



Dorchester Town Council

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11 January 2023

Agenda for the meeting of the **Management Committee** which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 16 JANUARY 2023** commencing at **7.00pm**.

Steve Newman
Town Clerk

Public Speaking and Attendance at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose interests where appropriate. A Member who declares any interest must leave the room. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

Membership of the Committee

Councillors A. Canning, L. Fry, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major (Vice-Chairman), R. Potter, M. Rennie, R. Ricardo, D. Taylor and The Mayor ex-officio.

Agenda

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes**

To read, confirm and sign the Minutes of the meeting of the Committee held on 14 November 2022 (adopted by Council on 28 November 2022). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

- 4. Management Arrangements – Outdoor Services**

To receive the Assistant Town Clerk - Outdoor Services update report (enclosed).

5. Coronation of King Charles III – May 2023

To consider the notes of the Task and Finish Group held on 9 January 2023 (enclosed).

6. Lubbecke Twining Anniversary

To consider the notes of the Task and Finish Group held on 10 January 2023 (to follow).

7. 2023-2024 Estimates, Fees and Charges

To consider the Committee's Estimates, Fees and Charges for 2023-2024 (enclosed).

If any Member has any detailed queries or questions regarding the proposed budget please contact the office prior to the meeting.

8. Summer of Sunflowers

To consider a report by the Tourism Development Officer (enclosed).

9. Hawthorn Road Allotments - Pathway

To consider a report by the Assistant Town Clerk – Outdoor Services (enclosed).

10. Alington Avenue Allotments – Request to Vary Rules

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

11. Donated Tree Policy – The Great Field

To consider a report by the Assistant Town Clerk – Outdoor Services (enclosed).

12. Grant Applications

To consider the following applications for financial assistance:-

- (a) Dorchester Town Community Football Club (application enclosed).

13. Cemetery Matters

- (a) Exclusive Right of Burial and Interments and Burial of Ashes

To note the grants of Exclusive Rights of Burial issued and the number of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee (enclosed).

(b) 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.

14. Public Bodies (Admission to Meetings) Act 1960

To resolve "That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion".

15. Fordington Farmyard

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16th January 2023 OUTDOOR SERVICES UPDATE REPORT – Winter

1. The early winter period saw ongoing maintenance work being dictated largely by very wet conditions, followed by very cold which continued for a couple of weeks before rain and mild temperatures returned. This had the effect of preventing some work from progressing as planned especially the tree nursery work until the cold and dry allowed for some progress.

2. The Borough Gardens team have been doing numerous routine tasks within the site assisted where necessary by the outdoor services staff. These tasks have revolved, in the main, around care for the newly planted bedding plants and bulbs for the winter period. Emphasis this year has switched to bulbs rather than plants as the previous three winters have seen plants rotting off due to milder and wetter conditions. A review of bedding plant cultivars in conjunction with Colegraves our main seed supplier has taken place and resistant bedding plant varieties have been grown this year to see if they are successful. Although resistant, this does not guarantee they will not succumb to fungal infection so the winter will serve to prove if a solution can be found. Other works have included ongoing pressure washing of surfaces which again, due to weather conditions, is having to be done far more frequently and grass cutting which continues in the gardens through most of the winter now as weather permits.

The on-site compost heap at borough gardens is located near to the Ash trees due to be felled this late winter, an opportunity was taken during the cold weather to clear this area mechanically and recover the compost for use in the tree nursery raised beds. A benefit of using this material will be the transfer of beneficial mycorrhizal fungi to the soil in the nursery beds which will in turn benefit the seeds and young trees being grown there.

After felling works have been completed the area will be more open so plans are in place to screen with bamboo fencing as has been done in the refuse bin area and to plant evergreen shrubs to give natural screening that has been lost due to the removal of nearby spotted laurel due to a viral infection which is affecting many specimens in the gardens.

3. Away from the gardens, the outdoor services team have been carrying out maintenance works to ensure facilities are of a good standard. Staff have carried out routine repairs and maintenance in several play areas and a replacement of the safety surface matting around the roundabout at Holmead walk. Attention has now turned to Salisbury field play area where replacement safety surface matting is being installed around the roundabout. This work has been severely hampered by the wet weather. When surfacing is complete works will commence on the replacement of two old access gates with brand new self-closing gates. Elsewhere in Salisbury field the picnic table has been removed after consultation with local residents and the police after complaints of antisocial behavior being focused around it. The unit was removed in one piece so it is hoped it can be re-used elsewhere after reconditioning.

