



# 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/87244143628> on **Monday 22 March 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 25 January 2021.

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

a) To receive communications from the Mayor and Town Clerk

3. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	1 February 2021	Page 7
Planning & Environment Committee	1 March 2021	Page 11
Management Committee	8 March 2021	Page 16
Policy Committee	15 March 2021	Page 21

4. **Dorset Council Matters**

To receive updates from Dorchester Ward Members of the Dorset Council

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

Adrian Stuart Town Clerk  
17 March 2021

Please note the meeting may be recorded.

There is no Public Questions session after the Council meeting. Instead the Annual Town Meeting will take place on the conclusion of the Council Meeting. A separate agenda is available on our website.

**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](mailto: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.

**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

25 January 2021

The meeting was conducted using Zoom videoconferencing.

Present: Mayor R. Biggs and Councillors 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 B. Armstrong-Marshall, T. Harries and D. Taylor.

### 33. Minutes

The minutes of the meeting of Council held on 23 November 2020 were confirmed and will be signed by the Mayor as a correct record at the next opportunity.

### 34. Presentations, Communications, Questions and Motions

Councillor Chisholm proposed a motion, which was seconded,

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

Members discussed a recent example of the current decision making process related to a specific banner.

#### **Resolved**

That the Town Clerk approach Dorset Council to request delegated power to be authorised to administer banners to be put up in South Street, and reports back to a future Policy Committee.

Councillor Chisholm proposed a motion, which was seconded,

“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”

Members discussed the background to the motion, as well as recognising that access to utilities at a reasonable cost was an important principle that the Council should support. The Mayor identified that any expression of support would be by letter direct to the Showmen families.

#### **Resolved**

That the Town Clerk writes to local Showmen families expressing the Town Council’s support for their quest to secure utilities at their site “The Thorns”, situated on the edge of the town

The Mayor thanked all those involved in the distribution of Christmas hampers in December. He also noted the successful repair of the wall at Bowling Alley Walk and advised Members of discussions between Dorset Council and DAPTC regarding a wider wellbeing agenda.

The Town Clerk noted that it has been the Council’s intention to use the 2021 Annual Town Meeting to provide an opportunity for the wider community to meet with some of the key

groups active in the town and hear about their plans. Such an approach would currently be difficult to prepare for because of the uncertainty surrounding lockdown.

**Resolved**

That, as in previous years, the 2021 Annual Town Meeting, will take place on the evening of the nearest available Council meeting, 22 March 2021, and that the Council renews its plans to develop a larger community focused event for the 2022 meeting

**35. Planning and Environment Committee – 7 December 2020**

It was proposed and seconded that the minutes of the meeting be adopted. A Member asked whether it was the intention to seek confirmation from Dorset Council that its Local Plan consultation process met all legal requirements. The Chair invited Council to ratify resolution 51i), which had been resolved at Committee level in order to prepare the ground to make an appropriate submission on this aspect of the Local Plan consultation.

**Resolved**

- i) That resolution 51i), restating the Council's opposition to development north of Dorchester, be ratified.
- ii) That the minutes of the meeting of the Planning and Environment Committee held on 7 December 2020 be adopted.

**36. Planning and Environment Committee – 4 January 2021**

It was proposed and seconded that the minutes of the meeting be adopted. The Chair highlighted minute 59ii) regarding the need for an additional Vice-Chair for the Committee due to the absence of Councillor Harries.

**Resolved**

- i) That Councillor R. Ricardo is appointed as a Vice-Chair to the Planning & Environment Committee
- ii) That the minutes of the meeting of the Planning and Environment Committee held on 4 January 2021 be adopted.

**37. Management Committee – 11 January 2021**

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

Noting Minute 27 Members discussed a second opportunity to provide a shield bed to commemorate the 100<sup>th</sup> anniversary of the Royal British Legion. The Chair will discuss the practical implications of creating two shield beds with the Deputy Town Clerk.

**Resolved**

That the minutes of the meeting of the Management Committee held on 11 January 2021 be adopted.

