Exchange – cleaned and dusted as carefully as could to avoid any damage– February 2013 + ServiceMaster contacted to see if they can clean to a better standard in accordance with the fabric system, which they could not – Property Management and Maintenance Panel advised on painting the fabric with micro porous paint. Initial painting seems to be successful.*
- ❖ *Replaced 48 115W bulbs with 48 15W bulbs.*

#### **Kitchen**

- ❖ All Appliances Serviced.
- ❖ Ventilation System Serviced – *Rentokill – 31<sup>st</sup> October 2011 (Re-negotiated contract from April 2008 – reduced by £140.00 per year) – Contract for Bar and Toilet Ventilation Cleaning to be negotiated – January 2010 – completed – 31<sup>st</sup> October 2011 – 28<sup>th</sup> October 2012 – 27<sup>th</sup> October 2013.*
- ❖ *Legionnaire Testing – Peter Mullins monitoring – some changes needed to existing plumbing to comply with legislation – completed April 2009 and ongoing inspections.*
- ❖ *Deep Clean Kitchen – once a year – Rentokill completed November 2010 – completed November 2011- completed November 2012 – completed November 2013.*
- ❖ *Light diffusers replaced – February 2013.*

#### **Magistrates Room**

- ❖ *New flooring – quote being obtained – on hold – deteriorating, also in main lobby February 2013.*
- ❖ *New blinds to be installed – Damers Blinds – Completed 4<sup>th</sup> November 2013.*
- ❖ *Contacting Listing Building Officer (WDDC) regarding wall colour change restrictions to a Grade II listed interior – they have confirmed that we do not have restrictions on changing the existing interiors in the Corn Exchange.*
- ❖ *New tables purchased to improve appearance of room (8 old tables removed.)  
Need to start replacing old for new – many tables have damaged tops - replace 8 badly damaged tables in Mag. Room – Japanese Beech GP58 2L1830x760 – 6ft x ft. – investigating costs – refurbishing existing tables.*

#### **Town Hall**

- ❖ *Renewal to 5 year clock contract – Smiths of Derby – ends: 31<sup>st</sup> December 2016.*

#### **Ground Floor Lavatories**

- ❖ *Urinals blocked – A.P. Chants investigating cause.*

## **Council Chamber**

- ❖ New Lozenge – re: Dorchester Prison closure.

## **Stairway to Town Hall**

- ❖ Dorchester Stitches, Dorset Jurassic Coast hangings to be hung at high level left of the window on the landing - *Completed – April 2012.*
- ❖ Lift needs new parts fitted – *Completed January 2014.*

## **Bar**

- ❖ New Bar Franchise let as from 1st July 2010 – King's Arms – due to be extended to June 2015 on completion of improvements to bar area – *Completed August, 2013.*
- ❖ Ventilation to be cleaned – *Completed February 2013.*
- ❖ New Flooring installed – *completed June 2013.*

## **Boilers**

- ❖ Replaced – new maintenance contract – three year contract to A. P. Chant to service the boilers during each April for 2014-2016 on all four Municipal Buildings boilers (this has produced a saving of £400 per year on Asbury 3 year quote.)
- ❖ *Boilers serviced – April 2014.*

## **Exterior Roof**

- ❖ Repairs required to ventilation cowls – *Roger Burgess Ltd - investigating when scaffolding present. Also repairs to the remainder of the Corn Exchange roof – Cowls being replaced January 2010 – completed. Some tiles replaced.*
- ❖ *Lightning Conductor tested and completed – February 2013.*
- ❖ *Routine Gutter clean – Town Hall Keeper – March 2013 – January 2014.*

