



Dorchester Town Council

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You are summoned to a **Meeting** of the **Dorchester Town Council** to be held on Zoom Video conferencing <https://us02web.zoom.us/j/84304248592> on **Monday 25 January 2021** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes** (Page 3)

To confirm the Minutes of the meeting of Council held on 23 November 2020.

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

a) To consider the following motion, proposed by Councillor Alistair Chisholm

“That Dorchester Town Council become the body which authorises banners in South Street in Dorchester.”

b) To consider the following motion, proposed by Councillor Alistair Chisholm

“That Dorchester Town Council expresses its support for local Showmen families that are experiencing difficulties in securing utilities to their site The Thorns”, situated at the junction of Slyers Lane and Cokers Frome Road on the edge of the town”

c) To receive communications from the Mayor

d) To consider a verbal update from the Town Clerk regarding the holding of the Annual Town Meeting, currently tentatively scheduled for 29 March 2021

3. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	7 December 2020	Page 7
Planning & Environment Committee	4 January 2021	Page 13
Management Committee	11 January 2021	Page 17
Policy Committee	18 January 2021	Page 22

To note the Minutes of the following Joint Committee

Dorchester Heritage Joint Committee	19 January 2021	To follow
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4. **Dorset Council Matters**

To receive updates from Dorchester Ward Members of the Dorset Council

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

Adrian Stuart Town Clerk

20 January 2021

Public Questions will be taken on the conclusion of the Council Meeting. If you wish to participate please contact the Town Clerk in advance of the meeting (see the note on the next page).

Public Speaking during the formal part of the Council Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak on a specific item please contact the clerk a.stuart@dorchester-tc.gov.uk by 9.00am on the morning of the meeting so that arrangements can be made.

We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Public Questions after the Council Meeting

If you have a question you wish to ask of the Council please contact the clerk a.stuart@dorchester-tc.gov.uk by 9.00am on the morning of the meeting. He will arrange for the question to be put to Council and for a response to be provided.

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 meeting unless a dispensation is granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Dorchester Town Council

Meeting of the Dorchester Town Council

23 November 2020

The meeting was conducted using Zoom videoconferencing.

Present: Mayor R. Biggs and Councillors, B. Armstrong-Marshall, S. Biles, A. Canning, A. Chisholm, L. Fry, J. Hewitt, F. Hogwood, S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie and R. Ricardo.

Apologies: Councillors T. Harries and D. Taylor.

25. **Minutes**

The minutes of the meeting of Council held on 28 September 2020 were confirmed and will be signed by the Mayor as a correct record at the next opportunity.

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

Councillor Chisholm proposed a motion, which was seconded,

“That Dorchester Town Council, as a levy payer itself, calls on the Dorchester Business Improvement District (DBID) to arrange an independent review and evaluation of its governance, impact and engagement with both its levy payers and the wider community.”

Members recognised that the timing of any review process should take account of the needs of business in the current post-Covid environment, as well as the need for it to be a constructive process, were both essential to its success. The Chairman of Policy Committee offered discussion at a future meeting. In recognising this offer, on being put to the vote, the motion was lost.

The Mayor thanked those involved in the Remembrance Day service, and reported his attendance at the Tirah Memorial service and several online AGMs. He also noted the successful implementation of the Weymouth Avenue Recreation Ground Source Heat project.

27. **Planning and Environment Committee – 5 October 2020**

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 October 2020 be adopted.

28. **Planning and Environment Committee – 2 November 2020**

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

A Member asked a question regarding the condition of the Judge Jeffreys building.

Resolved

- a) That the condition of the Judge Jeffreys building be noted
- b) That the minutes of the meeting of the Planning and Environment Committee held on 2 November 2020 be adopted.

29. **Management Committee – 9 November 2020**

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

A Member asked a question regarding the names of the Thomas Hardy roses to be used in the new rose garden.

Resolved

That the minutes of the meeting of the Management Committee held on 9 November 2020 be adopted.

30. **Policy Committee – 16 November 2020**

It was proposed and seconded that the minutes of the meeting be adopted, with eight recommendations for Council decision.

Resolved

- a) That the certified Annual Governance and Accountability Return for the year ended 31 March 2020 is approved and accepted

The Town Clerk provided further information regarding the tender process for works at the Municipal Buildings as well as providing written answers to questions received from residents regarding the tender process, the grant system that supported the biomass element of the works, the relative merit of biomass as a green heating system and the heat inefficiency of the building.

Members raised questions regarding the impact of delaying a decision to implement the planned extension works on plans to work more closely with Dorchester Arts; the alternatives to biomass; the capacity to supply heat to partner buildings; the risk of pollutants resulting from biomass, and the ability to limit heating to the offices part of the building only.

Resolved

- b) That with regard to roof repairs at the Municipal Buildings
 - i) The main contract for roof repairs is awarded to A Hammond & Sons Ltd of Sturminster Newton
 - ii) The sub-contract for scaffolding is awarded to SWS Ltd
- c) With regard to the Municipal Buildings extension, subject to the Council achieving planning permission, a grant from Low Carbon Dorset and likely receipt of Renewable Heat Incentive, the Council proceeds with a scheme to create a two storey extension to accommodate a biomass heating system and offices, along with internal remodelling works
 - i) The main contract for construction is awarded to A Hammond & Sons Ltd of Sturminster Newton
 - ii) The appointment of the installer of the Biomass Heating system is delegated to the Town Clerk, in consultation with the Chairman of Policy Committee and after discussions with the Council's Mechanical & Electrical advisors and main contractor
- d) The future disposal of 19 North Square is confirmed; that the Town Clerk seek opportunities to work with partners to develop the building as affordable housing; and that should a suitable scheme not be identified within a maximum of 12 months the property be disposed of on the open market

- e) The Draft Heads of Terms of the agreement with Dorchester Arts be agreed (Appendix 1)
- f) To enable continuity, the current Dorchester Arts Task Group members remain in place for the remainder of the implementation period and for the first year of monitoring of the agreement

Council considered recommendations regarding the future of tourism services in the town. A Member raised concerns regarding the impact of the loss of the Dorchester TIC on the wider area outside Dorchester.