Further routine work has continued keeping all play equipment inspected and in a safe and well-maintained condition, the collection of litter from open spaces and bins has been ongoing with the levels of litter being exceptionally high on occasions coinciding with sunny dry days.

The team have also been working hard to deliver the cemetery service due to the continued increased number of interments which over the year have seen a significant rise. Members should note that improved working methods introduced three years ago have seen a marked improvement in the appearance of areas affected by grave digging operations with the use of ground guards and thoughtful operational planning by the team members with a mind to appearance has resulting in very little damage to grass areas despite, at times, water logged conditions. Grass cutting at Poundbury is expected to continue when the ground is dry enough to permit.

Areas around the war memorial and garden in south walks and also the German war memorial at Fordington cemetery were inspected and cleaned this work being timed specifically for remembrance events that were successfully held in the autumn. The team then moved onto preparation for and putting up of Christmas lights and the tree in late November. These works were successful and positive comments were received. The lights and tree were removed as usual before twelfth night.

4. Cemeteries

The number of full and ashes burials show a marked increase compared to last year (approx. 30 %), this has proved challenging at times as burials have to be done at a specific date and time and other works re-arranged to accommodate this. The team has proved very flexible and enthusiastic in their approach to providing this important and sensitive service as well as they could, including for example, carrying out the burial of ashes on the day of the queen's funeral.

Due to improved quantities of shoring equipment, a grave is now dug and held over the Christmas and new year period to allow for a burial very quickly into the new year, without compromising the ability to deal with short notice burials before Christmas which occurred this year.

5. Biodiversity

As detailed previously in this report, compost created in the borough gardens has been used in the new tree nursery raised beds that are being created. Work is currently suspended due to the ground being too wet but will recommence as soon as possible. Locally collected seed is being chilled at the moment in a fridge at borough gardens to break dormancy for sowing in early spring. Further general tree maintenance, checking ties, formative pruning etc. will be carried out in January and February work being focused at Fordington cemetery and Salisbury field, this will be complimented by utilising wood chippings from town council operations in gardens and open spaces as a mulch spread around the bases of newly planted trees to further help retain soil moisture and suppress weed growth and avoid the use of pesticides.

6. The Great Field

Town Council play inspection trained staff now inspect equipment on a weekly basis and are feeding back any issues to the Outdoor Services Manager who in turn is working with the Duchy Officers to effect repairs etc. The relationship continues to be good and effective.

The summer drought and weed problems resulted in much of the newly planted landscaping in the play area struggling to survive, other beds have suffered considerable vandalism. Meetings were held on site with Duchy officers regarding replanting and this has been organised. A replanting programme is being carried out during the winter taking on board Town Council officers views on the suitability of some species and the need to adapt weed control methods utilised on the site.

7. Chestnut Trees, Lower South Street.

Councillors will be aware of the results of the recent inspection of the two chestnut trees located in the raised bed to the side of Coffee#1. After consultation via email with councilors the unanimous view was to remove both trees and replant with larger specimens of trees. Requests for contractors to price were sent out of which two were received. Agreement has been received from Dorset Council planners and the works are ordered. Permission is being sought from highways to facilitate the works as quickly as possible. Prior notification of works and the reasons for them will be circulated by press release, onsite notices and social media.

8. Staffing

Recruitment of staff to the two vacant positions is still currently on hold due to a significant shortage of applicants with direct or related skills, it will be commenced in the coming weeks. Training in the safe use of hedge trimmers has been carried out for two members of staff. Further refresher training for staff will be carried out over the coming months.

Carl Dallison
Outdoor Services Manager
Dorchester Town council

DORCHESTER TOWN COUNCIL

NOTES OF THE KING'S CORONATION TASK AND FINISH GROUP

9 JANUARY 2023

Present: Councillors R. Biggs, S. Biles, J. Hewitt, S. Jones, D. Leaper, R. Major and M. Rennie.

Officers: S. Newman, Town Clerk.

1. Terms of Reference

The Group noted its terms of reference.

2. Should the Council hold an Event(s)

Members discussed whether the Council should hold an event to commemorate King Charles III Coronation.

It was unanimously agreed that an event(s) should be held.

