



# Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

Telephone: (01305) 266861

For information about this agenda contact Adrian Stuart  
a.stuart@dorchester-tc.gov.uk

**You are summoned to a Meeting of the Dorchester Town Council in the Council Chamber, Municipal Buildings, Dorchester on Tuesday 29 November at 7.00pm, to conduct the following business: -**

**1. Apologies & Minutes**

To read, confirm and sign the Minutes of the meeting of the Council held on 27 September 2016 (page 3).

**2. Presentations, Communications, Questions and Motions**

- a) To receive a short presentation from Sergeant Want of Dorset Police, Police Inspector for the Dorchester and Sherborne area
- b) To receive a short presentation from Andrew House regarding the Dorset County Hospital Cancer Appeal project
- c) To receive communications from the Mayor and the Town Clerk
- d) To receive questions from Members in accordance with Standing Order 12(3).

**3. Updates from Partner Authorities**

- a) To receive a verbal update from a Dorset County Council Ward Member (Councillor T. Jones)
- b) To receive a verbal update from a West Dorset District Council Ward Member (Councillor R. Potter or M. Rennie)

**4. Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	3 October 2016 Page 7
Planning & Environment Committee	7 November 2016 Page 12
Management Committee	15 November 2016 Page 16
Policy Committee	22 November 2016 Page 21

A handwritten signature in blue ink, appearing to be 'A Stuart'.

Town Clerk 23 November 2016

### **Public Speaking at the Meeting**

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

### **Member Code of Conduct: Declaration of Interests**

Members are reminded of their responsibility to disclose appropriate pecuniary or non-pecuniary interests. A Member who declares a pecuniary interest must leave the room unless a dispensation has been granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

A Democratic Half Hour, which offers an opportunity for members of the public to address the Council, will commence at the conclusion of the Council meeting.

# Dorchester Town Council

## Meeting of the Dorchester Town Council

27 September 2016

Present: Mayor T. Harries and Councillors B. Armstrong-Marshall, C. Biggs, R. Biggs, A. Canning, A. Chisholm, G. Duke, J. Hewitt, S. Hosford, G. Jones, F. Kent-Ledger, R. Potter, M. Rennie, K. Rice, P. Stein and D. Taylor.

Also: Reverend Canon T. Woodhouse, the Mayor's Chaplain.

Apologies: Councillors S. Jones, T. Jones and T. Loakes.

### 25. Minutes

The minutes of the meeting of the Council held on 26 July 2016 were confirmed and signed by the Mayor as a correct record.

The Town Clerk advised that the Dorchester Bayeux Society had confirmed that they did not require an Outside Body Representative for the current year.

### 26. Communications and Questions

Reverend Woodhouse addressed Council on the role of events such as the Paralympics and the Mayor's Service of Unity in October in bringing together different communities and commended the Mayor's motion of congratulations to Mr. Paul Blake on his recent achievements.

The Mayor provided the response of the Right Honourable Amber Rudd MP to the motion at minute 2016/18 related to Child Refugees. A member asked that the Mayor invites the Home Office to review its arrangements for assisting refugees against the process used to support Asian refugees from Uganda in the 1970's. Councillor Biggs identified that discussions were taking place at Dorset County Council relating to the arrival of the first child refugees to be settled in Dorset.

The Mayor thanked Members and officers for their support during a very busy summer period of events. He highlighted the forthcoming 50<sup>th</sup> anniversary of Ridgeway Radio and 100<sup>th</sup> anniversary of the Chamber of Trade in the town, the annual Tirah Memorial Service of Remembrance on 26 October and the Service of Unity to be held on 9 October.

### 27. Motion

The Mayor proposed the following motion, which was seconded by Councillor Potter

Following on from his medal-winning performances at the London 2012 Paralympic Games, on 16 September 2016 Mr Paul Blake, born in the town in 1990, won the Gold Medal in the Men's 400M, T36 category, in Rio de Janeiro, Brazil. He also won the Silver Medal in the Men 800M, T36 category, later in the week.

Council resolves to congratulate Mr Blake on behalf of the town for achieving this personal milestone and looks forward to an occasion where it might welcome him to the town.

The motion was carried unanimously.

**28. Updates from Partner Authorities**

Councillor R. Biggs provided a verbal update of recent work at Dorset County Council, covering Local Government Reorganisation and its possible impact on elections to Dorset County Council, parking issues at headquarters, the northern residents parking zone and the planned zone in Monmouth Road, the Ofsted report on Children in Care and the continuing success of the Dorset History Centre.

He answered a question relating to the lack of consultation with the Town Council about the decision on charging for parking at headquarters and its knock on to parking in residential streets.

In providing a verbal update regarding the work of West Dorset District Council Councillor Duke highlighted progress on the development of Charles Street, consultation on the TIC and the limited progress on dealing with the Land Charges search backlog.

He responded to questions regarding the selection of an appropriate archaeologist for the peer review of past studies of Charles Street, while another Member added further information regarding the Land Charges backlog.