Resolved

- g) That, with regard to Tourism Services in Dorchester
 - i) The Town Clerk, in consultation with the Chairman of the Committee, write to Dorset Council acknowledging the likely loss of the Dorchester TIC, but seeking financial support for a transition to a new model of tourism information delivery to be co-ordinated by the Town Council
 - ii) That the Town Clerk prepare a report identifying costed options for future delivery of local tourism information services within the town, including the co-ordinator/partnership approach advocated by the Tourism Strategy developed by the Dorchester Heritage Joint Committee

Council considered recommendations from the Policy Committee regarding its risk management processes.

Resolved

- h) That, with regard to the Council's Strategic and Operational Risk Registers
 - i) That the assessed high level strategic and operational risks be approved
 - ii) That an additional risk related to the reputational damage that the Council would suffer should it not play its part in a co-ordinated response to the longer term impact of the Covid 19 lockdown be added to the register
 - iii) That the Strategic and Operational Risk Registers, as a whole, be approved
- i) That the minutes of the meeting of the Policy Committee held on 16 November 2020 be adopted

31. Update from Dorchester Ward Members of the Dorset Council

Councillor S. Jones identified the adoption by Dorset Council of a new Children, Young People and Families Plan, which would be focused on a return to a local provision of services.

Councillor Rennie identified that a meeting of the Markets Joint Panel would take place in December and that informal discussion with Dorset Council regarding the future of markets had been constructive. She also announced that free parking would be offered on the three Saturdays in December before Christmas.

Councillor Canning highlighted that the Scrutiny Committee would consider proposals for extending car park charging hours to include evening and Sunday charging, prior to its consideration by the Dorset Council cabinet in December. He also noted that Members had received a presentation regarding the Dorset Local Plan, which required the delivery of 34,000 houses across the county.

Councillor Fry identified that the Local Plan would be considered by Cabinet in early December and that consultation on the Plan would take place from January – March 2021.

Councillor Biggs encouraged Members to use online processes to log incidences of fly tipping and general waste issues, noting also that the Street Cleaning service has now moved to being a reactive rather than planned service. He also identified that works were being undertaken on Poundbury to bring roads up to the standard where they could be adopted as highways. A Member asked a question regarding shelters on Poundbury that were currently fenced off.

32. **Absence form Council**

Council considered the six month attendance rule and a request to waive the requirement for Councillor Harries to attend Council due to ill health.

Resolved

That the Council approves Councillor Harries non-attendance at meetings of the Council due to ill health for the period up to the next Annual Meeting of Council on 25 May 2021, at which point a review of the waiver should take place.

The Mayor agreed to write to Councillor Harries passing on the Council's best wishes.

Mayor

Council rose at 8.25pm.

Dorchester Town Council

Minutes of the Planning and Environment Committee held via the Zoom Video Conferencing Platform

7 December 2020

Present: The Mayor, Councillor R Biggs, and Councillors L. Fry, J. Hewitt, S. Hosford, E.S. Jones, G. Jones, , R. Major, R. Potter (Chairman), M.E. Rennie and R. Ricardo.

Apologies: Councillors A. Canning, F. Kent-Ledger and T Harries.

Also in attendance: Councillors S. Biles, F. Hogwood and D Leaper.

49. Declarations of Interest

Councillor L. Fry stated that as a member of Dorset Council's Area Planning 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 but not vote on planning applications at this meeting.

Councillors R. Biggs, J. Hewitt, S. Hosford and M.E Rennie as trustees of Dorchester Alms Houses declared an interest in application WD/D/20/002176 9 WHETSTONES, WEST WALKS, DORCHESTER, DT1 1AW and did not vote on this application.

Councillors R. Biggs, Councillors L. Fry, E.S. Jones and M.E. Rennie as Dorset Council Councillors declared an interest in application WD/D/20/002457 COUNTY HALL, COLLITON PARK, DORCHESTER, DT1 1XJ and did not vote on this application.

50. Minutes

The minutes of the meeting of the Committee held on 2 November 2020 were confirmed and approved to be signed by the Chairman.

51. Dorset Council Local Plan Consultation

The Committee noted the Dorset Council's Local Plan Options Consultation document that set out proposals for the policy framework of the new plan as well as a full range of potential development sites in order to meet the needs for housing, employment and other uses over the period from 2021 to 2038.

The Committee noted that a public consultation would take place for eight weeks, starting in mid-January 2021.

The Committee considered a report from the Town Clerk and approved the recommendations.

The Committee expressed concerns about the Dorset Council's approach due to the Covid 19 Pandemic to consult with the public. The Committee

requested that information about the consultation be included in a Dorchester Town Council newsletter to be distributed to every household in Dorchester to encourage members of the public to engage with the consultation.