3. Saturday 6 May 2023

It was noted that there was a long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons and Members felt that this would be an appropriate event for Coronation Day and the following draft programme and ideas were discussed:-

- Event to be held between 5.00pm and 8.00pm at Salisbury Fields
- Beacon lighting at 8.00pm
- Event to start at 5.00pm with entertainment from 6.00pm
- Due to the lack of power supply musical entertainment to be in the form of steel bands, choirs etc
- Some portable toilets to be hired
- A quiet generator to be hired
- Keep 106 to be involved
- It would be nice to involve the first schools at the event

No guidance had been received from the King's Pageant Master, but that could be issued towards the end of the month, final details to be established following receipt of that guidance – if there is any guidance.

4. Sunday 7 May 2023

It was reported that the Lions Club had a 'Fun Day' booked at the Great Field for the Sunday. Initial discussions with the Lions had indicated that they would be willing to partner with the Council to make their event Coronation related. Members felt that the inclusion of a Crown Making workshop for children would be a good addition to that event. The Town Clerk to discuss further with the Lions.

5. Bank Holiday Monday 8 May 2023

The Group was informed that Age UK had cancelled its proposed event for this date due to there being a similar event on the Sunday.

Members felt that the Council should not run another event on this day.

6. Anything Else

The following ideas were discussed:-

- Speak with Dorchester BID about flags and a possible crown competition in shop windows
- Dress one of the vacant shop windows in Antelope Walk with memories and photos of King Charles III in the town.
- That the new trees to be planted outside of Café #1 to be commemorative to the Coronation and the Mayor to be involved in the planting.

7. Budget

It was considered that a budget of approximately £2,000 would be sufficient to fund the various activities.

8. Next Meeting

To be arranged as and when necessary.

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JANUARY 2023

REVENUE BUDGET 2023/24

1. A draft budget for services provided by this Committee is attached (Appendix 1). Total service costs are £1,227k, £118k higher than the current year, the majority of the increase coming from a budgeted staff pay award of £1,925 per employee, to match the 22/23 pay award.
2. Following a decision at Policy Committee in November, the cost of the Municipal Buildings works have been covered by the Corporate Projects reserve (as opposed to a loan), for a budgeted value of £650,000. As a result the 22/23 £274,600 contribution to the Municipal Buildings reserve has been reduced to £12,000, allowing £260,000 a year to repay the Corporate Projects reserve. This will be repaid in full in the 25/26 financial year, at which point the annual contribution to a MB reserve can be reviewed.
3. This budget will create a new Trees reserve, with a £30k contribution in 23/24 to cover the significant works required on the councils trees. This contribution will reduce annually until it reaches £5k a year.
4. The grants pot has been increased from £4,100 to £10,000 to reflect the increased demand due to the cost of living crisis.

5. **Earmarked Reserves** expenditure planned for the Committee's services is: -

	£000
Poundbury Cemetery wall	30
Municipal Buildings refurbishment (final retainers)	46
Municipal Buildings Front of House	250
Parks Premises (gardeners facility)	50
Vehicles & Equipment	20
Total	396

6. If Appendix 1 is accepted as drafted it will form part of the **Council's overall budget**, which is currently being developed within the following context: -
- A 2% increase in Council Tax will be proposed, which coupled with a 3.4% growth in Council Tax Base, will produce a precept of £1,668k, up £86k (5.4%) from 2022/23.
 - Budgets overseen by the Policy Committee will fall from £473k to £440k, down £33k. The key differences are the reduced contribution to the Public Realm reserve, from £55k to £10k. Debt charges £11k lower due to one loan being repaid in 22/23 and Treasury income increased from £5k to £20k.

- All of the above results in a balanced budget for 2023/24. The Council will still be in a position to help manage anticipated local service cuts yet to be made by Dorset Council, to develop new services or reduce the future level of Council Tax, in line with the Corporate Plan that the Council will adopt in 2023/24
 - Council will consider the overall budget strategy on 30 January 2023
7. Taking account of all of the information above it is **RECOMMENDED** that the budget as laid out at Appendix 1 is submitted to the Policy Committee for inclusion within the Council's overall budget for 2023/24
8. Fees and Charges have been revised and are included at Appendix 2. Items to note include: -
- Over the last few years the Council has followed a policy of raising a greater share of the cost of operating Cemeteries from direct users, the fees proposed for 23/24 see an increase of 2%, as set out in Appendix 2.
 - In line with the strategy set three years ago, the tennis fee is increased by £5 to £45, Dorchester residents will receive a £15 discount, with their charge remaining at £30. This is part of a strategy to widen the gap between the resident/non-resident fee over the next few years
 - Hire charges for Borough Gardens House have increased to reflect the increase in related utility and staff costs.