**29. Local Government Reorganisation**

Councillors A. Canning, G. Duke, T. Harries, S. Hosford, R. Potter, M. Rennie and D. Taylor identified non-pecuniary interests as members of West Dorset District Council and Councillors R. Biggs and A. Canning identified a non-pecuniary interest as members of Dorset County Council; they would take part in the debate but not vote on any proposal regarding the options provided by the upper tier authorities.

The Town Clerk gave a short presentation on the request by upper tier authorities for a response to their proposals for reorganising local government, taking the opportunity to highlight the potential impacts of the process on the Town Council and the town.

Members were concerned at the lack of thought that had been given to the impact of the changes on services relevant to Town and Parish Councils and the lack of recognition of the role that the tier played and how that will evolve.

Members felt unable to choose between the three options that involved a rural and urban unitary due to a lack of information about the difference each would have for the Town Council. They asked that the Town Clerk give some thought to what the Town Council should look to achieve as a result of the reorganisation process.

**Resolved**

That the Town Council does not support option 1 (No change) but does not feel that sufficient information has been made available regarding the impact of options 2a, 2b or 2c on the Town Council to be able to choose from them

30. **Queen Mother Statue**

The Town Clerk explained that the Duchy of Cornwall had asked if the Town Council would take on the maintenance and management of the Queen Mother statue. Members were supportive of the idea but raised some questions about the protective globes that surrounded the statue.

**Resolved**

That, subject to receipt of satisfactory answers regarding the replacement of the protective globes, the offer made by the Duchy of Cornwall is accepted.

31. **Planning and Environment Committee – 1 August 2016**

It was proposed and seconded that the minutes of the meeting be adopted.

Regarding Minute 18 Councillor Canning identified that the bus stop and car parking spaces would now remain in place.

**Resolved**

That the minutes of the meeting of the Planning and Environment Committee held on 1 August 2016 be adopted.

32. **Planning and Environment Committee – 5 September 2016**

It was proposed and seconded that the minutes of the meeting be adopted.

**Resolved**

That the minutes of the meeting of the Planning and Environment Committee held on 5 September 2016 be adopted.

33. **Management Committee – 13 September 2016**

It was proposed and seconded that the minutes of the meeting be adopted.

**Resolved**

- a) That with regard to a proposal for a new Sports Arena in the area of the Hawthorne Road allotments
  - a. the appropriate consultations be undertaken with regard to a sports arena only in the first instance
  - b. consideration be given to a wider scheme at a later date
- b) That the minutes of the meeting of the Management Committee held on 13 September 2016 be adopted.

#### 34. **Policy Committee – 20 September 2016**

Noting that the first “Resolved” item at minute 12 should read “Recommended to Council” it was proposed and seconded that the minutes of the meeting be adopted.  
Councillor Chisholm declared a non-pecuniary interest as a user of the TIC.

Members debated an amendment to the Recommendation at Minute 12, then confirmed a new resolution.

#### **Resolved**

- a) That an additional £70,000 is made available to improve paving in South Street, with options for its use to be presented back to the Committee
- b) That the Town Council supports the proposal of the District Council to transfer the TIC to Dorchester Library, but regrets the limited options for change made available by the District Council for this valued service
- c) That the minutes of the meeting of the Policy Committee held on 20 September 2016 be adopted.

The Council rose at 8.46pm.

Mayor

Following the meeting, during an open democratic session residents commented on Local Government Reorganisation and the lack of a funding plan by the District Council for the TIC.

# Dorchester Town Council

## Planning and Environment Committee

3 October 2016

Present: Councillors C. Biggs, R. Biggs, A. Canning, J. Hewitt, F. Kent-Ledger, R. Potter and M. Rennie  
Apologies: Councillors T. Harries, S. Hosford (Chairman), S. Jones, T. Jones and D. Taylor

31. **Declaration of Interest**

Councillor Potter stated that as a member of WDDC's Development Control Committee, he would keep an open mind on the planning applications and consider all information available at each stage of the decision process. He would take part in the debate and vote on planning applications at this meeting.

32. **Minutes**

The Minutes of the meeting of the Committee held on 5 September 2016 were confirmed and signed by the Chairman as a correct record.

**Minute 26/16**

The Committee Clerk advised that the Town Clerk's report on the future of the Charles Street development would be presented at the next meeting.

33. **Minute Update Report**

**i) Minute 27/16 (5 September 2016) – Victoria Road Post Office**

The Committee Clerk advised that although Post Office Ltd had decided not to move the Victoria Park Post Office to Poundbury Village Stores, it was likely that the future of this Post Office would be kept under review.

**Resolved**

That the Minute Update Report be noted.

34. **Planning Applications**

Councillor Kent-Ledger expressed a non-pecuniary interest in planning application WD/D/16/001711 as her husband was employed by the applicant.

The Committee considered the planning applications referred to the Council for comment by West Dorset District Council.

**Resolved**

That West Dorset District Council be notified of the comments agreed on the various planning applications as set out at Appendix 1 to these minutes.

35. **Consultation on Proposed Changes to the Car Park Charges**

The Vice Chairman read out the Chairman's comments regarding WDDC's proposed changes to car park charges. She was particularly concerned that these changes were actually imposing a change in policy and they did not take account of the town wide parking review currently being undertaken by DCC or WDDC's review of its own parking policy which was yet to be consulted on.

