

STURMINSTER NEWTON TOWN COUNCIL

Council Offices, Old Market Hill, Sturminster Newton DT10 1FH

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To: Members of the Amenities Committee and Co-opted Member



Dear Member,

You are hereby summoned to attend a meeting of the **Amenities Committee** which will be held on **Thursday 30th January 2020** at Council Offices, Old Market Hill, Sturminster Newton at **7.15pm** to transact the business set out in the Agenda below.

EML Lindsay

Emma Lindsay - Town Clerk

24.01.2020

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

No.	Agenda	Time (est.)
1	To receive comments and questions from members of the public	15 mins
2	To receive and if agreed approve apologies for absence	1 min
3	To receive declarations of interests and approve written applications for dispensations	2 mins
4	To approve the minutes of the previous meeting held on 27.09.2019	2 mins
5	To receive a report on matters relating to the Open Spaces Group and discuss any issues raised	10 mins
6	To receive a report regarding VE Day celebrations and approve further actions	10 mins
7	To receive a report regarding the management of cemetery records and approve further actions	5 mins
8	To approve a policy and procedures for the Management and Control of Legionella Risks	10 mins
9	To receive a report from the Town Clerk on the status of services and discuss any issues raised	10 mins
10	To receive a report from the Grounds Manager and discuss any issues and approve further actions	10 mins
11	To receive correspondence and discuss any issues raised	2 mins
12	To receive information from members and discuss proposals for future business	5 mins

Members are respectfully reminded that

- Only agenda items where the indicated function is to approve or decide may be decided at this meeting. Other items are for information only and no decision can be taken upon them unless and until raised at a later meeting
- The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health & Safety and Human Rights

Large print version available on request

Draft minutes of this meeting will be made available a few days after it to view at the Council Office between 9.30am and 12.30pm every weekday and on the website at www.sturminsternewton-tc.gov.uk

STURMINSTER NEWTON TOWN COUNCIL
MINUTES OF THE AMENITIES COMMITTEE MEETING
Held on Thursday 26th September 2019 in the Council Chamber at 7.15 pm

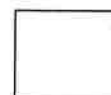
Present:

Councillor A Donaldson – Vice Chairman	Councillor G Rose
Councillor H Lacey (Mayor)	Councillor R Taylor
Councillor H Reed - Chairman	

Absent: Councillor L Chater, Councillor M Jones

In attendance: Councillor Jason Janes, Mr Jeremy Read (Open Spaces Group), Mrs Emma Lindsay (Town Clerk), Mr Adam Dodson (Grounds Manager) and Mrs Kate Squire (Finance Officer).

Minute No.	COMMENTS	RESOLUTION <small>for each item the proposer is named first followed by the seconder</small>
AM/39/19	PUBLIC SESSION No members of the public were present.	
AM/40/19	APOLOGIES FOR ABSENCE Apologies were received from Cllr Chater and Cllr Jones. These apologies were accepted by the members present.	
AM/41/19	DECLARATIONS OF INTEREST AND DISPENSATIONS No interests were declared and consequently no written requests for dispensation had been received.	
AM/42/19	MINUTES OF THE PREVIOUS MEETING The minutes of the Amenities Committee meeting held on 27th June 2019 having been circulated and publicised prior to the meeting were taken as read and approved for signature by the Chairman as a true and correct record	Cllr Donaldson Cllr Taylor
AM/43/19	OPEN SPACES GROUP In Co-opted member Vic Fox's absence due to illness, Jeremy Read reported that the Open Spaces Group had been working on a new Walkabout leaflet themed on trees in and around the Town, this was in first draft. He reported that they had a very strong Tree Group at present and were also working closely with the Trailway group regarding their planned enhancement project.	
AM/44/19	TRAILWAY ENHANCEMENT PROJECT The Committee considered the contents of the report circulated with the meeting papers. The Committee RESOLVED to RECOMMEND <ul style="list-style-type: none"> i. The establishment of the Trailway Project. ii. The approval of the governance arrangements outlined in the report. iii. The involvement of Councillor A Donaldson in the project group. 	Cllr Rose Cllr Lacey
AM/45/19	DONATION OF OAK SAPLING TO COMMEMORATE 100 YEARS OF THE COUNTRY MARKET The Town Clerk advised that a resident had asked to donate an oak tree sapling to the Town with a plaque commemorating 100 years of the Country Market. The Clerk relayed the advice that had been sought from the trees group and the Grounds Manager suggested possible sites for the sapling. The Committee discussed these.	