Nigel Hayes
Financial Controller

	2022/23 Budget £	2022/23 6 Months £	2023/24 Budget £
PARKS & OPEN SPACES			
Electricity	6,100	6,756	10,000
Water	6,630	2,972	6,763
Rent	3,900	3,115	3,900
Rates	18,500	18,426	18,500
Premises Repairs & Maintenance	18,400	11,772	20,200
Other Repairs & Maintenance	64,000	32,036	70,400
Legal Fees	0		0
Special Item	0		0
Highway Trees Partnership	5,000		5,000
Walks Cleaning Contract	6,000	6,217	6,000
To DTC Tree Works Reserve	0	0	30,000
The Great Field Toilets - AET	3,100	3,000	3,300
Office Team	56,863	30,055	63,836
Outdoor Services Team	393,898	192,308	426,789
To Reserves: Play Equipment	10,000	10,000	11,000
To Reserves: Parks Premises	5,300	5,300	8,000
Total Expenditure	597,691	321,958	683,687
Tennis	-4,300	-4,112	-4,500
Football	-900	0	-1,000
Bowling Alley Walk Wayleave	-630	-7	-630
Borough Gardens Flat Rental	-6,400	-3,180	-6,400
Borough Gardens House Hire	-4,500	0	-4,500
Borough Gardens Kiosk Rental	-1,500	-1,884	-1,500
Louds Mill Depot Feed in Tariff	-1,300	-711	-1,300
Pavilion RHI Payments		-1,451	-1,000
Bowls Club Land & Water	-5,500	-3,566	-5,500
Recharges & Sundry	-3,000	-3,088	-3,050
Total Income	-28,030	-18,000	-29,380
Met by Precept on Taxpayer	569,661	303,958	654,307
ALLOTMENTS			
Water	2,500	1,230	2,500
Rent	1,200	1,119	1,200
Repairs, Maintenance & Pests	200	2,753	205
Subscriptions	60	55	55
Office Team	3,749	1,982	12,408
Outdoor Services Team	6,422	3,135	13,177
Total Expenditure	14,131	10,275	29,545
Rents, Water & Wayleaves	-14,000	-768	-14,500
Met by Precept on Taxpayer	131	9,507	15,045

	2022/23 Budget £	2022/23 6 Months £	2023/24 Budget £
MUNICIPAL BUILDINGS			
Salaries	50,717	19,865	59,277
Overtime	0	2,204	0
National Insurance	2,774	1,141	3,572
Pensions	11,158	4,352	13,041
Dorchester Arts		6,647	
Training Courses	500	0	500
Repairs & Maintenance	16,200	4,911	16,500
	0		0
Water	0	103	0
Electricity	0	564	0
Gas	0	1,611	0
Rates	0	0	9,600
Telephone	0	678	372
Performing Rights & Other Licences	0		0
Promotion & Stationery	0		0
Office Team	41,884	22,138	20,181
Outdoor Services Team	10,812	5,279	13,952
To Reserves: Repay Corporate Projects	0	0	260,000
To Reserves: Municipal Buildings	274,600	274,600	12,000
Total Expenditure	408,645	344,093	408,996
Room Hire	0	0	0
Bar Franchise & Sundry	0	0	0
Total Income	0	0	0
Met by Precept on Taxpayer	408,645	344,093	408,996
CEMETERIES			
Electricity	2,448	138	3,000
Water, Service Charges & Cesspit	612	265	650
Rates	8,670	8,533	8,550
General Maintenance	3,570	2,104	3,700
Cemetery Grass Cutting	19,125	8,235	20,070
Office Team	26,571	14,044	44,417
Outdoor Services Team	45,518	22,223	35,519
To Reserves: Cemeteries	6,100	6,100	6,100
Total Expenditure	112,614	61,642	122,006
Burial Fees & Chapel	-26,500	-17,413	-27,000
ERBs, Memorials & Inscriptions	-26,500	-18,072	-27,000
Total Income	-53,000	-35,485	-54,000
Met by Precept on Taxpayer	59,614	26,157	68,006