**38. Policy Committee – 18 January 2021**

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

**Resolved**

- a) 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

- b) 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

In presenting the Medium Term Financial Strategy and Revenue Budget 2021/22 the Chair responded to a question from Mr Peter Stein regarding his proposal to lower Council Tax.

A number of Members spoke in support of the Budget and Council Tax rise, in particular focusing on the outcome of the Corporate Plan, the Council's efficiency drive, and past approaches to Council Tax increases.

**Resolved**

- c) That the Medium Term Financial Strategy and Revenue Budget are adopted as laid out in the Appendices to the Minutes of the Policy Committee, 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).

Council considered the recommendation of the Policy Committee with regard to a National Park for Dorset.

**Resolved**

- d) 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.

A Member asked a question regarding the impact of parking fees on the Sunday Car Boot sale.

- e) That the minutes of the meeting of the Policy Committee held on 18 January 2021 be adopted

39. **Dorchester Heritage Joint Committee – 19 January 2021**

Council noted the minutes of the Joint Committee, including the request for a Town Council nominee to the Tourism Partnership.

**Resolved**

- i) That, as Chair of Policy Committee, Councillor S. Hosford be appointed as the Council's Outside Body representative until the Annual Meeting of Council in May.
- ii) That the minutes of the Dorchester Heritage Joint Committee of 19 January be noted.

40. **Dorset Council Matters**

Councillor S. Jones identified plans at Dorset Council to use unallocated CIL monies. Councillor Canning identified that CIL would be the subject of a future Overview and Scrutiny Committee.

Councillor Rennie highlighted the need for the Council to respond to consultations regarding free parking days and car parking charges; free parking for those using vaccination centres had been agreed by Dorset Council. She also noted that Dorset Council had recently introduced youth workers targeted to work with local Youth Centres.

Councillors Biggs and Canning highlighted progress with Childrens' Services, including the creation of a new site at Shaftesbury that would remove the need to house vulnerable young people out of county. Councillor Biggs also noted that a new Member Code of Conduct would be adopted shortly, alongside an online Declaration of Interests form.

Councillor Fry highlighted that works had now started on the Multi-Storey Car Park at Dorset County Hospital.

Several Dorset Councillors referred to works taking place at the Linneys on Fairfield.

Mayor

Council rose at 8.30pm.

On conclusion of the meeting the Mayor responded to a question relating to the biomass boiler.

## Dorchester Town Council

### Planning and Environment Committee held via Zoom Video Conferencing

1 February 2021

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

Apologies: Councillor T Harries.

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

#### 65. **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.

#### 66. **Minutes**

The minutes of the meeting of the Committee held on 1 January 2021 were confirmed and approved to be signed by the Chairman.

#### 67. **Dorset Council Local Plan Consultation**

The Committee considered the Local Plan Consultation document produced by the Town Clerk and summary of responses received from Members regarding the DOR policies.

The Committee discussed the responses and authorised the Town Clerk, in consultation with the Chair of the Committee, to finalise all responses to the Local Plan consultation, based on the recommendations of the Committee at its meetings of 1 February and 1 March, prior to their submission by 15 March.

The Committee approved the proposed article regarding the Local Plan consultation to be included in the Dorchester News newsletter which would be distributed to all residents in the DT1 area.

The Committee were reminded that the Local Plan consultation was open to all and were encouraged to complete the consultation and publicise the consultation..

#### **Resolved**

- I. That the Town Clerk, in consultation with the Chair of the Committee, finalise all responses to the Local Plan consultation, based on the recommendations of the Committee at its meetings of 1 February and 1 March, prior to their submission by 15 March.
- II. That the proposed article regarding the Local Plan consultation be included in the Dorchester News newsletter.

#### 68. **Dorset Council Free Parking Policy**

The Committee considered the Dorset Council's proposed Free Parking Policy. The Committee felt that the dates proposed by the Dorset Council for free parking in Dorchester in Dorset Council owned car parks was too prescriptive particularly at a time of uncertainty due to the Pandemic when it was impossible to request specific dates for free parking particularly when there was uncertainty as to when local businesses would reopen and if and when any events would be held in the Town in 2021.

