

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE**

**15th MARCH, 2005**

At a Meeting of the Management Committee held on 15th March, 2005:

**PRESENT** The Mayor (Councillor T.C.N. Harries) and Councillors D.J. Barrett, Mrs. C.S. Biggs, A.J. Canning, Mrs. E.S. Jones, A.J. Lyall, T.A. Parsley, R.B. Potter (Chairman), Mrs. M.E. Rennie, P.N. Scott and Mrs. L Taylor.

In attendance:

Councillors R.M. Biggs, Mrs. S.C. Hosford and L.M. Phillips

**APOLOGY** for absence was received from Mrs. F.E. Kent-Ledger.

### 49. **MINUTES**

The Minutes of the Meeting of the Committee held on 11th January, 2005, adopted by Council on 25th January, 2005, were taken as read and were confirmed and signed by the Chairman as a correct record.

### 50. **MINUTES OF MANAGEMENT PANELS**

#### (a) **Grants Panel – 20th January, 2005**

The Committee considered the Minutes of the Meeting of the Grants Panel held on 20th January, 2005 (for Minutes see Appendix I).

In considering the accuracy of the Minutes it was noted that the Mayor had declared an interest in respect of Minute 1(3) and that it had been agreed to host a small reception for the Wessex Actors Company following their performance of The Mayor of Casterbridge. It was hoped that Members would purchase a ticket for the performance and attend the reception afterwards. The actors would remain in costume and it was envisaged that Councillors would wear their robes.

The Deputy Town Clerk reported receipt of a letter from Dorchester Town Youth Football Club requesting a grant and use of Sandringham Playing Fields and changing facilities for a three day tournament during April/May. It was noted that the cost of hiring all of the facilities for the period would be £922.80. The Committee agreed to offer a grant of £500 towards this hire charge.

It was

### **RECOMMENDED**

- (1) That the Minutes be approved so far as this Committee is concerned subject to the addition of the Mayor's declaration of interest in respect of Minute 1(3) and the hosting of a reception for the Wessex Actors Company as set out above.

- (2) That a grant of £500 be made towards the pitch and facility hire charge of £922.80 in respect of the Dorchester Town Youth F.C. three day tournament.

(b) Borough Gardens Panel – 7th February, 2005

The Committee considered the Minutes of the Meeting of the Borough Gardens Panel held on 7th February, 2005 (for Minutes see Appendix II).

It was

**RECOMMENDED**

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

(c) Arts Panel – 7th March, 2005

The Committee considered the Minutes of the Meeting of the Arts Panel held on 7th March, 2004 (for Minutes see Appendix III).

In considering the Minutes the Chairmen of the Arts and Property Management and Maintenance Panels reported on a meeting recently held to evaluate the proposed new staging for the Corn Exchange. The purchase price for the staging with all the necessary accessories was approximately £19,000.

It was

**RECOMMENDED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That the proposed replacement staging be purchased from the resources already set aside.

(Councillor D.J. Barrett declared an interest in respect of the above matter and did not speak or vote on it.)

51. **THE GREAT FIELD – POUNDBURY**

The Committee considered the future provision of the Great Field at Poundbury and its maintenance and use once established. Members felt that the Great Field should be provided as soon as possible, that its primary use initially should be for informal recreation due to the fact that there was no evidence of unmet demand for cricket or football at the present time and confirmed the previous decision that Phase II Section 106 formal recreation monies should be used towards the provision of a new leisure complex. Whilst accepting that there was not a demand for formal sports pitches at present Members felt that the opportunity should be available in the future to make the provision formal and to include associated buildings if necessary.

It was

**RECOMMENDED**

- (1) That the Great Field be established as soon as is possible
- (2) That the area be used for informal recreation in the first instance whether or not it has space for sports pitches but with an option for it to be used for formal recreation together with associated buildings in the future should this prove necessary.
- (3) That the previous decision of the Council to use Phase II Section 106 formal recreation monies for the provision of a new leisure complex be reaffirmed.