	2022/23 Budget £	2022/23 6 Months £	2023/24 Budget £
CULTURAL & TWINNING			
In House Events	12,100	12,019	12,500
Christmas Lights	4,900	0	5,000
Partner Events & Sponsorship	9,400	9,095	10,500
Heritage Events	8,500	2,500	8,500
Grants	4,100	4,524	10,000
Special Items	0	0	0
Support for Dorchester Arts	16,000	3,550	16,000
Twinning	1,000	0	3,000
Offices Team	14,760	7,801	15,830
Met by Precept on Taxpayer	70,760	39,490	81,330
OUTDOOR SERVICES TEAM			
Salaries	286,528	124,388	308,937
Overtime	6,000	4,733	6,000
National Insurance	24,539	10,233	26,784
Pensions	63,036	26,462	67,966
Agency Staff		12,428	
Training & Subsistence	2,000	7	2,000
Subscriptions	300	0	400
Vehicle/Mower Costs and Repairs	13,421	3,515	13,700
Tools, Equip, Signs, Servicing	13,626	6,785	13,500
Health & Safety & Protective Clothing	2,400	727	2,850
Fuel	7,100	4,631	9,000
Cleaning/Bin Liners/Dog Bags	7,000	1,001	7,500
Waste Services	9,400	7,545	9,600
Telephones	1,400	588	1,200
Advertising	0		0
To Reserves: Vehicles & Equipment	19,900	19,900	20,000
Total recharged to Services	456,650	222,945	489,437
Recharged to			
Parks and Open Spaces	393,897	192,308	426,789
Allotments	6,422	3,135	13,177
Cemeteries	45,518	22,223	35,519
Municipal Buildings	10,812	5,279	13,952
Recharged to Services	456,649	222,945	489,437

CEMETERIES FEES

Appendix 2

Interments

1 Apr 22 1 Apr 23

a) An infant under 2 years or stillborn	Nil	Nil
b) A person aged 2 years or older	£715	£730
c) A casket of ashes	£195	£200

Scattering of ashes

a) In a previously used plot or in the Poundbury Pavilion chamber	£64	£65
b) In the Garden of Remembrance	£32	£33

Exclusive rights of burial in earthen graves

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£980	£995
End of term Renewal for 25 years	£830	£845
b) Ashes plots and infant under 2 years	£650	£665
End of term Renewal for 25 years	£510	£520

Additional Interment, Scattering and Exclusive Rights fees will be charged for

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herrington within previous 10 years or previously resident for at least 25 years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

Monuments, gravestones, tablets and monumental inscriptions

Right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site not subject to Exclusive Right of Burial	£225	£230
Additional inscription on a gravestone or other memorial (for each deceased)	£108	£110

BOROUGH GARDENS COMMUNITY ROOM HIRE FEES

Prices include VAT. Performing Rights Fee may also be payable.	Per Session £	Hourly Rate £	Hourly from 5.00pm £
Voluntary and Community Organisations	60	28	40
Other Non-Commercial or Private Events	70	30	45
Commercial	95	40	65

Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only).

TENNIS FEES

Annual Membership	£45
Dorchester Resident Discount	- £10



2023 Dorchester

SUMMER OF SUNFLOWERS

Overview

The Dorchester Tourism Partnership discussed the success of the 2022 Summer of Sunflowers at their meeting in October 2022 and agreed that they would like to run it again next year in a bigger way, learning from the successes of the last campaign.

Brief review of 2022 campaign

- The Blog about Summer of Sunflowers was 11th most popular page on website in August.
- Park and stride - Maiden Castle Farm did feedback that they did have people arriving that had followed the trail to the trail but numbers were not recorded. This was not heavily promoted on Maiden Castle Farm website.
- 46 businesses took part in the window dressing competition from across Dorchester
- The total amount raised by Go Fund Me was £185.
- The social media response from local people to the Sunflowers going up on South Street and the businesses taking part in the window competition was incredibly positive and were some of the most popular social media posts of the summer on the Discover Dorchester pages.
- Feedback from businesses and Tourism Partnership:
 1. Dorchester BID received feedback that the nine sunflowers looked a bit sparse.
 2. Summer of Sunflowers was popular with listeners of Keep 106.
 3. Duchy of Cornwall pointed out that Dorchester is not the only place with a sunflower trail so the campaign needed to be very big to draw in tourists.
 4. Brewery Square commented that the bunting was very noisy and snapped in several places.
 5. Partnership pointed out that cash is preferred in Dorchester so if we do another fundraiser, need to be able have cash collection tins. Could do "round up" in businesses or have 5 p of every coffee going to fundraiser. Could have apple pay or google pay QR codes as young people prefer to pay by phone.
 6. The Tourism Development Officer and Maiden Castle Farm Sunflower Trail Organiser went round to personally thank all of the businesses that took part in the window competition. All were very pleased with the competition and enjoyed taking part. A hairdresser and taxi company both said they would have liked to have had cash buckets for collection rather than the online donations.