The Committee felt that it would be more beneficial for businesses, residents and visitors if free parking in Dorset Council owned car parks was permitted on the Saturdays in December in the run up to Christmas with the remaining dates to be requested by the Town Council.

The Committee requested that the Clerk to the Committee notify the Dorset Council of the Committee's response.

**Resolved**

That the Clerk to the Committee respond to the Dorset Council and request that free parking in Dorset Council's car parks be permitted on the Saturdays in December in the run up to Christmas and the remaining dates offered by the Dorset Council be used for dates requested by the Town Council.

**69. Dorset Council Parking Charges Review**

The Committee noted that the Dorset Council was moving towards phase two of its parking charges review as they aligned charges and permits across the area. The Committee considered the Dorset Council's request for proposed representatives to join a local working group to help them gain knowledge of local areas, to understand local parking issues and to allow local opinions to be heard. The Committee requested that in addition to the proposal that the Dorchester BID, Dorchester Chamber of Commerce and the Town Council's representative for Dorchester BID be recommended to join the working group that the Dorchester Access Group, Dorchester Churches Together, the former chairman of DTEP and the Vice Chairman of the Planning and Environment Committee be suggested to join the local working group.

**Resolved**

That the Dorchester BID, Dorchester Chamber for Business, the Town Council's representative for Dorchester BID, the Dorchester Access Group, Dorchester Churches Together the former chairman of DTEP and the Vice Chairman of the Planning and Environment Committee be suggested to join the local working group for the Dorset Council's review of parking charges.

**70. Planning Applications for Comment**

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

**71. Minute Update Report**

**Minute 59 II**

The Committee noted that Councillor Ralph Ricardo had been appointed the new vice chairman of the Planning and Environment Committee at the Full Council meeting held on 25 January 2021.

**72. Planning Issues to Note**

The Committee heard that the Environment Bill that was due to go before Parliament on 26 January had been delayed for the third time. The Committee agreed that a statement of regret should be issued.

Chairman

**Agenda Item 7**  
**Dorchester Town Council**  
**Planning and Environment Committee 1 February 2021**

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

- E1.** [WD/D/20/002479 18 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PW](#)  
 Demolish conservatory and erect a single storey extension, erect porch, change of external roof and wall materials to the dwelling and garage.  
 No objection
- E2.** [WD/D/20/002820 9 FRIARS CLOSE, DORCHESTER, DT1 2AD](#)  
 Erection of porch.  
 No objection.

**North Ward** (Councillor A. Canning)

- N1.** [WD/D/20/002576 7 NORTH SQUARE, DORCHESTER, DT1 1HY](#)  
 Change of use from Prison use (Class C2A) to Leisure and Community use (Class E(d) F(b) and F(c)).  
 No objection however the Committee felt that restrictions on the hours of use for paintballing activities should be imposed. The Committee requested that signage asking patrons to be respectful of the neighbours when leaving be installed. Due to the nature of the activities proposed and the possibility of noise reverberating from the site, the Committee would like any permissions granted to be temporary, to be reviewed following consideration of the impact on the amenity of neighbouring residents. The Committee expressed concerns about the negative impact that could be caused to the tranquillity of the neighbouring river walk and requested that all activities that could be considered detrimental to this tranquillity be contained away from the area adjacent to the river.
- N2.** [WD/D/20/002688 23 CORNWALL ROAD, DORCHESTER](#)  
 Erection of 1no. dwelling with integral garage and garden store (demolition of existing pre-fabricated garages).  
 No objection.
- N3.** [WD/D/20/002746 51 HIGH WEST STREET, DORCHESTER, DT1 1UT](#)  
 Change of use from office & ancillary accommodation (Use Class E) to provide 3no. residential units (Use Class C3).  
 No objection.
- N4.** [WD/D/20/002747 51 HIGH WEST STREET, DORCHESTER, DT1 1UT \(Listed Building Consent\)](#)  
 Alterations to facilitate the change of use from office & ancillary accommodation to 3no. residential units.  
 No objection.
- N5.** [WD/D/20/002750 52 & 52A SOUTH STREET, DORCHESTER, DT1 1DQ](#)  
 Erection of two storey rear extension & internal alterations.  
 No objection.