The Committee requested that the Dorset Council be asked to appoint an independent body to assess the responses to the consultation.

A Councillor made a request to the members of public in attendance to take part in the consultation and inform others of the consultation.

Resolved

- I. The Council restates its fundamental opposition to Policy DOR13 and engages professional advice to help develop the Council's previous objection to WDDC DOR15.
- II. That a more detailed report is provided to a future meeting covering all other aspects of the Local Plan consultation.
- III. That the Dorset Council be asked to appoint an independent body to assess the responses to the consultation.

52. Change of Use, Retail to Residential

The Committee received a presentation from Peter W Noble MBE regarding the possible change of use of retail outlets within the Town Centre to residential use. Peter Noble MBE informed the Committee that he had a further report

The Committee requested that Peter Noble MBE circulate a report that he had completed on the proposal to the Committee.

Resolved

- I. That the report composed by Peter Noble MBE be circulated to all members of the Committee.

53. Dorset Council Climate and Ecological Emergency strategy Consultation

The Committee noted the Dorset Council's Climate and Ecological Emergency strategy Consultation which required a response by 20 January 2021.

The Committee agreed to appoint a sub committee consisting of the Chairman and Councillors J Hewitt and F Hogwood to make a suggested response to be brought before the January 2021 Planning and Environment Committee meeting.

Resolved

- I. That a sub committee consisting of the Chairman and Councillors J Hewitt and F Hogwood to make a suggested response to be brought

before the January 2021 Planning and Environment Committee meeting be appointed.

54. Planning Applications for Comment

The Committee considered the planning applications referred to the Council for comment by Dorset Council (Appendix 1).

55. Minute Update Report

The Committee noted the Minute Update Report.

1. Minute 37, 2 (5 October 2020) Planning Issues to Note

The Committee heard that Highways England had carried out a study of the drainage problems on the A35 and had identified a single scheme to improve the long-term drainage and reduce the occurrence of flooding incidents. The Committee heard that works would commence in 2022.

The Committee heard that Highways England were exploring potential short-term options to reduce the scale of the current flooding which would include carrying out significant silt-clearing works on the drains on the Dorchester by-pass to help the outdated drainage deal with any heavy rain fall over the winter period which would commence in December 2020.

56. Planning Issues to Note

The Committee noted the Planning Issues reported.

Dorchester Town Council

Planning and Environment Committee 7 December 2020

East Ward (Councillors T. Harries, S. Jones, F. Kent-Ledger and R. Major)

E1. [WD/D/20/002321 6 ST GEORGES CLOSE, DORCHESTER, DT1 1PG](#)

Erection of Flat roofed extensions , internal and external remodel.

No objection in principle.

The Committee supported the comments of the Tree Officer and requested that an arboricultural impact assessment in relation to the trees in the nearby footpath and the proposed development be carried out taking into consideration the full constraints posed by the trees.

E2. [WD/D/20/002287 33 EDDISON AVENUE, DORCHESTER, DT1 1NX](#)

A single storey pitched roof rear extension.

Objection.

The Committee were concerned that the extension would impact negatively on the daylight enjoyed by the habitable room windows of the neighbouring properties, contravening ENV16 of the adopted local plan and requested that sunlight tests be completed to find if the proposed extension would adversely affect the amount of sunlight into neighbouring gardens in accordance to the Building Research Establishment's Best Practice Guidelines.

North Ward (Councillor A. Canning)

N1. [WD/D/20/002176 9 WHETSTONES, WEST WALKS, DORCHESTER, DT1 1AW](#)

Remove window and brickwork below and fit upvc door including alterations to external paving.

No objection.

N2. [WD/D/20/002457 COUNTY HALL, COLLITON PARK, DORCHESTER, DT1 1XJ](#)

Various Flags at certain times of the year to be flown on 3 existing flag poles (6m x2 and 7.5m) on the roof of County Hall. This is an ongoing activity, there is no end date as such.

No objection.

N3. [WD/D/20/002488 24 HIGH EAST STREET, DORCHESTER, DT1 1EZ – Variation of condition](#)

Proposed Conversion of 9 No Dwellings and Alterations – Variation of Condition 12 of planning approval WD/D/19/002927 – Alteration to wording of condition to read: Prior to commencement of any roof works, samples of the proposed roofing slate to be submitted to and approved in writing by the Local Planning Authority. The developer shall thereafter ensure that the approved roofing slates shall be fitted with nails and not hooks.

No objection.

- N4.** [WD/D/20/002788 24 HIGH EAST STREET, DORCHESTER, DT1 1EZ – Variation of condition](#)
 Proposed Conversion of 9 No Dwellings and Alterations – Variation of Condition 10 of planning approval WD/D/19/002928 – Alteration to wording of condition to read: Prior to commencement of any roof works, samples of the proposed roofing slate to be submitted to and approved in writing by the Local Planning Authority. The developer shall thereafter ensure that the approved roofing slates shall be fitted with nails and not hooks.
- No objection.
- N5.** [WD/D/20/001963 5A WEST WALKS, DORCHESTER, DT1 1RE Listed Building Consent](#)
 Replace existing aluminium sash windows with UPVC sash windows.
- Objection.
- Due to the property’s positioning within the Conservation Area and its listing, the Committee were concerned that the proposal to replace the existing windows with UPVC windows would harm the building’s historical character.
- The Committee supported the comments of the Conservation & Design Officer.
- N6.** [WD/D/19/002470 37 - 38 HIGH WEST STREET, DORCHESTER, DT1 1UP \(Amended Scheme\)](#)
 Demolition of existing buildings and erect 1.no A1 retail unit and 9.no dwellings (Amended Scheme).
- No objection although the Committee were disappointed that the amended scheme could potentially reduce any opportunities for affordable housing.
- N7.** [WD/D/20/002554 THE QUARTERMASTER STORES, BARRACK ROAD, DORCHESTER](#)
 Erection of Extensions and External Alterations – (Variation of Condition 1 of planning approval WD/D/17/002554): Amended plans.
- No objection.
- West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)**
- W1** [WD/D/20/002361 2 BARROW CLOSE, DORCHESTER, DT1 2HG](#)
 Demolish existing conservatory and replace with single storey rear extension.
- No objection.
- W2** [WD/D/20/002410 47 ALEXANDRA ROAD, DORCHESTER, DT1 2LZ](#)
 Erection of Flat roof rear extension and internal alterations.
- No objection.