2023 Dorchester

SUMMER OF SUNFLOWERS

Why should we do it again in 2023?

- To build the momentum from 2022 - success comes from repetition
- The decorations used in 2022 are still in very good condition and can be reused
- It really cheered up the town, helped build pride of place and created a friendly welcome for visitors

Proposed plan for 2023 campaign

The tourism partnership would like to:

- Run Summer of Sunflowers again but do it bigger next year and have more ways that people can donate (including cash).
- Generate more national press so that more visitors come.
- Create survey monkey (or similar) to measure impact of campaigns in future with tourists and print out surveys for use by Dorchester BID Ambassadors and to put in places where people dwell.
- Window competition was successful, seek to run again.
- Have a feedback form or tally at Maiden Castle Farm to measure how many people have used the Park and Stride.

How can we make it bigger?

- Get more sunflowers printed to increase impact along South Street and look into make them bigger
- Create temporary sunflower mural on pavement along South Street
- Have additional sunflowers in Poundbury around Queen Mother Square if possible
- Grow more sunflowers
- Create a sunflower celebration activity to run at Summer events such as Bee Fest, Anonymous and Love Parks Day

Funding

- The campaign in 2023 cost a total of £2480
- For the 2023 campaign the tourism partnership would like to spend an additional £1600 from the Tourism Development budget on Sunflower decorations and installation. Installation will cost £600.
- To supplement this, the tourism partnership will also be looking to acquire some additional sponsorship funding for outside of Dorchester Town Council.

Request to members

Members are asked to consider contributing £1600 from the Town Council Tourism Development Budget for Summer of Sunflowers 2023.

Report prepared by Matilda Manley, Tourism Development Officer

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16th January 2023

Request for Surfaced Footpath at Hawthorn Road Allotments

1.0 Background

A request was made recently by a member of the public for a surfaced pedestrian path to be created along the existing allotment lane at Hawthorn Road allotments.

The rationale was that this would then allow more people especially those who cannot walk easily on the current grass surface to use the path as a short cut. The route is indicated by the blue line on the map below.



2.0 Current position

The grass lane along the top of the allotments is gated at both ends. The surface comprises grass underlain by rubble and ash to form a firm surface. The purpose of the lane is for users of allotments to gain access to their plots. A sign is displayed at the Hawthorn Road end of the lane informing people as follows:

Dorchester Town Council

NO ADMITTANCE- Except to Allotment tenants

As can be seen the lane is clearly designated for use by allotment holders only. It is not designated public highway or public footpath but is used casually by the public as a short cut.

Over recent years allotment holders have experienced problems with casual trespass, vandalism, including targeted arson and theft from their plots and the lane is seen by them as a facilitator of these problems. Discussions were held with plots holders in 2020/21 after some significant incidents, with a view to fencing the lane off from the plots and gating the individual access points along it. The incidents reduced a little and pressure to fence eased so no further work has been carried out to date.

It is likely that if the footpath was to be considered to be opened up and surfaced the allotment holders would object to this strongly due to their recent experiences and complain that their plots were being put at risk, it is likely at the very least they would expect the fencing to be put in place. The approx. cost of this fencing work if undertaken by Town Council staff would be around £5,000 for materials.

3.0 Preliminary Path details

The path would run for approx. 150 metres connecting both access gates. The path would be approx. 1.4 m wide to allow for easy access for the majority of users. The surface to be self-binding path gravel laid over a levelled existing surface after removal of vegetation and consolidated using vibrating roller.

It should be noted that the path is in places much higher than the adjacent allotments (300mm +) and as such ground works for the path could cause the ground to subside into the allotments along this edge and there is a risk surface water will run off into the allotments at times of heavy rain.

The cost for materials and plant to install the path is estimated currently to be £2000 provided that the current surface proves robust enough as a sub-base.

It is possible the town council staff could provide the labour to carry out this work. Work plans are such that this work could not be started by Town Council staff until autumn /winter of 2023.

4.0 Considerations

If the path were to be created and surfaced, the gains to the council would be the offering of a short cut to some members of the community who would wish to use it and providing a surfaced path for allotment holders.

In terms of negatives the following apply:

Risk of alienating the Allotment holders on the site., loss of goodwill.