The Committee supported the comments made by the Chairman and was disappointed that

changes to charges were being proposed before WDDC had formulated and consulted on their revised parking policy.

Members also considered that WDDC should be taking DCC's town wide parking review into account and working in partnership with them to consider the outcome and recommendations of all the current parking consultations and reviews.

Members noted that DCC were shortly introducing charging for staff parking at County Hall and considered that this would put further pressure on parking in residential areas.

### **Resolved**

That WDDC be informed that the Town Council considers that the timing of proposed changes to car parking charges was inappropriate and that no changes should be considered until the review of WDDC's parking policy is complete. Additionally, the Town Council considers that WDDC should work together with DCC to consider the outcome of the DCC town wide parking review to inform WDDC's revised parking policy.

### **36. Monmouth Road Parking Issues**

The Vice Chairman reported that following a meeting with relevant DCC officers, he could confirm that it had been made clear that no new residential permit parking schemes would be considered until the town wide parking review was complete, which was likely to be after November. He had been advised that the request for double yellow lines in the area was in the system and would be considered at the appropriate time.

Councillors were disappointed that the process of making requests to DCC for additional parking restrictions in the area had initially been encouraging but then had appeared to stall. It was noted that parking crossed three different departments within DCC and this inevitably led to some conflicts and that some communications had not been helpful.

The Committee would consider all requests that it had submitted to DCC again at its December meeting to assess and confirm the Town Council's 2017/18 priorities.

### **37. West Dorset, Weymouth & Portland Local Plan: Five Year Housing Land Supply**

#### **Resolved**

That the information provided by West Dorset District Council's Corporate Manager, Planning (Community & Policy Development) regarding the most recent assessment of the District's five year housing land supply and the implications of this on planning decisions be noted.

### **38. Decisions on Planning Applications**

The Committee noted the decisions made by West Dorset District Council on planning applications, withdrawn applications and others of note.

### **39. Urgent Items**

#### **a) WDDC planning application**

A Dorchester Town Councillor, also a West Dorset District Councillor, had received a complaint about WDDC's delay in deciding a planning application in High East Street and had asked for the Committee to take a view on this. The Committee Clerk had looked at the planning applications for Dorchester and while there were a few outstanding decisions, there did not seem to be a large

scale issue.

The Committee agreed that it was not appropriate for the Town Council to become involved in an individual planning complaint and that the Councillor should make any representations directly to WDDC.

**b) Environment Agency – Wessex Appraisal Package Dorchester FAS Improvements  
– Option Appraisal Consultation**

The Chairman gave Committee members details of the Environment Agency's consultation event and asked if any Member could attend. It was agreed that the Committee Clerk would send full details to all Members seeking attendees.

**Chairman**

## Dorchester Town Council

## Planning applications considered by the Planning and Environment Committee on 3 October 2016

1. **5 SALISBURY TERRACE, SALISBURY STREET, DORCHESTER, DT1 1JT - WD/D/16/001923 + WD/D/16/001924**  
Erect two storey rear extension together with internal & external alterations (reinstatement of previously demolished extension under applications 1/E/94/000300 & 1/E/94/000282)  
No objection
2. **23 ICEN WAY, DORCHESTER, DT1 1ER - WD/D/16/001945**  
Formation of vehicular access and hard standing  
No objection
3. **1-2 HIGH WEST STREET, DORCHESTER, DT1 1UG - WD/D/16/001868**  
Installation of Wi-Fi AP units, associated cabling & customer signage  
No objection
4. **SUNNINGHILL PREPARATORY SCHOOL, SOUTH WALKS ROAD, DORCHESTER, DT1 1DT - WD/D/16/001791**  
Infill extension to existing classroom  
No objection
5. **SECTOR 3.40/41/42 NORTH EAST QUADRANT, POUNDBURY, PHASES 3 AND 4, PEVERELL AVENUE EAST, POUNDBURY - WD/D/16/001848**  
Approval of reserved matters appearance, landscaping & layout for outline permission 1/D/09/001363 - Erection of 1 unit, being a two bedroom dwelling, with allocated parking for residents  
No objection
6. **WADHAM HOUSE, 50 HIGH WEST STREET, DORCHESTER, DT1 1UT - WD/D/16/001925**  
Alterations to ventilation system  
No objection
7. **6A CORNHILL, DORCHESTER, DT1 1BA - WD/D/16/001946**  
Erection of 1no. fascia sign & 1no. projecting sign  
No objection
8. **12A WESSEX WAY, DORCHESTER, DT1 2NR - WD/D/16/000966**  
Carry out alterations and extension to form new dwelling (Amended Plans)  
Amended plans were provided and comments were required by 27 September 2016, therefore the Committee Clerk responded and Committee members were advised via email.  
No objection
9. **THE FIRESTATION, DELAPORT HOUSE, TRINITY STREET, DORCHESTER, DT1 1TU - WD/D/16/001711 (Amended Plans)**  
Demolition of Delaport House (The Fire Station), construction of a new 3m high brick perimeter wall with double gates and vehicle access crossover widening.  
No objection
10. **33 CHESTNUT WAY, DORCHESTER, DT1 2PU - WD/D/16/002024**  
Erect two storey side extension & single storey porch extension  
No objection
11. **32 MANOR ROAD, DORCHESTER, DT1 2AU - WD/D/16/001858**  
Enlarge an existing single storey structure, new dual pitched roof. Erect two storey side extension. No objection subject to the window to the ensuite on the second floor (north east elevation) being fully obscure glazed.