South Ward (Councillors G. Jones, R. Potter and M. Rennie)

S1. [WD/D/20/002427 ST OSMUNDS CHURCH OF ENGLAND MIDDLE SCHOOL, BARNES WAY, DORCHESTER, DT1 2DZ](#)

Replace existing boundary in wire with associated access gates and widening of footpaths.

Objection.

The Committee recognised the School's need for fencing but felt that the proposed fencing was too high and would be visually too dominant. The Committee felt that it would have a negative impact on the adjacent properties (in particular in Standfast Walk) (Contravening ENV 16). and would not successfully integrate with the character of the site and its surrounding area, contravening ENV 10 of the adopted local plan.

The Committee requested that hedgehog holes be incorporated in the design of any fencing erected.

S2. [WD/D/20/002346 68 MELLSTOCK AVENUE, DORCHESTER, DT1 2BQ](#)

Erection of Rear, first floor flat roof extension.

No objection.

Poundbury Ward (Councillors R. Biggs and S. Hosford)

P1. [WD/D/20/002292 UNIT 3, PARKWAY FARM BUSINESS PARK, MIDDLE FARM WAY, POUNDBURY, DORCHESTER, DT1 3AR](#)

Change of use from B2 (industrial) to B2 (Industrial) ,B8 (storage and distribution) and E (shop). External works to building, add 113.5sm to first floor.

No objection.

P2. [WD/D/20/002292 UNIT 3, PARKWAY FARM BUSINESS PARK, MIDDLE FARM WAY, POUNDBURY, DORCHESTER, DT1 3AR – Amended Plan / Description](#)

Change of use from B2 (industrial) to B2 (Industrial) ,B8 (storage and distribution) and E (shop). External works to building, add 113.5sm to first floor.

No objection.

P3. [WD/D/20/002108 UNIT 1 AND UNIT 2 , PARKWAY FARM BUSINESS PARK, MIDDLE FARM WAY, POUNDBURY, DORCHESTER, DT1 3AR - Amended Plan/ Description](#)

Change of use of building 1 from D1 (non-residential institutions) to E (Commercial, Business and Service),B2 (General Industrial) and B8 (Storage or distribution) and change of use of building 2 from B2 (General Industrial) to E (Commercial, Business and Service),B2 (General Industrial) and B8 (Storage or distribution).

No objection.

Dorchester Town Council

Minutes of the Planning and Environment Committee held via the Zoom Video Conferencing Platform

4 January 2021

Present: The Mayor, Councillor R Biggs, and Councillors A. Canning, L. Fry, S. Hosford, E.S. Jones, G. Jones, F. Kent-Ledger, R. Major, R. Potter (Chairman), M.E. Rennie and R. Ricardo.

Apologies: Councillors, J. Hewitt and T Harries.

Also in attendance: Councillors S. Biles, F. Hogwood and D Leaper.

57. **Declarations of Interest**

Councillor L. Fry stated that as a member of Dorset Council's Area Planning 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 but not vote on planning applications at this meeting.

58. **Minutes**

The minutes of the meeting of the Committee held on 7 December 2020 were confirmed and approved to be signed by the Chairman.

59. **Dorset Council Local Plan Consultation**

The Committee considered the Local Plan Consultation document produced by the Town Clerk and a summary of the Local Plan policies and questions.

The Committee were concerned that the proposed local plan was not reactive enough to situations such as the Covid 19 pandemic and the new local plan would need to offer flexibility to adapt to similar situations.

The Committee heard that it had not been officially announced by the Dorset Council as to when the consultation would go live.

The Committee approved the recommendation that a DOR13 Liaison Group, consisting of the Chairs of the Planning and Environment and Policy Committees, supported by the Town Clerk and Planning & Environment Clerk, work with DPC Ltd to develop the Council's response to a stage to be considered by the Committee and subsequently Full Council during the March cycle.

The Committee were invited by the Chairman to send their individual responses to the questions as posed by the Dorset Council to the Chairman and Committee Clerk by 20 January 2021 to be collated and presented at the meeting of the Planning and Environment Committee to be held on 1 February 2021.

The Committee recognised the need to appoint a new Vice Chairman of the Planning and Environment Committee due to the approved non attendance of the existing Vice Chairman. It was agreed that a new Vice Chairman would be appointed.