Ongoing maintenance cost annually of the surface to prevent slips trips etc.

Initial installation cost of the path.

Cost of installation of allotment fencing and gates.

5.0 Decision

Members are asked to consider whether they would wish to support the creation of the path as described above and to allocate funding to do so.

Carl Dallison
Assistant Town Clerk Outdoor Services
Dorchester Town Council

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JANUARY 2023

REQUEST TO VARY ALLOTMENT RULES

1. The Volunteer Centre have two allotment plots at the Allington Avenue site. So as to enable its volunteer programme to continue to operate efficiently no matter the weather the Volunteer Centre is requesting the Council varies its rules relating to the size of structures authorised on allotment plots.

2. The allotment rules state:-

“The tenant shall not, without the consent of the Council:-

Erect on any Allotment any building, except one toolhouse and/or one greenhouse, which shall not exceed 8 feet x 6 feet and 6 feet in height at the eaves. No permanent base shall be permitted. All structures shall be constructed with suitable materials and be properly erected painted and maintained to the entire satisfaction of the Council. No building shall be permitted to be erected on the Frome Terrace Allotment site”

3. The Volunteer Centre is asking whether it may erect a structure which is approximately 7 meters (23 feet) long rather than the authorised 8 feet. The request from the Volunteer Centre is set out below:-

“As I explained briefly on the telephone the volunteer centre has two allotments at Allington Avenue, 25b and 39a. The allotment initiative is really positive for all our volunteers and helpers. We all benefit from the social interaction and joy of growing stuff ! Surplus produce is delivered to the food bank in Poundbury.

We have two problems which are severely curtailing our ability to meet up and prosper as a group, one being having no place to start our seeds prior to planting and, more critically having no shelter from the rain-Tuesday's meeting was cancelled for this reason. Sadly we are not getting the social contact with our group as a consequence.

Would the Town Council please consider giving us a dispensation to erect a modest poly tunnel which would be a game changer for us. We know that the rules are specific in terms of dimensions, sadly this restriction is too small. We are asking to be allowed to have a poly tunnel the width of AA 39a, this is approximately 7m. There are currently no structures on the allotment. This would allow our group typically consisting of 4/6 adults to thrive without any weather constraints - it would be fantastic.

Can I thank you in advance for bringing up our request at the next meeting with councillors, it is appreciated.

*Yours sincerely
Nick Assirati
Dorset Volunteer Centre”*

4. The Committee is asked whether it would wish to agree the request from the Volunteer Centre so as to allow the larger structure to be erected on plot AA39A.

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16th January 2023

Donated trees Policy for Great Field

1.0 Background

The Great Field was planned and landscaped by the Duchy of Cornwall comprising many amenity features such as a formal sports pitch area, play area, pedestrian walks, amenity grass, shrub beds, wildflower areas and tree planting.

The area has quickly become established as a venue to be enjoyed by the local community. The landscaping associated with the site has been extensive in the area as a whole and is appreciated by many.

Approaches have previously been made to the Duchy to plant trees in memory of various people which they have dealt with whilst the area was in their care. The management of the field has now transferred to the Town Council and a request to plant a tree has already been received.

It is now timely to consider a policy covering the donation of trees by the public. It should be noted this is not to cover planting ordered or agreed by Dorchester Town Council (DTC) itself who may wish to vary from the conditions.

2.0 Outline principles

The following would be the principles under which the donation of a tree would be considered:-

Costs of purchase and planting to be passed on in full to the donator.

Trees to be planted to DTC current specification in terms of staking etc.

Locations and species to be agreed by the TC.

Trees to be strictly as a donation and in no way commemorative.

Trees to be property of DTC.

Trees to be maintained as DTC wish.

Trees can be removed should the need arise.

No commitment by the council to replace the tree under any circumstances.

No plaques to be sited with trees.

No adornments to be added to trees.

Costs of subsequent maintenance to be borne by DTC

3.0 Other considerations

Although the site is large there are specific environmental/ vegetation zones within it, some of which preclude the planting of trees such as wildflower areas and this will limit the number of trees able to be planted on site. Tree planting will be managed by the Town Council to meet the needs of the site not to meet demand for tree planting by the public. The Town Council retains the right to refuse requests.

4.0 Decision

Members are asked to consider whether they would wish to support the creation of a policy to be implemented on the great field site (not including the cemetery) relating to the requests for the planting of donated trees using the broad criteria as described above.