(Councillor D.J. Barrett declared an interest in respect of the above matter and did not speak or vote on it.)

(Councillor Mrs. E.S. Jones left the Meeting at this point.)

52. **PROPOSED DEPOT – LOUDS MILL ALLOTMENTS**

The Committee had before it a report by the Town Clerk on the proposed new depot to be located at Louds Mill Allotments. The report set out why the depot was required, possible alternative ways of fulfilling the need and the financial implications of all the various options. Members noted that the Government Office for the South West had given its consent to the appropriation of the allotment land for the construction of a depot. A Member expressed concern regarding a further industrial development in the area and its effect on traffic movements. The Town Clerk informed the Committee that the Duchy of Cornwall was proposing to bring forward the development of part of Red Cow Farm shortly which should result in the extension of Lübbecke Way which in turn would reduce the amount of traffic in the area. It was noted that affected allotment holders had been consulted and were entitled to a minimum of twelve months notice to vacate which had to expire between 1st October and 31st March which would mean that the earliest it would be possible to achieve possession of the site would be 1st October, 2006 with the depot unlikely to be occupied before 1st April, 2007 which was anticipated to tie in with the extension to Lübbecke Way.

It was

**RECOMMENDED**

- (1) That the construction of a new depot on part of Louds Mill Allotments be confirmed on the basis set out in the report.
- (2) That the Town Clerk be authorised to continue with project development and the submission of a detailed planning application.

- (3) That the final design and timescale in relation to the development be considered at a future meeting of the Committee in the light of the latest information then available on the likely timescale for the proposed development of part of Red Cow Farm.
- (4) That the Policy Committee be asked to make the necessary financial provision to enable the construction of the depot to commence in the 2006/07 financial year subject to it receiving planning consent.

53. **MANAGEMENT ARRANGEMENTS**

The Committee received the Spring/Summer schedule of work for the Outdoor Services Team. Included with the programme was a report from the Compliance Manager on three trees that needed felling and replacing in South Walks. The trees had been inspected by the District Council and the County Council's Tree Officer, plus an independent tree contractor; all were agreed that the trees were suffering from Phytophthora and should be removed. Members agreed to the trees being removed and replaced and requested that a press release be issued.

It was

**RECOMMENDED**

- (1) That the Spring/Summer schedule of work for the Outdoor Services Team be noted.
- (2) That the three trees identified along South Walks as suffering from Phytophthora be removed and replaced as soon as possible.

54. **TENNIS SEASON TICKETS**

Members had before them a report by the Deputy Town Clerk on a proposed change to the tennis season ticket scheme.

It was

**RECOMMENDED**

That the tennis season ticket scheme as be amended as set out in Appendix IV to these Minutes.

55. **DOG FOULING – HOLMEAD WALK**

The Committee considered correspondence from Councillor D.J. Barrett in respect of dog fouling and litter bins in the children's play areas at Holmead Walk. The Committee felt that as the play areas and surrounding area had yet to be formally handed over to the Council the matter should be referred to the Duchy of Cornwall.

It was

**RECOMMENDED**

That the concerns raised by Councillor D.J. Barrett be forwarded to the Duchy of Cornwall.

56. **THE RIVERSIDE RESERVE**

The Committee received the Dorchester Riverside Reserve Management Plan 2005 – 2010. Members appreciated the work of the Kingston Maurward students in producing the Plan and agreed that an application for the area to be designated as a Local Nature Reserve should be proceeded with.

It was

**RECOMMENDED**

That the Dorset Riverside Reserve Management Plan be adopted and that an application be made for the area to be designated as a Local Nature Reserve.

57. **FAMILY FUN DAY**

Members considered a request from Crusaders to hold a family fun day at Sandringham Playing Fields during August 2005. A similar event had been held in 2004 which had been well supported. It was noted that some complaints regarding parking and noise had been received following that event. The Committee agreed to the use of Sandringham Playing Fields and that a grant should be made to cover the hire charge. To avoid similar car parking complaints this year Crusaders were to be asked to make as much use of the car park as possible by double parking and to avoid parking in adjacent roads.