Resolved

- I. That a DOR13 Liaison Group, consisting of the Chairs of the Planning and Environment and Policy Committees, supported by the Town Clerk and Planning & Environment Clerk, work with DPC Ltd to develop the Council's response to a stage to be considered by the Committee and subsequently Full Council during the March cycle.
- II. That a new Vice Chairman of the Planning and Environment Committee be appointed.

60. Dorset Council Climate and Ecological Emergency Strategy Consultation

The Committee considered the proposed response to the Dorset Council's Climate and Ecological Emergency strategy Consultation.

The Committee were concerned that the questionnaire only allowed opportunity for a limited response, and requested that a covering letter with further detail to the responses be submitted to the Dorset Council.

The Committee authorised the Clerk to the Committee to respond to the consultation subject to amendments and with the submission of a covering letter.

Resolved

- II. That the Clerk to the Committee respond to the consultation with a covering letter.

61. The Ramblers' Charter for Walking Neighbourhoods

The Committee considered the Ramblers' Charter for Walking Neighbourhoods. The Committee felt that Dorchester already met much of the criteria required and felt that it would be beneficial for the Town to sign up to the Charter.

The Committee felt that the Charter would be beneficial to the Town as it would encourage organisations to work together to achieve the goals of the Charter.

A Councillor suggested that a representative of the Dorset Council be invited to attend a future meeting to discuss the Walking Audit that was being completed by the Dorset Council.

Resolved

- I. That Dorchester Town Council sign up to the Ramblers' Charter for Walking Neighbourhoods.

- II. That an Officer from the Dorset Council be invited to a future meeting to discuss the Dorset Council's Walking Audit.

62. Planning Applications for Comment

The Committee considered the planning applications referred to the Council for comment by Dorset Council (Appendix 1).

A member of the public addressed the Committee regarding applications WD/D/20/002452 and WD/D/20/002452 54 HIGH WEST STREET, DORCHESTER, DT1 1UT. The member of the public was concerned that although it was understandable that an application had been submitted to convert the shop to residential use, it was concerning that the applicant wished to retain the large shop window that would be difficult for future occupants to heat the property in an environmentally efficient and economical way and would be unsympathetic to the existing Street Scene.

The Committee agreed with the concerns that had been raised and anticipated similar applications in the future in light of the declining demand for retail and the Covid 19 pandemic. The Committee requested that the Listed Building Officer from the Dorset Council be invited to attend a future meeting to discuss the Committee's concerns with a view to creating a policy for the change of use of retail premises to residential in the Town Centre to ensure that such conversions are carried out in a way that is sympathetic to the street scene and environmentally friendly and economical for the future occupants.

Resolved

- I. That the Dorset Council's Listed Building Officer be invited to attend a future meeting to discuss creating a policy for the conversion of retail premises to residential premises within the Town Centre.

63. Minute Update Report

There were no Minute Updates to report.

64. Planning Issues to Note

There were no Planning Issues to report.

Dorchester Town Council

Planning and Environment Committee 4 January 2021

East Ward (Councillors T. Harries, S. Jones, F. Kent-Ledger and R. Major)

No applications received.

North Ward (Councillor A. Canning)

N1. [WD/D/20/002452 54 HIGH WEST STREET, DORCHESTER, DT1 1UT](#)

Conversion from shop (Class E) to residential use (Class c3).

In light of the Covid 19 situation and the declining retail demands the Planning and Environment Committee were supportive of the change of use from shop to residential use. However the Committee had grave concerns that the proposed retention of the shop window would make it difficult for the residents to heat the property in an environmentally efficient and economical way. The Committee felt that it would be advantageous for the appearance of the property in the street scene and for the inhabitants if the shop window was replaced with windows that were in keeping with the Georgian façade and similar to nearby properties, particularly as the property is within the Conservation Area.

N2. [WD/D/20/002453 54 HIGH WEST STREET, DORCHESTER, DT1 1UT Listed Building Consent](#)

Change of use from shop (Class E) to residential use (C3).

In light of the Covid 19 situation and the declining retail demands the Planning and Environment Committee were supportive of the change of use from shop to residential use. However the Committee had grave concerns that the proposed retention of the shop window would make it difficult for the residents to heat the property in an environmentally efficient and economical way. The Committee felt that it would be advantageous for the appearance of the property in the street scene and for the inhabitants if the shop window was replaced with windows that were in keeping with the Georgian façade and similar to nearby properties, particularly as the property is within the Conservation Area.

West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)

No applications received.

South Ward (Councillors G. Jones, R. Potter and M. Rennie)

No applications received.

Poundbury Ward (Councillors R. Biggs and S. Hosford)

No applications received.

Dorchester Town Council

Management Committee held via the Zoom Video Conferencing Platform

11 January 2021

Present: The Mayor (Councillor R. Biggs) and Councillors S. Biles, A. Canning, L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie, R. Ricardo and D. Taylor.
In Attendance
Councillors S. Hosford and F. Hogwood.

26. **Minutes**

The Minutes of the Meeting of the Committee held on 9 November 2020, adopted by Council on 23 November 2020, were taken as read and were confirmed and signed by the Chairman as a correct record.

27. **Management Arrangements**

Outdoor Services

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. A Member reported that the parkour equipment had now been removed and requested that the ground should be left as a wildflower area.

Members were pleased to note that Fordington Cemetery had achieved the status of a Site of Nature Conservation Interest from the Dorset Wildlife Trust. The Outdoor Services Manager confirmed that some more permanent signs about the wildflowers and biodiversity would be installed in due course.

