

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE**

**12th MARCH, 2013**

At a Meeting of the Management Committee held on 12th March, 2013:

**PRESENT** Councillors K.E. Armitage, C.S. Biggs, T. James, E.S. Jones, T. Loakes, R.B. Potter (Chairman) and M.E. Rennie.

In attendance:  
Councillor G.M. Jones.

**APOLOGIES** for absence were received from The Mayor (Councillor A.J. Canning) and Councillors D.J. Barrett, F.E. Kent-Ledger, A.J. Lyall and D. Taylor.

68. **MINUTES**

The Minutes of the Meeting of the Committee held on 15th January, 2013, adopted by Council on 29th January, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

Minute 55 – Boundary Wall Between South Walks and New District Council Offices – Members agreed that West Dorset District Council be asked to plant some crocus bulbs prior to the grass being seeded when the work to remove the boundary wall is undertaken.

69. **MINUTES OF MANAGEMENT PANELS**

(a) Outdoor Services Panel – 12th February, 2013

The Committee considered the Minutes of the Outdoor Services Panel held on 12th February, 2013 (for Minutes see Appendix I).

It was

**RESOLVED**

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

(b) Arts Panel – 27th February, 2013

The Committee considered the Minutes of the Arts Panel held on 27th February, 2013 (for Minutes see Appendix II).

Members felt that Dorchester Arts should be congratulated for some excellent family events that had recently been held in the Corn Exchange, notably Frankenstein and Farm Boy. It was noted that these events had been sold out but the bar operator had not provided sufficient staff which had caused significant queues for drinks.

It was noted that the grant awarded to Anonymous had been reduced by half for the 2013 event and Members felt that it was important that the quality of the event should

not be compromised due to a lack of funding and that further consideration should be given to an additional grant should that be the case.

It was

**RESOLVED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That the Municipal Buildings Bar Franchisee be reminded of the need to provide a suitable number of bar staff during busy events.

70. **MANAGEMENT ARRANGEMENTS**

The Committee noted the schedule of work for the Outdoor Services Team. Members reported that the safety surfacing for the outdoor gym equipment at Sandringham Sports Centre would need looking at in the summer as it was starting to get worn. It was also reported that there was a broken wall on the corner of South Walks and Icen Way which was getting worse and it was agreed to report this matter to the appropriate authority.

In respect of the future maintenance of Fordington Fields and Max Gate roundabouts it was noted that it was unlikely that Dorset County Council would hand over any of the sponsorship money to the Town Council for it to continue maintaining them and instead was proposing to inspect the roundabouts fortnightly and maintain as necessary. Members expressed concern that the roundabouts would not be maintained to the appropriate standard and wished to seek assurance from Dorset County Council on this matter. It was also reported that the signs erected on the roundabouts did not comply with the planning consent.

Members were informed that a meeting of the Borough Gardens Panel had been arranged for 5.00pm on Monday, 22nd April, 2013.

It was

**RESOLVED**

- (1) That the schedule of work for the Outdoor Services Team be noted.
- (2) That a representative from Dorset County Council be requested to attend a meeting of the Committee to discuss the proposed future maintenance arrangements for Fordington Fields and Max Gate roundabouts.

71. **VEHICLE DAMAGE TO GRASS VERGE – WEST WALKS**

The Committee considered a report by the Compliance Manager on mud being spread across West Walks as a result of large vehicles and lorries using the access to the Walks as a turning area and inadvertently driving over the banks which, in wet

conditions, caused damage to the banks and mud on the Walks. Members noted the options available and the fact that this was generally only an issue in wet conditions.

It was

**RECOMMENDED**

That no action be taken at present but that the situation be monitored and a report be presented to a future meeting if necessary.

72. **ALINGTON AVENUE ALLOTMENTS – THINNING OF BOUNDARY TREES**

Members had before them a report by the Compliance Manager on the proposed selective removal of trees to the boundary of Alington Avenue allotments which were causing excessive shade and root ingress problems to some allotment holders. The trees in question had originally been planted some years ago as replacement trees for the Walks but had never been used. Because the trees were meant to be temporary they were planted close together and, as a result, had not matured into the correct shape and were generally in poor condition. Selective removal of approximately half the trees would improve growing conditions for the remaining trees and reduce the shading to allotments. It was noted that one of the trees that needed removing was in reasonable shape but that this tree was causing significant shading and root ingress problems.

The Committee felt that the trees should be thinned and that a multi-species hedge should be planted so as to ensure a continued screen to the allotments.

It was

**RESOLVED**

- (1) That the thinning of the boundary trees at Alington Avenue allotments be agreed.
- (2) That a multi-species hedge be planted in the areas where the trees are removed.

73. **MUNICIPAL BUILDINGS MARKETING**

The Committee considered a report by the Deputy Town Clerk which informed Members of the benefits of social networking as a marketing tool and the establishment of a Facebook page for the Municipal Buildings.

Members felt that social networking was worthwhile and it was

**RESOLVED**

That the establishment of a Facebook page for the Municipal Buildings be supported.

74. **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 since the last meeting of the Committee and it was

**RESOLVED**

That the report listing the dates and times of interments and burials of ashes together with South Chapel usage since the last meeting of the Committee be noted.

(c) **Headstones and Inscriptions**

The Committee noted that there were no applications for the design of headstones and inscriptions to be received.

75. **MAINTENANCE OF CEMETERIES**

The Committee was informed that, following discussion with the Chairman and Vice-Chairman of the Committee and the Chairman of the Property Management and Maintenance Panel, the lowest tender received for the grass cutting of Weymouth Avenue and Fordington Cemeteries had been accepted. The successful contractor was Dorset Works Organisation at a total cost of £14,192 for nine cuts per year.