The Committee RESOLVED to RECOMMEND acceptance of the Oak Sapling. This will be situated in the War Memorial Recreation Ground.

Cllr Donaldson
Cllr Rose

AM/46/19 TOWN CLERKS REPORT

The Town Clerk reported:

Cemetery Consecration

The Town Clerk advised that the Cemetery Consecration had been cancelled and we are awaiting a new date from the Bishop.

Drinking Trough

The Town Clerk updated the Committee that following the road traffic accident which destroyed the trough; the claim process had been started with the insurance company.

Break-In at the Grounds Workshop

The Town Clerk also updated that following the recent break-in an insurance claim had been started for the stolen and damaged items.

Future Budget Planning

The Town Clerk advised that she will be looking at the budget for the next financial year and will be proposing that more provision be made for tree works following the recent tree survey and an assets plan for grounds and play equipment replacement.

Pigeons

The Town Clerk asked if the Councillors could help with the pigeon problem in the Railway Garden area by actively encouraging members of the public to stop feeding the birds. She advised that new signage would also be installed.

AM/47/19 GROUNDS MANAGERS REPORT

The Committee discussed a report from the Grounds Manager which had been previously circulated.

The Grounds Manager added that the team were working through the projects as well as day to day tasks. The new play equipment at Rixon Recreation Ground was being installed and the cable runway had been removed having been deemed unsafe.

The dog waste bag dispensers had been delivered and would be installed as soon as possible and the wheelchair friendly bench for the Railway Gardens would be arriving in the next few weeks.

Cllr Donaldson asked about the recent workshop break-in. The Grounds Manager advised that no other stolen items had been recovered but that the CCTV had worked really well and had been instrumental in apprehending the offenders.

Cllr Reed thanked the Grounds Team for doing a fine job in the Town; she had received positive comments from residents.

AM/48/19 CORRESPONDENCE

The Town Clerk reported that no correspondence within the Committee's terms of reference had been received.

AM/49/19 INFORMATION FROM MEMBERS

Cllr Taylor advised that the White Hart Public House is due to re-open at the end of October.

Cllr Lacey reported that the Hospital Charity Shop is now offering free water refills.

Cllr Donaldson commented that the flower troughs had been received favorably in the town and would be replanted for the winter.

Meeting closed at 20.01

Approved On Chairs Signature.....

Chair' Initials



Sturminster Newton Town Council
Amenities Committee 30th January 2020
VE Day Celebrations 8th May 2020

1. Introduction

In September 2019 the Town Council considered a report inviting the Council to consider how it wished to mark the 75th Anniversary of VE day. The Council asked the Clerk to find out what groups such as the British legion and SSAFA intended to do on the day and enquiries were made.

We have recently received a proposal from Trevor Legg on behalf of the Sturminster branch of the Royal British Legion (RBL) to coordinate an event on behalf of the Town Council.

2. The Event

The proposed event is in line with those set out by the SSAFA Pageant Master (attached for information)

The event would comprise a community picnic running from 1pm-5pm on the 8th May. This would be interspersed with formal activities such as the playing of the Last Post and a reading of the "Tribute to The Millions".