In respect of the Borough Gardens carpet bed for 2021 Members felt that it would be appropriate to have a 'thank you' to key and essential workers with the final design to be agreed with the Chairman and Vice-Chairman.

It was reported that there had been incidents of skateboarders using the under cover area of Fairfield short stay car park and the skatepark despite it being fenced and closed. The police had been informed and Members were asked to report any potential breaches of the Covid Regulations direct to the Police.

The Committee was pleased to see the progress with the tree planting at King's Road playing field and noted that this would continue now that the weather had improved.

The Outdoor Services Manager reported that, following an inspection, a further mature tree needed to be felled at Salisbury Fields. Members requested that, if possible, the stump of the tree be turned into a seat as had happened with the recently felled tree at that location.

Covid-19 Restrictions

Members were informed that, in accordance with Government guidance, the skatepark, multi use games areas, outdoor gyms, table tennis table and tennis courts had all been closed. The remainder of the Council's outside services including the Borough Gardens (which included the toilets), open spaces, allotments and cemeteries remained open.

Resolved

- (1) That the Outdoor Services Team update be noted.
- (2) That the Borough Gardens carpet bed be a 'thank you' to key and essential workers with the final design to be agreed with the Chairman and Vice-Chairman of the Committee.

28. **Borough Gardens Rose Garden - Update**

The Committee considered a report from the Outdoor Services Manager updating it on the progress made with the creation of a new rose garden within the Borough Gardens. Members were pleased with the progress made and noted the work that still needed to be undertaken.

Resolved

That the report be noted.

29. **2021-22 Estimates, Special Items and Fees and Charges**

The Committee considered a report by the Town Clerk which incorporated draft Estimates for 2021-22 in respect of Allotments, Cemeteries, Cultural and Twinning, Municipal Buildings and Parks Gardens and Open Spaces. The report also included details regarding Reserves and the main changes which affected the proposed budget. The Chairman of the Policy Committee explained the rationale behind the proposed precept increase and the Deputy Town Clerk responded to Members detailed questions.

Members noted that £19,000 had been provisionally included for Special Items and the report set out proposals in respect of that resource.

The report also set out proposals for Cemetery fees and hire charges for the Borough Gardens House and the Tennis Courts.

Resolved

- (1) That the Policy Committee be informed that the draft Estimates for 2021-22 be approved so far as this Committee is concerned including the Special Items as set out below:-
 - War memorial – remedial works to the weathered faces - £7,000.
 - Pedestrian wayfinding signs amendments - £3,000
 - Play areas – replacement of self-closing gate mechanisms - £3,000
 - Office staff relocation to Municipal Buildings – £6,000
- (2) That the charges for hire of the Borough Gardens House not be increased in 2021-22.

- (3) That, with effect from 1 April 2021, the Tennis Court membership fee be increased to £35 per year with a discount of £10 to those members that live in the town.
- (4) That, with effect from 1 April 2021, the charges in respect of Dorchester, Fordington and Poundbury Cemeteries be as set out in Appendix 1.

30. **Cemetery Matters**

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

The report which detailed 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 had been circulated with the agenda.

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 5165 to 5170 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

31. **Municipal Buildings Monitoring Reports**

The Committee received the Municipal Buildings monitoring report which included a report by the Deputy Town Clerk on the activity of the Town Hall Keepers over the past two months.

It was suggested that consideration be given to cleaning the Council robes as they would not be required and the plastic cover would protect them during the re-roof works.

Resolved

That the Buildings Monitoring Reports be noted.

32. **Municipal Buildings New Lift**

The Committee received a report by the Deputy Town Clerk on the installation of the agreed new lift in the Municipal Buildings. It was noted that the existing lift was to be removed as from the middle of January 2021, followed by works to the lift pit and electrics and then the new lift being installed at the start of March 2021. It was noted that the colour of the lift would be a shade of white but not a brilliant white.

Resolved

That the progress on installing the new lift be welcomed.

33. **Dorchester Ballet Club**

The Committee was informed that the Council, as freeholder of the land, had received formal notification (under the 2015 Town and Country Planning Order) from Dorchester Ballet and Dance informing the Council that it had submitted a planning application for a new single storey dance school proposed to be located within Sandringham Sports Centre car park.

Members hoped that the new building would include solar panels. It was noted that further discussions would need to be undertaken with regard to any relocation of the boules pitch.

Resolved

That receipt of the notification from Dorchester Ballet and Dance be noted.

Chairman

CEMETERIES FEES

Interments

1 Apr 21

- | | |
|---|-------------|
| a) An infant under 2 years or stillborn | Nil |
| b) A person aged 2 years or older | £665 |
| c) A casket of ashes | £185 |

Scattering of ashes

- | | |
|---|------------|
| a) In a previously used plot or in the Poundbury Pavilion chamber | £63 |
| b) In the Garden of Remembrance | £31 |

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 | £960 |
| End of term Renewal for 25 years | £815 |
| b) Ashes plots and infant under 2 years | £640 |
| End of term Renewal for 25 years | £500 |

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 | £220 |
| Additional inscription on a gravestone or other memorial (for each deceased) | £105 |

Dorchester Town Council

Policy Committee

18 January 2021

held via Zoom Video Conferencing

- Present:** Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, F. Hogwood, S. Hosford (Chair) and G. Jones
- Apologies:** Councillor T. Harries
- Attending:** Councillors Biles, Fry, Hewitt, Potter, S. Jones, Leaper and Rennie.