It was

**RECOMMENDED**

That the use of Sandringham Playing Fields for the Family Fun Day organised by Crusaders be agreed and that a grant to cover the cost of hire of Sandringham Playing Fields and showers be authorised.

58. **TRAFALGAR WAY PLAQUE**

Consideration by the Committee was given to correspondence received in respect of a plaque to commemorate Dorchester's place on the Trafalgar Way. It was hoped that the plaque would be erected in Antelope Walk subject to any planning consents. The plaque was to be unveiled on 24th August, 2005, when the Trafalgar Dispatch was being reconstructed and stopping at Dorchester.

Members felt that this reconstruction should be recognised with an appropriate lozenge on the Council Chamber wall.

It was

**RECOMMENDED**

- (1) That the design and location of the plaque be agreed.
- (2) That the Council takes responsibility for erection and future maintenance of the plaque.
- (3) That an appropriate lozenge be incorporated on the Council Chamber wall.

59. **SAWMILLS SITE**

The Committee was informed that the Dorchester Judo Club had recently enquired as to whether it would be possible to amend the basis of its occupation of the site at the Sawmills from the current licence arrangement to a more formal sub-lease. The Duchy of Cornwall had no objection to this change which would guarantee possession until 2035 and allow the Club the security of tenure it required to raise funds. Members supported this change and agreed that this option should be offered to the other occupiers of the Sawmills.

It was

**RECOMMENDED**

- (1) That the basis of the Dorchester Judo Club's occupation at the Sawmills be amended from the existing licence arrangement to a formal sub-lease guaranteeing possession until 2035.
- (2) That the option set out above be offered to the other occupiers of the Sawmills.

60. **THE FORMER EXHIBITION HOTEL**

Members noted that the small area of land adjacent to the new development at the Exhibition Hotel site had been developed and incorporated within that development and it would therefore not be passed to the Council as had originally been suggested.

61. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information. In respect of Minute No. 1669 of the Dorchester Markets Joint Committee held on 19th January, 2005, Members agreed that the whole of South Street should be designated as a market area so as to ensure that street trading took place only within the formal area of pitches marked within the designated area.

It was

**RECOMMENDED**

- (1) That the various information reports be noted.
- (2) That the Council be informed that this Committee considers that the whole of South Street should be designated as a market area so as to ensure that street trading takes place within the formal area of pitches marked within the designated area.

62. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made since the last meeting of the Committee.

It was

**RECOMMENDED**

That the expenditure transactions lists which showed gross payments totalling £50,861.32 direct debit and £82,885.77 paid invoices be approved and signed accordingly.

63. **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.

64. **MUNICIPAL BUILDINGS HIRE CATEGORIES**

The Committee had before it a list of regular users of the Municipal Buildings which identified what hire rates they were being charged; commercial, non commercial or charitable. Members felt that some hirers were in the wrong category and should be changed. The need to not lose hirers was stressed and if a hirer was moving to a higher rate then that should be done in a managed way.

It was

**RECOMMENDED**

That the hire charge list be amended in a managed way with the aim of achieving consistency and no loss in bookings.

65. **BEST VALUE REVIEW – MUNICIPAL BUILDINGS**

The Committee considered the final report of the Best Value Review Group in respect of the Municipal Buildings. Members noted the work undertaken to consult stakeholders, to compare this Council's activity with other service providers, how the provision of the service had been challenged and how the service competed in the market place. The Committee stressed the importance of the Municipal Buildings as Dorchester's 'village hall' and agreed the action plan set out in the report.

It was

**RECOMMENDED**

- (1) That the Best Value Review be received and the process adopted for it endorsed.
- (2) That the action plan set out in Appendix I of the report be approved.