12. **82 CELTIC CRESCENT, DORCHESTER, DT1 2TB - WD/D/16/001687**  
Remove existing rotten wooden fence and erect new 1.8 m high fence on pavement edge  
No objection
13. **39 SOUTH COURT AVENUE, DORCHESTER, DT1 2BY - WD/D/16/001210**  
Two storey side extension forming garage, utility & kitchen to ground floor with bedroom & family bathroom to first floor and loft conversion. Single storey rear extension. Form high brick wall with wrought iron to boundaries (Amended Plans)  
No objection
14. **UNIT 1, RETAIL PARK, WEYMOUTH AVENUE, DORCHESTER, DT1 2RY - WD/D/16/001928**  
Erection of 4no. signs  
No objection
15. **PETROL FILLING STATION, TESCO STORES LTD, WEYMOUTH AVENUE, DORCHESTER, DT1 2RY - WD/D/16/001980**  
Install jet wash & associated ancillary works  
No objection
16. **3 MELLSTOCK AVENUE, DORCHESTER, DT1 2BE - WD/D/16/002008**  
Construct brick walls & piers. Erect metal railings & gates along the south boundary & reconstruct the drive & parking area & lay block paviors  
Recommend refusal. The proposed boundary wall and railings would interrupt the open character of street frontages in the area, providing a dominating and unfriendly façade. The proposed boundary would form an incongruous feature, which would integrate poorly with the distinctiveness of the local area. As such, it would be a detriment to visual amenity and would be contrary to Policy ENV10 of the West Dorset, Weymouth and Portland Local Plan (2015).
17. **7 LOUISE ROAD, DORCHESTER, DT1 2LT - WD/D/16/002004**  
Erection of a two-storey rear extension, front single-storey porch and conversion of a side hipper roof to a gable construction  
Recommend refusal. This proposal, by reason of its mass, scale, and bulk, would be out of scale and proportion with the existing property, appearing unduly dominant and prominent when viewed from the rear and would represent overdevelopment of the site.. Furthermore, having regard to the height, mass and scale, the proposed extension would be unduly prominent, overbearing and dominant when viewed from the rear of neighbouring properties. The resultant overshadowing and oppressive impact of the extension would thus be detrimental to the residential amenities of both neighbouring occupiers and, therefore, this proposal is considered to be detrimental to the residential amenity of the area. As such the proposal is considered to be contrary to policies ENV12 and ENV16 of the West Dorset, Weymouth and Portland Local Plan and Sections 7 and 12 of the National Planning Policy Framework.
18. **16 NORTH SQUARE, DORCHESTER, DT1 1HY - WD/D/16/002026 Listed Building Consent**  
Replace/repair sash window & attic dormer casement window. Remove fibre cement tiles to main mansard roof. Install slate tiles to main & mansard roof & repoint chimney stack  
Dorchester Conservation Area and Grade II Listed Building  
No objection

# Dorchester Town Council

## Planning and Environment Committee

7 November 2016

Present: Councillors R. Biggs, T. Harries, J. Hewitt, S. Hosford (Chairman), S. Jones, F. Kent-Ledger, R. Potter and M. Rennie

Apologies: Councillors C. Biggs, A. Canning, T. Jones and D. Taylor

40. **Declaration of Interest**

Councillors Jones and Potter stated that as members of WDDC's Development Control Committee, they would keep an open mind on the planning applications and consider all information available at each stage of the decision process. They would take part in the debate but not vote on planning applications at this meeting.

41. **Dorset Highways Presentation**

Unfortunately, due to the sickness of the Head of Dorset Highways, the presentation was postponed to a future meeting.

42. **Minutes**

The Minutes of the meeting of the Committee held on 3 October 2016 were confirmed and signed by the Chairman as a correct record.

The Chairman reported that Len Heath had resigned from Dorchester Civic Society and therefore would no longer be attending committee meetings as the Society's representative. A letter had been sent to him, on the Committee's behalf, thanking him for all the helpful comments and advice that he had given to the Committee over the years. Members reiterated their thanks and sent him their best wishes.

**Minute 37 – West Dorset, Weymouth & Portland Local Plan: Five Year Housing Land Supply**

The Chairman expressed her concerns about the assessment of the housing land supply and questioned whether the Town Council should be challenging the figures determined by the Inspector at the Local Plan Appeal and making a fuller response to WDDC.

Members agreed with this and gave examples of challenges being put forward by other town councils across the county. It was noted that any challenge would need to be evidence based and of particular interest was how parish plans, which had specified housing need and requirements, had been used in identifying sites for housing in the Local Plan.