15. Minutes and Declarations of Interest

The Minutes of the Committee of 16 November 2020, adopted by Council on 23 November 2020, were taken as read and confirmed and are to be signed by the Chairman as a correct record once the Covid 19 lockdown has ended.

16. Financial Update at 31 December 2020

The Committee received the Town Clerk's report on the month 9 financial position, noting actual spending at £15,000 below profile.

Resolved

That the Payments list, totalling £332,561.91, is approved.

17. Tourism Services

The Committee considered the report of the Town Clerk, which proposed the development of a new tourism service, with a Development Officer providing support for a partnership approach with the local tourism and business sectors, and also considered the future provision of a separate dedicated Tourist Information Centre.

Members discussed the options for delivery of a TIC in future, including an option based on a dedicated centre manned by volunteers. Members sought clarification and made points on the potential for sales income to offset costs, the degree to which funding a preferred provider might destabilise partnership arrangements, the need to provide coverage across the whole town, the potential to fund more than one partner to provide a higher level of service, opportunities for electronic information points and how any funding made available by Dorset Council might be used to develop the strategy.

Recommended to Council

- i) That the Council implements the Tourism Development element of the (Heritage) Tourism Strategy and makes appropriate budget provision in the Medium Term Financial Strategy and 2021/22 Revenue Budget for the first three years of the service
- ii) That should Dorset Council close the Dorchester Tourist Information Centre, the impacts be monitored and that a review of the need for a dedicated TIC service should be undertaken prior to the 2022 summer visitor season, once the new Tourism Service outlined at i) has been fully implemented

18. **Medium Term Financial Strategy and Revenue Budget 2021/22**

The Clerk provided a report covering the Committee's own budgets and those of the Management Committee, and recommended a precept and Band D charge in line with the Council's agreed policy. The report also identified a medium term financial strategy, discussed the Council's reserve levels and planned capital spending.

Noting the Council's strong financial position and the current economic situation a resident invited the Council to consider a reduced precept and Council Tax for 2021/22.

A number of Members advocated continuation of the Council's strategy of regular, inflation linked tax increases. A Member highlighted the need to invest in town centre infrastructure, while another recognised the impact of rises on residents on fixed incomes. A Member noted the regressive nature of Council Tax as a means of fund raising.

Recommended to Council

That the Medium Term Financial Strategy and Revenue Budget are adopted as laid out in the Appendices to these Minutes, to include: -

- A Council Tax Band D charge of £198.21, an increase of £1.57 (0.80%)
- A precept of £1,516,277, an increase of 0.80%
- The inclusion of one-off contributions to a new Development Support Reserve (£90,000) and a continuation of a higher contribution to the Municipal Buildings Reserve (£100,000).

19. **A National Park for Dorset**

The Committee considered the report of the Town Clerk, which provided a holistic picture of the advantages and disadvantages of a National Park, based on views collected from other parties.

Four contributors spoke in favour of supporting the idea of a National Park for Dorset, emphasising or challenging the arguments highlighted in the Town Clerk's report. One resident offered a more cautious approach.

Members discussed the options available to them at length, again echoing many of the arguments in favour and against a National Park for Dorset and Dorchester's inclusion in it. These included among other issues whether a Park should extend beyond current AONB boundaries, the degree to which the Park Authority might or might not result in an increase in bureaucracy or reduced level of democratic input, the risks of being on the edge of, rather than within the National Park, the merits of an Authority's approach to housing development and the financial efficiency of creating a separate body. The Town Clerk clarified that the timetable for the Dorset Council Local Plan was such that it was likely to decide the policy for development north of Dorchester before a National Park would be created. Following receipt of feedback from all Members present it was

Recommended to Council

That the Town Council does not determine its position on a National Park for Dorset until the Government formally invites submissions, at which time the Council will

consult more widely with residents about its response.

20. **Corporate Plan Update**

The Clerk provided a report regarding a recent consultation exercise in relation to the Council's draft Corporate Plan and the impacts of lockdown. The modest response, from around 1% of households, to the consultation was overwhelmingly positive.

Noting comments made by residents in support of safeguarding town centre retail and non-vehicular transport the Committee invited the Clerk to consider these further during the development of the next phase of the Corporate Plan.

The Clerk also reported the latest position regarding projects from the Corporate Plan 2015.

21. **Minutes of the Dorchester Markets Informal Joint Panel – 16 December 2020**

The Committee noted the minutes of the Panel, particularly recognising constructive discussion with Dorset Council regarding transfer of administration of the Market Panel.

Chairman

APPENDIX 1

REVENUE BUDGET 2021/22	2019/20	2020/21	2021/22
	Actual	Budget	Budget
	£	£	£
Parks & Open Spaces	572,405	542,608	546,125
Allotments	3,029	3,394	3,177
Municipal Buildings	324,094	321,198	308,839
Cemeteries	51,099	65,328	66,536
Cultural & Twinning Activities	67,089	67,932	84,564
Corporate & Democratic Manage.	223,069	230,230	231,279
Other Services	119,258	273,490	275,741
Operational Budget	1,360,042	1,504,180	1,516,261
Precept	1,463,971	1,503,515	1,516,277
Transfer to General Reserves	103,929	-665	15
Subjective Analysis of Revenue			
Employees	730,279	734,520	731,832
External Payments	511,788	511,860	505,560
Transfers to Earmarked Reserves	246,800	394,000	362,100
Capital Financing Costs	43,261	41,200	39,100
Income	-172,086	-177,400	-122,330
Operational Budget	1,360,042	1,504,180	1,516,261
General Reserve			
Opening Balance at 1 April	250,261	100,000	100,000
Transfer from Ops Budget	103,929	-665	15
To Corporate Projects Reserve	254,191	-665	15
Closing Balance at 31 March	100,000	100,000	100,000
Earmarked Reserves			
Opening Balance at 1 April	1,204,233	1,637,631	1,679,866
Transfer from Revenue	513,553	393,335	276,900
Other Income & Transfers	118,592	84,000	0
Expenditure from Reserves	198,747	435,100	663,100
Closing Balance 31 March	1,637,631	1,679,866	1,293,666
All Reserves held at year end	1,737,631	1,779,866	1,393,666
Tax Base	7,594	7,646	7,650
Band D Charge	192.78	196.64	198.21
O/s PWLB Debt at 31 March	162,000	128,000	94,000