It was

**RECOMMENDED**

That the outcome of the tender process for the grass cutting of Weymouth Avenue and Fordington Cemeteries be noted.

76. **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, subject to the weather, the work to repair the Municipal Buildings external stonework was due to commence on Monday, 25th March, 2013.

It was

**RESOLVED**

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

77. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information. In respect of Minutes 69 and 70 of the Dorchester Markets Joint Informal Panel it was reported that Dorchester BID was not able to take the lead in developing a long term vision for South Street as this work did not fall within its remit and did not feature in its Business Plan. Dorchester BID would however be happy to undertake individual projects to improve the town centre.

It was

**RESOLVED**

That the various information reports be noted.

78. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st January, 2013 and 28th February, 2013 totalling £126,021.96 (net) together with direct debits for the same period totalling £60,297.34 (net).

It was

**RESOLVED**

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

Chairman

**DORCHESTER TOWN COUNCIL**

**OUTDOOR SERVICES PANEL**

**12th FEBRUARY, 2013**

At a Meeting of the Outdoor Services Panel held at the Great Field, Poundbury on 12th February, 2013:

**PRESENT** The Mayor (Councillor A.J. Canning) and Councillors D.J. Barrett and R.B. Potter (Chairman).

In attendance:  
Mr. K. Crabbe – Duchy of Cornwall

**APOLOGIES** for absence were received from Councillors T.C.N. Harries, S.C. Hosford and E.S. Jones.

1. **THE GREAT FIELD**

Members had before them a plan, provided by the Duchy of Cornwall, which gave the suggested location for the play equipment at the Great Field. The Panel was reminded that it had previously indicated that it was happy with the proposed location subject to viewing the area again once the earthworks had been completed. The representative from the Duchy of Cornwall confirmed that the earthworks were now finished.

Members felt that the proposed location was suitable and in accordance with the delegated powers granted at Standing Order 50 it was

**RESOLVED**

That the proposed area for the play equipment be agreed and that a planning application be submitted so as to enable the equipment to be installed as soon as possible.

**DORCHESTER TOWN COUNCIL**

**ARTS PANEL**

**27th FEBRUARY, 2013**

At a Meeting of the Arts Panel held on 27th February, 2013:

**PRESENT** Councillors V.J. Allan, T. James and A.J. Lyall (Chairman).

In attendance:

Mr. M. Tattersall – Dorchester Arts

**APOLOGY** for absence was received from Councillor E.S. Jones.

1. **DORCHESTER ARTS – JOINT PROMOTIONS**

The Panel welcomed Mark Tattersall, Artistic Director of Dorchester Arts, to the meeting. The Artistic Director informed Members that he was proposing three joint promotions over the year, one in the summer, one at Christmas and one in the New Year. The event proposed for the summer was the Ballet Theatre UK (BTUK) production of Alice in Wonderland. BTUK's production of A Christmas Carol had sold out in the Corn Exchange before Christmas and the Artistic Director was confident that this production would also be very successful. It was also reported that in response to feedback from the last production it was proposed to put less seating in the Corn Exchange so as to afford the audience a better view of the dancers.

It was also noted that greater publicity would be given to the support of the Council in respect of all joint promotions in future.

It was

**RECOMMENDED**

That the Council contribute £1,000 towards BTUK's production of Alice in Wonderland as a joint promotion between Dorchester Arts and the Town Council.

2. **ARTS AND EVENTS**

(a) **Dorchester Arts / Town Council Service Level Agreement**

The Panel had before it a revised draft Dorchester Arts / Town Council Service Level Agreement proposed to operate for a period of three years from April, 2013. The draft agreement had been discussed and agreed with Dorchester Arts.

It was

## **RECOMMENDED**

That the draft Dorchester Arts / Town Council Service Level Agreement for three years from April 2013 be agreed.

### (b) Summer Events 2013

Members noted the events that had been organised for the summer in the Borough Gardens.

In respect of the staffing arrangements for all future summer events after the present Town Clerk had retired the Deputy Town Clerk reported that a number of existing staff had already expressed an interest in attending the events, setting up PA as required, being the contact point for performers and members of the public etc. A draft job description was circulated to Members which set out the responsibilities of the post. A payment of £50 per event would be made to the staff member. It was noted that the present Town Clerk would be undertaking a training session in respect of the PA equipment on 2nd June, 2013.

It was

## **RECOMMENDED**

That the staffing arrangements in respect of outside events, as set out above, be agreed.

### (c) Summer Saturday and Anonymous 2013

Members gave initial consideration to the funding of Summer Saturday and Anonymous 2013. It was reported that significant funding might be forthcoming from elsewhere for the Summer Saturday events. The Panel therefore felt that further consideration should be given if a request for funding was received. The Deputy Town Clerk confirmed that Anonymous 2013 would be going ahead and that the reduced funding of £1,000 from the Council would be required.

It was

## **RECOMMENDED**

- (1) That further consideration be given to funding Summer Saturday should a request be received.
- (2) That a grant of £1,000 be approved in respect of Anonymous 2013.

### 3. **DORCHESTER ARTS FORUM**

The Panel noted the Minutes of an Emergency General Meeting of the Dorchester Arts Forum held on 17th January, 2013 which agreed that the organisation be wound up with immediate effect and any remaining funds held by the Forum transferred to West Dorset District Council's Leisure and Development Fund for use as match funding for arts projects in Dorchester.