There was discussion about the reasons for the housing land supply target not being met, the evidence base of the Appeal Inspector's figures, the role of house sales demand in setting targets, the limited land supply in Dorchester, infrastructure difficulties and boundary issues. Members agreed that while Dorchester would have to accept a share of the District's housing land supply, they considered that it could not and should not take all of the projected targets. WDDC's Corporate Manager Planning would be attending the Committee's next meeting to provide an update on the Local Plan and related issues. Members agreed that their concerns should be flagged up to her in advance of that meeting.

It was also agreed that all Town Councillors should be involved in consideration of these issues and the Town Council needed to position itself to be able to influence the preferred sites of the District's housing land supply.

**Resolved**

- i) That WDDC's Corporate Manager Planning is advised of issues Town Councillors wish to discuss in advance of the Planning and Environment Committee meeting on 5 December 2016.
- ii) That all Town Councillors be invited to attend the presentation by WDDC's Corporate Manager Planning at the Planning and Environment Committee meeting on 5 December 2016.
- iii) That all Town Councillors should have the opportunity to be involved in further discussions about the Town Council's ongoing consideration of the Local Plan as appropriate.

**43. Planning Applications**

The Committee considered the planning applications referred to the Council for comment by West Dorset District Council.

**Resolved**

That West Dorset District Council be notified of the comments agreed on the various planning applications as set out at Appendix 1 to these minutes.

A south ward councillor reported that she and another ward member had requested that planning application WD/D/16/001494 – fascia signage and vinyl entrance signage bearing the Anytime Fitness logo was referred to WDDC's Planning Committee for decision. The Chairman of that Committee had supported the request and officer's consideration was now awaited.

**44. Development of Dorchester's Centre**

Members, who were also District Councillors, gave an update on the progress being made by WDDC with regards to the review of options for the retail development of the Charles Street site and they advised that WDDC had agreed that good public consultation would be needed on any future scheme. Mention was made of the peer review being undertaken for all of the archaeological findings from the site.

There were concerns about the impact that the development of this site might have on other retailers in the town centre and their viability. There was a need for a holistic approach to be taken for the development of the Town Centre and Members considered that a Town Centre Strategy would be a key element of this. Comment was also made that some major retailers were now scaling back on their operations rather than expanding.

The Chairman considered that the Town Council should wait for the outcome of the retail specialist's report before inviting a WDDC officer to advise them on the report's findings and Members agreed with this approach.

The Committee welcomed WDDC's proposal for the development of a Town Centre Strategy and were keen that the Town Council become involved in this.

## **Resolved**

- i) That a WDDC officer be invited to give the Town Council a presentation on the outcome of the retail specialist's report on options for the retail development of the Charles Street site at the appropriate time.
- ii) That WDDC be advised that the Town Council strongly supports the development of a Town Centre Strategy and would welcome the opportunity to be involved in the development and implementation of the Strategy.

### **45. Disabled Parking Spaces in the Town Centre**

The Chairman suggested that it would be useful to have some baseline figures of the number of all (on and off street) the disabled parking spaces available in the Town Centre, to be used for reference purposes both now and in the future.

The Committee agreed that this information should be requested from DCC and WDDC and once received it would be reported back to the Committee.

## **Resolved**

That the Committee Clerk asks DCC and WDDC to provide up to date information on the numbers of all (on and off street) the disabled parking spaces available in the Town Centre plus, if possible, usage data.

### **46. Decisions on Planning Applications**

The Committee noted the decisions made by West Dorset District Council on planning applications, withdrawn applications and others of note.

### **47. Urgent Items**

The Vice Chairman reported that DCC's Audit and Governance Committee were considering a Call to Account over the recent Ironman event and he asked for Members comments. Members said that they had not received any complaints directly and while they were aware that there had been problems and lessons to be learned, they felt that some problems had been exaggerated and the benefits outweighed the negatives.

The Vice Chairman also advised that the Dorchester to Grimstone cycle route was now being improved and extended.

Chairman

## Dorchester Town Council

## Planning applications considered by the Planning and Environment Committee on 7 November 2016

**East Ward (Councillors T Harries/S Jones/F Kent-Ledger)**

1. **16 SYDENHAM WAY, DORCHESTER, DT1 1DN - WD/D/16/002108**  
Erection of two storey side extension & internal remodel No objection

**North Ward (Councillors R Biggs/A Canning/S Hosford/T Loakes/D Taylor)**

2. **1 SOUTH TERRACE, SOUTH STREET, DORCHESTER, DT1 1DE - WD/D/16/002200**  
Install company fascia signage & hanging sign No objection

3. **30 TRINITY STREET, DORCHESTER, DT1 1TT - WD/D/16/001383**  
Installation of new shopfront including canopy No objection

4. **6 NORTH SQUARE, DORCHESTER, DT1 1HY - WD/D/16/002295**  
Form three new window openings in East Facing Boundary Wall No objection

5. **STRATTON HOUSE, 58-60 HIGH WEST STREET, DORCHESTER, DT1 1UT - WD/D/16/002151**  
Create a new opening into an existing wall to create a door giving access to a bathroom in Unit 16 No objection