Suggested activities are as follows:

- A bar in the gardens, the RBL are willing to provide one, possibly on a NAAFI bar theme and are looking at providing "festival" beer glasses that are plastic and can be reused.
- A children's fancy dress competition on a WW2 theme, suggestions for the judges for include the Mayor, Gen. Alexander and the Vicar.
- A brass band to play a static set
- A local singer/band to perform a short set
- Local organisations (Rotary/Lions/Masons) to run fun stalls (ideally on a WW2 theme)
- A display of pictures/items from the museum from the town in WW2
- A WW2 vehicle display on the top of the Carpark on Old Market Hill
- Two or three mobile food stalls located on the hard standing by the Station Road gates to sell food so people who don't want to bring a picnic can buy food

3. Way forward

The timescales are tight between now and VE Day and any planning work needs to commence by early February. If the committee is supportive of a Town VE Day event then the next are as follows:

- Establish a working party to plan the event on behalf of the Council, with particular attention to dates, "by when" tasks, and the assumed availability of all the participants listed above in Section 2
- Nominate two members and the Grounds Manager to participate in the working group
- Agree to contribute up to £400 of the Civic event budget to support the event

4. **Recommendation**

That the committee considers the report and the identified actions in Section 3.

Emma Lindsay
Town Clerk



Dear Town and Parish Clerk,

TOWN & PARISH COUNCILS - VE DAY 75

I have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75th Anniversary of VE Day as mentioned in my last communication to you last year.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through www.veday75.org. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

FRIDAY 8TH MAY 2020

3pm – Battle's O'er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donnard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – www.veday75.org.

3pm – The Nation's Toast to the Heroes of WW2

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – www.veday75.org.

6.55pm – A Cry for Peace Around the World

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – www.veday75.org.

7pm – Ringing out for Peace

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – www.veday75.org.

7pm onwards – Parties and Celebration

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – www.veday75.org.

SATURDAY 9TH MAY 2020

Parties and celebrations continue.

SUNDAY 10TH MAY 2020

10.30am – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times. Churches wishing to take part should register their involvement on the VE Day 75 website – www.veday75.org.

Tribute to the Millions & the Last Post

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – www.veday75.org.

We do hope that you will take part in **VE Day 75** especially as many of those that served at home and abroad came from the Towns and Parishes of England, so your involvement will be a perfect 'tribute' to the sacrifices made by so many of them.

Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website - www.veday.org as soon as possible to enable us to keep in touch with you and update you on progress.

My warmest regards,



Bruno Peek LVO OBE OPR

Sturminster Newton Town Council

Amenities Committee 30th January 2020

Delivery Plan for Grounds –Winter 2019/20

	Comments
Workshop Security	Workshop security enhancements have been completed. Insurance claim is being progressed following the burglary at the workshop
Planting	All summer bedding has been ordered. The winter/ spring plants and bulbs will be replanted throughout the town.
Grounds Maintenance	A full street sweep will be carried out during February (weather depending) in Sturminster and Shillingstone by SNTC grounds staff and DWP.
Trees	Tree work at the Mill and Ricketts Lane Recreation ground has been carried out by the Dorset Council tree team. Re-evaluation and quotations being sought for the hedgerow/ trees along Honeymead Lane by Yewstock School.
Benches & Street furniture	Work has started on extensive refurbishment and repairs to the town benches. 12 benches have been completed so far. Awaiting quotations for the refurbishment of bins and sign posts. New picnic bench at Railway Gardens has been installed
Wild Flower areas	Grounds staff will identify open spaces that could be managed as wild flower areas.
EMERGENCY WORK:	One wash station required a new water heater which had been replaced under warranty. Quotations being sought to repair/ replace floors in Cubicles 1 & 3 of Station Rd Toilets
	Repairs to Play equipment – Aerial runway and springer will be repaired as part of scheduled maintenance at Ricketts lane. Rixon recreation ground play equipment -Replacement parts have been installed. All other repairs will be carried out when new slide section is delivered
PROJECT WORK:	Ricketts Lane car park – Work is planned to fill pot holes as in interim improvement measure for the carpark Mill Car park – Options to restrict to access on the slip road to the Mill. Cemetery – Remove ant hills and level graves. Continue with Cemetery enhancement activities E.g. area for the scattering of ashes. Footpath enhancement

	<p>Tree work – following the recent inspection a number of trees required minor remedial work and these works will be carried out through the winter months.</p>