## **General**

- ❖ *Full NICEIC Test and Inspection of the Electrical Installation – Complete – Andy Whitty - October 2012.*
- ❖ Fire alarm and Emergency Lighting Test – quarterly & annual *Complete – Andy Whitty Ltd*
- ❖ Implementing Fire Risk Assessments.
- ❖ Town Hall Keepers to update the Technical Specification Guide for the Corn Exchange. Also to provide additional training to the Town Hall Keepers on the Lighting Desk – *Completed August 2013.*
- ❖ Guttering cleared at Corn Exchange – *Completed January 2014.*
- ❖ General maintenance in accordance with Town Hall Keepers manual and building maintenance schedule.
- ❖ *Corn Exchange internal clock faulty – Fred Burgess servicing – April 2014.*
- ❖ Renew civil wedding license – *Completed August 2013.*
- ❖ Personal Appraisal and Development – *Completed January 2014.*
- ❖ Regular weekly inspections being undertaken by Municipal Building Administrator.
- ❖ Fire Evacuation Procedures – *Instructions to Town Hall Keepers and Hirers implemented.*
- ❖ Town Hall Keepers – Fire Safety Training Induction reminder.
- ❖ Fire Log Book – to record all necessary fire records and checks. *Town Hall Keepers, Andy Whitty Ltd and Rapid Fire Protection.*
- ❖ Evac. Chairs ordered so as to enable speedy evacuation of disabled people from the Town Hall. and Council Chamber – Evac. Chair training: *Completed: Wednesday 24<sup>th</sup> August 2011. Additional training required by Mr A. Bagwell.*
- ❖ Rentokil quoting for Ventilation Duct Cleaning in Dressing Rooms. Etc.
- ❖ Paint work on back exterior to the Corn Exchange when scaffold in situ.
- ❖ Upholstery cleaner (bulk) to clean chairs.
- ❖ Statutory work to clock tower.

NOTES OF MEETING REGARDING CHARGING STRUCTURE FOR MUNICIPAL BUILDINGS  
27 March 2014

Present: Cllrs Lyall & Potter, Steve Newman, Adrian Stuart

1. Current position outlined by Adrian Stuart
  - a. Complex charging structure
  - b. Falling Income
  - c. Variable usage
    - i. Diagram identifying usage per session, per day, per room
    - ii. Of 84 different sessions (4 rooms x 3 sessions x 7days)
      1. 7 have usage in over 35 weeks a year
      2. 18 have usage between 16 & 34 weeks each year
      3. 59 have usage less than 16 weeks each year
    - iii. 8 regular users responsible for around 50% of the income
    - iv. 3 evening slots (Mon/Wed CX, Thu Town Hall) which we need to find regular hirers for- worth £8k if we succeed
2. Feedback from Julie Hollings
  - a. No shortage of interest in using the facilities
  - b. Charging structure, particularly during working week is a big negative
  - c. Requirement to use Bar is also a negative for some potential hirers
  - d. Complex fee structure for Weddings
  - e. Of 78 Friday/Saturday evening slots Apr – Dec in 2014, 72 are booked – new deposits rule is not deterring bookings
3. Feedback from Tony Lyall
  - a. Sundays are becoming increasingly popular for wedding events
  - b. Direct visitors wanting to book rooms regularly left without accessing information about the Corn Exchange because they couldn't find town hall staff
  - c. Web information is difficult to access
  - d. We are not very good about advertising the availability of the Corn Exchange for weddings, for example through a wedding fair
4. What are our aims?
  - a. To generate more income – either by improving our marketing, finding more regular hirers, or cutting our prices to attract greater daytime use
  - b. To generate more usage – a full building costing £80,000 a year to run is a better outcome than a ¾ empty building costing £80,000 a year to run
5. Draft Action Plan
  - a. Focus on 3 regular hirers for the weekday evening large room slots
  - b. Develop new Charging Strategy to include
    - i. Wedding Package – “all in” prices
    - ii. Weekday daytime rates focused on stimulating community usage – better to have some use and some income than no use and no income
    - iii. “Try it” options – low fees for new groups during start up
    - iv. “Risk Sharing” option with Dorchester Arts Centre – explore taking a share of profits rather than a fixed fee on 4 occasions over 2014/15

c. Other Actions

- i. Improve coverage on [dorchester-tc.gov.uk](http://dorchester-tc.gov.uk), make navigating to the page better, and make sure our website is high on the Google hits list for Dorchester Weddings/Events/Venues
- ii. Find a paging system for our Town Hall Keepers to be linked to push buttons in the foyers
- iii. Consider weddings marketing strategy, including current advertising in publications and opportunities for Wedding Fairs, link to some key catering and other wedding service providers
- iv. Review costs of opening on Sundays, with a view to opening up new cost effective slots from 2015 onwards

AS

27March 2014