**South Ward (Councillors C Biggs/R Potter/M Rennie)**

6. **93 SOUTH COURT AVENUE, DORCHESTER, DT1 2DA - WD/D/16/002122**  
New pitched roof to front elevation & conversion of this roof space to form master bedroom with en-suite. Remove existing flat roof to garage & form new pitched roof over existing garage & new porch. Rear flat roof extension forming living area. No objection

7. **7 COPPER STREET, DORCHESTER, DT1 1GH - WD/D/16/002095**  
Main Fascia sign and projecting bus stop signs on a retail premises No objection

**West Ward (Councillors J Hewitt/T Jones)**

No applications

Additional Application

8. **UNIT 2, KINGS POINT HOUSE, 5 QUEEN MOTHER SQUARE, POUNDBURY, DORCHESTER, DT1 3BW - WD/D/16/002339**  
Erection of 1no. fascia sign, 1no. hanging sign & steel lettering above the window displaying 'ZeroC Sales Office'. No objection

# Dorchester Town Council

## Management Committee

15 November 2016

**Present:** The Mayor (Councillor T. Harries) and Councillors C. Biggs, G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, R. Potter (Chairman), M. Rennie and K. Rice.

**Apologies:** Councillors A. Canning and D. Taylor.

In attendance

F. McLaren, Friends of the Borough Gardens

**30. Minutes**

The Minutes of the Meeting of the Committee held on 13 September 2016, adopted by Council on 27 September 2016, were taken as read and were confirmed and signed by the Chairman as a correct record.

**31. Management Arrangements**

The Committee considered a report from the Outdoor Services Manager updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee.

In respect of the proposed change of tree species from red oak to Cercidiphyllum (Katsura tree), to replace the decayed Beech at the Princes Street entrance to the Gardens Members felt that the sensory aspect of this tree would be beneficial. Alternative species were discussed including the handkerchief, birch and tricolor beech trees and it was agreed that the Katsura should be planted but that a heritage tree planting scheme be drawn up for future planting seasons.

The Outdoor Services Manager responded to other questions in respect of grass cutting at Salisbury Fields and the football pitches at Weymouth Avenue Recreation Ground.

**Resolved**

- (1) That the Outdoor Services Team update be noted.
- (2) That a Katsura tree be planted in place of the decayed Beech at the Princes Street entrance to the Gardens
- (3) That a heritage tree heritage tree planting scheme be established up for future planting seasons.

**32. Borough Gardens – New Tennis Courts**

Members considered a report by the Deputy Town Clerk which updated them on the progress being made in respect of building a new set of tennis courts on the old bowling green in the Borough Gardens, the corner of which had been identified as Scheduled Ancient Monument.

The Committee noted the good progress that had been made and that the revised timescale for completing the project agreed at the last meeting would be met with the new courts in place during Spring 2017.

Whilst discussing this matter it was reported that tennis fob holders were occasionally booking tennis courts and not turning up to play or cancelling their bookings. It was agreed that tennis fob holders should be contacted asking that they cancel their bookings should they change their minds about playing.

**Resolved**

That the progress report be noted.

**33. Borough Gardens – Alternative Public Access**

Members considered a report by the Outdoor Services Manager which proposed opening up a new pedestrian access to the Gardens next to the Borough Gardens House along Bowling Alley Walk. The existing entry in that area involved pedestrians walking through a working area and an area with vehicle and machinery movements which is a breach of health and safety safe working practice and increased the opportunity of theft from the Gardens stores.

The Committee supported the proposal and requested that some form of lighting be available for those users accessing or exiting the Borough Gardens House through the new entrance when it was dark.

**Resolved**

That the proposal for a new pedestrian entrance to the Gardens via Bowling Alley Walk be approved.

**34. Dorchester Cricket Club**

The Committee considered a report by the Deputy Town Clerk updating it on the progress made by Dorchester Cricket Club to move towards it self managing the recreation Ground site independent of the Council. The report also informed Members that a notice had been received that Weymouth Avenue Pavilion was to be rated for Business Rates. The draft assessment would create a liability of £11,500 per year as from 1 April 2015. Officers were presently evaluating how this assessment might be challenged but it was unlikely that it would reduce below £7,000 per year. Officers were also evaluating the impact of the Pavilion being occupied by a Community Sports Club, such as the Cricket Club, as this could result in the liability being reduced by 80% or even 100%.

**Resolved**

(1) That the good progress made by Dorchester Cricket Club over the past year be noted.

(2) That the additional business rate liability of the Pavilion to the Council on its present occupation model be noted.

(3) That Officers be instructed to continue to work with the Cricket Club with a view to the Club taking on the management of the Pavilion at the earliest opportunity. The Committee to receive regular reports on progress and approve any agreement prior to occupation.

**35. Syward Close Play Area**

Members considered a report by the Deputy Town Clerk on proposed play equipment for younger children at Syward Close play area. The Committee had previously agreed that some play equipment should be purchased and it was proposed to purchase a multi play piece of equipment

and springies at a cost of approximately £8,000. The project to be funded from the play area reserve which held sufficient funds.

It was reported that there had been some concerns regarding medical issues associated with rubber crumb safety surfacing.