Medium Term Financial Strategy	20/21	21/22	22/23	23/24	Yoy %
	£000	£000	£000	£000	Change
Revenue Budget					
Employees	735	732	746	761	2.00
External Payments	512	506	501	511	2.00
Transfers to Earmarked Reserves	394	362	118	121	2.00
Capital Financing Costs	41	39	109	95	-
Income	-177	-122	-121	-123	2.00
New/Transferred Services	0		190	194	2.00
Operational Budget	1,504	1,516	1,543	1,558	
Precept	1,504	1,516	1,547	1,578	
Transfer to General Reserves	-1	0	3	19	
General Reserve					
Opening Balance at 1 April	100	100	100	100	
Transfer from/to Operational Budget	- 1	0	3	19	
Transfer to Corporate Projects Reserve	-1	0	3	19	
Closing Balance at 31 March	100	100	100	100	
Earmarked Reserves					
Opening Balance at 1 April	1,638	1,680	1,249	670	
Transfers/Payments in to Reserves	477	362	122	140	
Payments/Transfers out from Reserves	435	793	700	400	
Closing Balance 31 March	1,680	1,249	670	410	
All Reserves held at year end					
Corporate Project Unallocated at Year End	582	582	50	100	
Outstanding Debt at Year End	£k	128	94	900	826
Council Tax	£	197	198	202	206
Tax Base		7,646	7,650	7,650	7,650

Notes

1. Inflation at 2.00%, Debt repayment based on new Municipal Buildings debt
2. Precept assumes Council Tax rises @ 2.00% from 2022/23, no Tax Base growth
3. Assumes significant new services or response to cuts at Dorset Council
4. Reducing operational surplus is transferred to Corporate Projects Reserve
5. Corporate Projects Reserve to be allocated in 2021 as part of Corporate Plan
6. Earmarked Reserves expenditure reflects best available knowledge
7. General Reserve reduced due to other mitigation measures in place
8. Budgets savings are now marginal without reducing services

APPENDIX 3

RESERVES	Cttee	Balance	Paid In	Spend	Balance	Paid In	Spend	Balance	Reason for holding Reserve
		Mar 20	20/21	20/21	Mar 21	21/22	21/22	Mar 22	
		£	£	£	£	£	£	£	
Earmarked Reserves									
Infrastructure & Equipment									
Cemeteries	Man	32,973	15,500	0	48,473	15,800	30,000	34,273	Buildings/infrastructure refurb.
Municipal Buildings & Maltings	Man	564,805	51,600	199,000	417,405	178,000	345,000	250,405	Reroofing, Lift, Heating, etc
Borough Gardens	Man	33,423	5,100	0	38,523	5,200	0	43,723	Buildings/infrastructure refurb.
Play Equipment	Man	55,184	0	25,000	30,184	0	0	30,184	Equipment replacement
Public Realm	Pol	309,843	52,600	20,000	342,443	53,600	278,000	118,043	Improvements to town centre
Vehicles & Equipment	Man	42,392	19,200	0	61,592	19,500	20,000	61,092	Fleet & equipment replacemen
Dorchester West Rail. St'n	Pol	10,000	0	0	10,000	0	10,000	0	Williams Ave Access Ramp
Cultural									
Arts & Culture	Man	12,007	0	0	12,007	0	5,000	7,007	Various
Christmas Lights	Man	10,553	0	0	10,553	0	10,000	553	Replace lights every 5 years
Miscellaneous Reserves									
New Corporate Projects	Pol	457,484	124,335	0	581,819	0	0	581,819	Own or partner capital projects
Planning Advice Reserve	Pol	32,000	0	6,000	26,000	0	10,000	16,000	Local Plan & other advice
Climate Emergency Reserve	Pol	0	125,000	60,000	65,000	0	50,000	15,000	Own or partner Climate project.
Development Reserve	Pol	0	0	0	0	90,000	30,000	60,000	Temp staff to develop services
Community Infrastructure Levy	Pol	43,814	84,000	125,000	2,814	0	0	2,814	Recreation infrastructure
Treasury	Pol	19,000	0	0	19,000	0	5,000	14,000	To offset losses on asset sale
Graves In Perpetuity	Man	14,152	0	100	14,052	0	100	13,952	Maint. and flowers on 6 graves
Total Earmarked Reserves		1,637,630	477,335	435,100	1,679,865	362,100	793,100	1,248,865	
General Reserve	Pol	100,000	-665	-665	100,000	0	0	100,000	General Emergency Fund
Total Reserves		1,737,630	476,670	434,435	1,779,865	362,100	793,100	1,348,865	