Carl Dallison
Assistant Town Clerk – Outdoor Services
Dorchester Town Council

GRANT APPLICATION FORM

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Town Community Football Club
2.	Name and address of responsible officer who should be contacted regarding this application.	Cameron Dabbs The Avenue Stadium Dorchester Town Football Club Weymouth Avenue +44 (0) 7599219615 tournament@dorchestertownfc.co.uk
3.	Address where activities are based.	The Avenue Stadium Dorchester Town Football Club Weymouth Avenue
4.	What area (community) is served?	Sports, Healthy Active Lifestyle and Mental Wellbeing
5.	Are there any other similar facilities or services provided in the area/district?	Dorchester Town Youth Football Club
6.	How does your organisation / activity benefit the residents of Dorchester	Dorchester Town Community Football Club actively support the Dorchester in a number of diverse ways. During 2022 Calendar we have: <ul style="list-style-type: none"> - Supported Children on free schools' meals with support of the Dorset HAF programme and provide free childcare during Summer Holidays. - Organised three 'Give At The Gate' food bank donations for Ukraine in March and Cost Of Living in December - Hosted an annual Youth Tournament providing up to 2,000 children to play football. - Support 100 local disabled people in having a healthy active lifestyle with an ability counts sections. - Support 50 over 50's playing football in walking football creating a social environment. - Support 40 sports teams in Dorchester from youth teams to full adult and community sides.

7.	Present charges/ subscription/fees. Please attach schedule if available.	The project would be February half term: Food costs: £10 per day per child.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	The food cost are the only charges, the money to pay coaches comes out of the club / donated.
9.	Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i>	<p>February Half Term Soccer Schools:</p> <p>Our soccer schools programme will allow children to enjoy fun, skills, games and competition football at the best youth facilities in Dorset. Our sessions run from 9am until 4pm and we offer cooked food and health snacks throughout the day. Our sessions are run by 4 qualified coaches providing the best support to all children and abilities. We run our sessions three days a week and over 625 spaces have been offered in the summer of 2022 will 80% capacity and 100% who are on the HAF Programme. The Dorset Holiday activities and food programme offers free lunches and activities to those who are currently on free school meals. Unfortunately, they do not run during half term breaks.</p> <p>The Dorchester Town Council Funding would fund the February half term section of the project.</p>
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	<p>February Half Term: Dorchester Town Council Grant Easter: Dorset HAF Programme May Half Term: Trident Community League Grant Summer Holidays: Dorset HAF Programme</p> <p>Coaches' costs come out of non-free school meal sign ups.</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>February Half Term</p> <p>February Half Term</p>
12.	Please give details of the cost of the project.	<p>16 Places Funded + 4 Donated by DTFC</p> <p>16 X £10 Food X 3 Days = £480</p>

13.	Please give details of other grants awarded or applied for.	<p>No other funding has been provided for February half term:</p> <p>February Half Term: Dorchester Town Council Grant Easter: Dorset HAF Programme May Half Term: Trident Community League Grant Summer Holidays: Dorset HAF Programme</p> <p>Coaches' costs come out of non-free school meal sign ups.</p>
14.	Amount of grant requested from Dorchester Town Council.	<p>£480</p> <p>We are happier to consider small amounts also we will just reduce the number of spaces on free schools' meals.</p>
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	<p>A total of 20 spaces can be made available for children who are on free school meals for the programme, those individuals will be referred by the council to this new option. The demographic is as such:</p> <ul style="list-style-type: none"> - Children aged between 5-14 - Children on free school meals within the DT1 and DT2 area - Children who have learning disability <p>Dorchester Town Community Football Club will support the project through value in kind of the clubs' facilities as well as donating the children with season tickets to provide additional social activities such as matches during term time.</p>
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s) C.M.Dabbs</p> <p>Position Held... Associate Director</p> <p>For and on behalf of...Dorchester Town Community Football Club – Date. 20/02/2022.</p>	

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 16 JANUARY 2023
EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES

1. To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

Name	Full Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery			
Poundbury Cemetery			
NICHOLA BUDDEN	ASHES	3188	C13B
Fordington Cemetery			

1. Since the last meeting of the Committee there has been the following interments, ashes etc. at Dorchester's Cemeteries:-

01.11.2022 – 31.12.2022	Dorchester	Fordington	Poundbury
Interments	1	-	3
Ashes	1	1	2
Garden of Remembrance	-	-	-
Poundbury Chamber			1
Children's Plot			1