#### **Resolved**

- (1) That the play equipment identified in the report be purchased for Syward Close play area at a cost of approximately £8,000.
- (2) That a report be prepared for a future meeting of the Committee in respect of the reported medical concerns associated with rubber crumb safety surfacing.

#### **36. Summer Events Programme 2016 - Feedback**

The Committee considered a report by the Deputy Town Clerk which provided feedback on the events held in the Borough Gardens and Maumbury Rings over the summer.

Members were pleased with the variety of the events and the level of attendances.

With regard to Maumbury Rings August Bank Holiday Members felt that it would be good to have an event on the Friday evening. It was confirmed that Officers were already working with Dorchester Arts with the aim of having some other event on the Friday evening. It was reported that the Love Parade timings needed improving with some additional co-ordination.

#### **Recommended**

- (1) That the 2016 summer events feedback be noted.
- (2) That the Maumbury Rings Festival be held again over the 2017 August Bank Holiday.

#### **37. Allotment Charges 2017**

The Committee considered a report by the Deputy Town Clerk which set out the cost of the various elements of the allotments service. The cost of providing water and green waste removal received the largest subsidy. The report proposed that the green waste removal be discontinued, that the water fee element of the allotment charge be increased and that the allotment rental element of the charge remain unchanged. It was also proposed that composting bins be purchased for those that presently did not compost and a sum of £3,000 to be included as a 2017-18 special item to cover this cost.

Members also considered a representation from an allotment holder who was to be charged double fees as he no longer lived in Dorchester – notice had been given of this increase last year.

The Committee noted that discussions were ongoing with both Transition Town Dorchester and The Duchy of Cornwall regarding infrastructure on the Lubbecke Way site.

Members also discussed the issue of whether allotmenters should be allowed two plots and it was agreed that this issue should be discussed further at a future meeting. In the meantime additional plots should continue not be offered to existing allotmenters whilst there were residents on the waiting list.

**Resolved**

- (1) That the removal of green waste service and fee is ceased as from 31 December 2016.
- (2) That the water fee is increase to £4.50 per half plot and £6.50 per full plot as from 1 January 2017.
- (3) That there is no increase in the rent for allotment plots or the administration charge in 2017, the fees will therefore be:-

Rent - Full plot on any site	£34.00
Rent - Half plot on any site	£18.00
Water Charge – Full plot	£6.50
Water Charge – Half plot (excludes Frome Terrace – no water)	£4.50
Administration Fee for new tenants	£50.00

- (4) That the practice of charging double fees for non-Dorchester residents continues.
- (5) That the removal of the green waste service is replaced by a one off investment in 2017-18 of £3,000 in composting bins.

**38. Central Dorchester Scout Group**

The Committee considered a grant application from the Central Dorchester Scout Group requesting that the Council consider offering a grant towards the cost of replacing the old and inefficient heating and lighting systems at the scout hall based at Sawmills.

**Resolved**

That a grant of £350 be offered to the Central Dorchester Scout Group.  
(Councillor M. Rennie declared a personal interest in respect of the above discussion.)

**39. Town Crier Competition**

The Committee considered a grant application from the Town Crier for a contribution towards the Town Crying competition which was held in Dorchester as a result of Dorchester's Town Crier winning the competition last year.

Members noted that if all of the grants that had been applied for were successful then the majority of the expenses would be covered. It was felt that now the event had occurred the application could be considered at the next meeting following receipt of an income and expenses statement.

**Resolved**

That the request for a grant from the Town Crier be considered again at the next meeting following receipt of an income and expenses statement.

**40. Cemetery Matters**

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

The Committee had before it a report with details of the Grants of Exclusive Right of Burial for grave spaces and the number of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery, since the last meeting of the Committee.

**Resolved**

That the report on the Grants of Exclusive Right of Burial and Interments and Burial of Ashes since the last meeting of the Committee be noted.

(b) **Headstones and Inscriptions**

The Committee received and noted applications for the design of headstones and inscriptions.

**Resolved**

That the action of the Town Clerk in approving designs numbered 4194 to 4202 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

(c) **Improvements to Cemeteries**

The Committee had before it a report by the Outdoor Services Manager on works being undertaken at Poundbury and Fordington Cemeteries so as to improve their look and functionality. Members particular attention was drawn to the tree work and septic tank work to be undertaken at Poundbury Cemetery. It was also noted that the supporting wall of Fordington Cemetery was in need of some maintenance which would be undertaken when the area below was being developed.

**Resolved**

That the report be noted.

41. **Buildings Monitoring Report**

The Committee received the monitoring reports for the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House.

In response to a question the Deputy Town Clerk explained the maintenance regime of the town's war memorial at the bottom of South Street. He also reported on all of the positive comments received in respect of the Remembrance Day Service. Members felt the arrangements for Remembrance Day worked very well this year and wished to thank all of those involved.

**Resolved**

That the Buildings Monitoring Report be noted.

42. **Dorchester Arts**

The Committee received and noted the minutes of the Dorchester Arts Board Meeting held on 12 September 2016.

It was reported that Dorchester Arts relationship with the Council was working well and that there was good progress being made with moving towards the Maltings. It was noted that Dorchester Arts was organising a tour to the Maltings and it was requested that Town Councillors might also be invited. It was felt that the Council should start considering future uses of the Corn Exchange building in anticipation of Dorchester Arts moving to their new home.