66. **APPOINTMENT OF HEAD GARDENER**

The Deputy Town Clerk updated the Committee on the progress of the appointment of a new Head Gardener. It was noted that this appointment was a condition of the Heritage Lottery Fund grant and that it had to be made at this stage. Members were reminded that the salary of the post reflected the fact that accommodation was being offered within the Borough Gardens House once it had been refurbished. The rent for that accommodation would be comparable to Housing Association rents. The existing relocation allowance allowed for a sum of £65 per week to be paid for a period of six months and Members were asked to extend this period to such a time as the accommodation at the Borough Gardens House could be occupied. This would enable the appointee to rent a property from the commercial sector in the intervening period.

Members agreed to extending the relocation allowance scheme subject to the allowance being reclaimed should the appointee not relocate to the Borough Gardens House once it had been refurbished. It was also noted that it might be beneficial from a tax point of view for the Council to rent the property on behalf of the Head Gardener.

It was

**RECOMMENDED**

- (1) That the relocation allowance scheme be extended from the existing six month period to when the accommodation at the Borough Gardens House is completed.
- (2) That should the Head Gardener not relocate to the Borough Gardens House once it has been refurbished the allowance be reclaimed.

Chairman



**DORCHESTER TOWN COUNCIL**

**GRANTS PANEL**

**20th JANUARY 2005**

At a Meeting of the Grants Panel held on Thursday, 20th January, 2005:

**PRESENT** The Mayor (Councillor T.C.N.Harries) and Councillor Mrs M.E. Rennie.

**APOLOGY** for absence was received from Councillor Mrs. C.S. Biggs

1. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Panel considered the applications received and it was

**RECOMMENDED**

- (1) That the application from Life Education Centres be approved in the sum of £100.
- (2) That the application from the Dorchester Ballet & Dance Club be deferred until further information is received concerning the number of Dorchester children that are members of the club..
- (3) That a grant of £250 be made to Ridgeway Radio towards the cost of a new console.
- (4) That the application from the Winged Fellowship be approved in the sum of £50.
- (5) That the application from the Dorset Samaritans be approved in the sum of £250.
- (6) That a grant of £250 be awarded to the Dorchester Citizens Advice Bureau.
- (7) That the sum of £250 be awarded to the South West Dorset Talking Newspaper for the Blind.
- (8) That £50 be awarded to First Steps.
- (9) That the sum of £250 be awarded to the Durnovaria Silver Band.
- (10) That the application from the Dorchester Community School Association be approved in the sum of £50.

- (11) That £150 be awarded to Cruse Bereavement Care.
- (12) That a grant of £150 be made to St Peter's Society of Change Ringers towards the cost of a new rope.

## **2. CULTURAL ACTIVITIES GRANTS**

The Panel considered the applications received and it was

### **RECOMMENDED**

- (1) That the application from the Dorchester Music Festival 2005 for assistance towards their festival be approved in the sum of £500. The organisers will be requested to note this fact on their publicity material.
- (2) That the application from the Wessex Actors Company towards their costs to put on a performance of "The Mayor of Casterbridge" in the Corn Exchange be approved in the sum of £500.
- (3) That the application from the Dorchester Choral Society for assistance towards their performance of "Hayden's Creation" be approved in the sum of £250.

**DORCHESTER TOWN COUNCIL****BOROUGH GARDENS PANEL****7th FEBRUARY, 2005**

At a Meeting of the Borough Gardens Panel held on 7th February, 2005:

**PRESENT** The Mayor (Councillor T.C.N. Harries) and Councillors A.S. Beard, Mrs. S.C. Hosford, Mrs. E.S. Jones (Chairman) and R.B. Potter.