Chairman

# Dorchester Town Council

## Policy Committee

22 November 2016

**Present:** Mayor T. Harries and Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, S. Hosford, G. Jones (Chairman), T. Jones and P. Stein.

**Also present:** Councillors G. Duke and J. Hewitt.

**Declarations of Interest:** Cllr R. Biggs declared an interest in item 15 as a trustee of Dorchester Youth and Community Centre. Cllr T. Jones declared an interest in item 15 as the owner of a property adjacent to a planned housing development mentioned in the report.

13. **Minutes**

The Minutes of the Committee of 20 September 2016, adopted by Council on 27 September 2016, were taken as read and confirmed and signed by the Chairman as a correct record.

14. **Financial Report 2016-17**

The Town Clerk provided an update covering the Council's Month 7 spend in relation to the budget, changes to the rate of interest on the Council's bank account, the current debt and payments position and recent audit reports. He also explained the potential implications of the April 2017 Business Rate revaluation.

**Recommended to Council**

That the Annual Return for 2015-16, including the certificate of BDO, is approved

**Resolved**

- a) That a Money Market Fund account is opened to manage short term deposits
- b) That the Payments list totalling £468,250.06 is approved
- c) That the Internal Audit report and the Town Council's response is noted

15. **Corporate Plan – Six Monthly Review of progress against strategic and operational milestones**

The Committee received a report covering progress on Corporate Plan milestones. In noting progress a member invited the Town Clerk to implement a simple form of performance management indicators for the Summary Milestones report.

Members noted the need for discussions with the Heritage Lottery Fund regarding a strategy to support the development of Heritage Tourism in the town.

Members discussed the delays in finalising the consultant's report in relation to the development of the Traffic and Parking Strategy by Dorset County Council and West Dorset District Council, noting that the number of complaints received from residents due to parking problems continued to grow, without a clear plan to deal with them.

The Committee considered options for the use of £70,000 budget for paving in South Street, and also the budget savings that would arise as a result of the transfer of responsibility for cleaning and maintaining The Walks.

### **Resolved**

That the items described as Remedial works and Focal Point works are included in the programme of works to commence from April 2017, the detail to be developed with DCC's Highways Team.

### **Recommended to Council**

That up to £60,000 of savings arising from transferred responsibilities associated with maintaining and cleaning The Walks are used to improve the public realm on The Walks and in South Street, with an audit of public realm that requires improvement to be submitted to a future meeting.

The Committee discussed the positive progress being made on the allocation of section 106 Recreational monies and asked the Town Clerk to ensure that the Council is updated on the key issues in time to respond to consultation from the District Council in Spring 2017.

The Town Clerk explained the latest position regarding the commissioning of the architectural survey and other surveys for The Maltings Project. A member asked that further details regarding Maltings Arts be made available.

### **Resolved**

That, subject to the Town Clerk, in consultation with the Deputy Chairman, undertaking a review of the process that led to the selection of the team commissioned to carry out the Architectural Feasibility Study, Dorchester Town Council engages the Architect and sub-contractors to carry out the works

The Committee noted the discussions taking place between Town Councils and West Dorset District Council regarding the review of Local Government in Dorset, and confirmed that the Vice Chairman would represent the Council in preliminary discussions.

## **16. National Park for Dorchester**

The Town Clerk explained the background to the proposal to create a National Park for Dorset and East Devon and the request that the Town Council considers whether it wishes to propose that the town be included within the National Park boundary.

The Committee received representations from two members of the team promoting the National Park and then debated the merits and disadvantages of the proposal, both for Dorset and for Dorchester.

### **Recommended to Council**

That the Town Council does not wish to advocate that Dorchester should be included within the National Park boundary at this time, but that the progress of the proposal should be monitored

17. **Risk Register**

The Town Clerk introduced a report regarding the annual review of the Council's Risk Register. At the Committee's request amendments were made to the process of Risk Planning and the scoring of Unexpected events of large magnitude and consequence.

Recognising the emerging risk of the reshaping of Local Government in Dorset the Committee invited the Town Clerk to prepare a briefing on the issues involved, to allow them to develop a strategy to respond to those risks.

**Recommended to Council**

- i) That the assessed high level strategic and operational risks, as amended, be noted and approved
- ii) That the strategic, operational and opportunity risk registers, as a whole, be approved.

18. **Public Bodies (Admission to Meetings) Act 1960**

**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 matters, the public and press representatives be excluded from this meeting during their discussion.

19. **Staff Pay and Work Practices**

The Committee considered a report by the Town Clerk, which covered the background to current pay and grading practices, including the Living Wage. The report also identified a review by the Outdoor Services Manager to evaluate the effectiveness and value for money of some current operational processes, and the potential to develop a role that allowed outdoor staff to demonstrate a higher degree of responsibility.

**Resolved**

That the Town Clerk, with the Deputy Town Clerk and Outdoor Services Manager, undertakes a review of existing pay, grading and work practices and makes recommendations to the next meeting of the Committee.

Chairman