In attendance:

Councillors Trevor Jones, T.A. Parsley and L.M. Phillips

Mrs. M. Kennedy – Friends of the Borough Gardens

**APOLOGY** for absence was received from Councillor A.J. Canning.

3. **BOROUGH GARDENS REFURBISHMENT**

(a) Permission to Start

The Panel noted that the Heritage Lottery Fund had now given its permission for the refurbishment project to commence and that the first meeting of the full design team had taken place on 28th January, 2005. Interviews for the appointment of the Head Gardener were taking place tomorrow and contract start-up meetings in respect of the perimeter railings and fountain contracts on 9th February.

(b) Programme of Works

The Panel received and noted the current proposed of works which provided for practical completion of the various elements on or before 31st December, 2006 and final completion by 31st December, 2007, the Grant Expiry Date. A summary of the proposed programme is:

<b>Contract</b>	<b>Commencement</b>	<b>Completion</b>
Replacement of Railings	7th March 2005	17th June 2005
Restoration of Fountain	28th February 2005	15th July 2005
Building Works		
House	17th October 2005	1 September 2006
Kiosk	17th October 2005	31st March 2006
Gardeners Building	3rd April 2006	16th June 2006
External Works	3rd April 2006	31st December 2006

It was

## **RECOMMENDED**

That the Town Clerk be requested to circulate a further copy of the Programme to all Members of Council giving information about the significance of the various symbols used on it.

### (c) Replacement of Railings

The Panel considered the Tender Report prepared by Plincke Landscape on the tenders received for the replacement of the perimeter railings. Three tenders had been received in the sums of £91,617.90, £128,127.85 (+£4,357.60 extra over for brick piers) and £155,503.10. The approved budget figure for the work was £103,339.00.

In accordance with the delegated powers granted at Standing Order 50 it was

## **RESOLVED**

That the lowest tender received, that of R.M. Smith Fencing Limited of Ringwood in the sum of £91,617.90 be accepted subject to the receipt of satisfactory trade references.

### (d) Cost Estimate

The Panel received and noted a copy of the current cost schedule for the project.

**DORCHESTER TOWN COUNCIL**

**ARTS PANEL**

**7th MARCH, 2005**

At a Meeting of the Arts Panel held on Monday, 7th March, 2005:

**PRESENT** Councillors Miss C.M. Hebditch, A.J. Lyall (Chairman) and T.A. Parsley.

**APOLOGIES** for absence were received from The Mayor (Councillor T.C.N. Harries) and Councillor D.J. Barrett.

10. **ROYAL SHAKESPEARE COMPANY TOUR TO DORCHESTER**

The Panel had before it a request from the Dorchester Arts Centre for a grant of £2,500 towards the cost of the Royal Shakespeare Company coming to Dorchester from the 28th March to 2nd April 2005 to perform plays and run workshop sessions. In response to a question the Deputy Town Clerk confirmed that there were sufficient funds to award such a grant from within the Cultural Activities budget.

Following discussion, and in accordance with the delegated powers granted at Standing Order 50, it was

**RESOLVED**

That a cultural activities grant of £2,500 be made to the Dorchester Arts Centre in respect of the Royal Shakespeare Company tour to Dorchester March/April 2005.

**Tennis Court Charges from 1 April 2005**

Standard Charge	£4.50
Morning	£3.50

Concessionary rate                   £2.70 (only applicable if all players are concessionary rate payers if they are not then charges above apply)

**Season Tickets**

	<u>Adult</u>	<u>Concessionary</u>
Six monthly season ticket	£38.00	£23.00
Twelve monthly season ticket	£60.00	£36.00

**NOTE**

A season ticket to allow sessions of no more than two hours at a time during busy periods.

A season ticket may only be used in conjunction with one other player.

A season ticket cannot be used if you are being paid to coach or teach tennis.

**Concessionary Rate Scheme****Eligibility**

Anyone over the age of 55  
 Anyone under the age of 16  
 Students  
 Disabled  
 Unemployed

**Proof of Eligibility**

Over 55 – Visual  
 Under 16 – Visual  
 Students – Production of student card  
 Disabled – Apply to the office for a pass  
 Unemployed – Payment benefit book