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

- W1.** [WD/D/20/002348 20 OLGA ROAD, DORCHESTER, DT1 2LX](#)  
 Erection of flat roof rear extension & internal alterations.  
 No objection.

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

No applications received.

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

**P1. WD/D/20/002601 THE GREAT FIELD, PEVERELL AVENUE EAST, POUNDBURY**

Erection of Pavilion with Cafe, Community Space and Offices. Variation of Plans Condition to allow for bin store, removal of office window, addition of kitchen window, addition of solar panels, alterations to doors.

No objection however the Committee are concerned that the works had been completed prior to the application.

**P2. WD/D/20/003168 CROWN GATE, SECTORS 3.46/47/48, NORTHERN QUADRANT, POUNDBURY**

Erect continuing care retirement community comprising 76 apartments and bungalows together with a communal building to include a cafe/bistro, multi-purpose reception/bar/servery, therapy room, library / reading room, multipurpose activity room and staff facilities (Reserved Matters).

No objection.

**P3. WD/D/20/002764 POUNDBURY NORTH WEST QUADRANT, POUNDBURY**

Develop land by the erection of 205 dwellings, 473m<sup>2</sup> of non-residential development & associated roads, drainage & other infrastructure (Reserved Matters).

The application is welcomed in principle. Further attention to detail from the developer for user friendly footways and cycleways would be welcomed.

**North & West Ward (Councillors A. Canning, L. Fry, J. Hewitt and R. Ricardo)**

**P4. WD/D/20/003135 DORSET COUNTY HOSPITAL, WILLIAMS AVENUE, DORCHESTER, DT1 2JY**

Siting of a temporary mobile dialysis unit

No objection.

## Dorchester Town Council

### Planning and Environment Committee held via Zoom Video Conferencing

1 March 2021

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

Apologies: Councillor T Harries.

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

73. **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.

74. **Minutes**

The minutes of the meeting of the Committee held on 1 February 2021 were confirmed and approved to be signed by the Chairman.

75. **Response To The Dorset Council Local Plan Options Consultation**

The Committee considered the suggested response to the Dorset Local Plan Consultation to be submitted to the Dorset Council. The Committee received a summary of the DOR13 response from the author of the document and were given an opportunity to ask any questions and make comment.

The Committee discussed the additional responses to the DOR, COM, ECON, ENV and HOUS policies. The Committee approved the responses to be submitted to the Dorset Council subject to some minor changes.

The Committee wished to convey their thanks to STAND and The People's Assemblies for their efforts to involve the local community in the consultation process and for hosting a number of public meetings via the Zoom video conferencing platform.

**Resolved**

That the Dorchester Town Council response to the Dorset Council Local Plan consultation be submitted subject to some minor changes.

76. **Dorchester South Railway Station**

The Committee discussed the appearance of the Dorchester South Railway Station and expressed their disappointment at the amount of litter that had accumulated at the station. The Committee were disappointed that no improvement had been made since Network Rail had been contacted in late 2020.

The Committee heard that the local MP for West Dorset, Chris Loder had been informed of the Town Council's concerns and would be meeting with Network Rail to discuss the matter.

**77. Planning Applications for Comment**

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

**78. Minute Update Report**

The Committee heard that the Dorset Council would be implementing the policy to offer Town and Parish Councils an opportunity for six free parking days in its car parks through out the year, four of which could be used throughout the year excluding December, one on small business Saturday in December and one on one other weekday in December from 1 March. The Committee were disappointed that the days offered were restrictive but requested that the Chamber of Business and the Dorchester BID be consulted by the Town Council when selecting the dates for free parking.

**79. Planning Issues to Note**

A member informed the Committee that they had received a request for a pedestrian crossing to be installed at Greys Bridge to the footpath to the Dorset County Showground. The Committee agreed that it was a dangerous road to cross. The Committee requested that the Clerk to the Committee contact the Dorset Council to request that a pedestrian crossing be installed.

A member informed the committee that the footpath that ran from Barnes Way to Mellstock Avenue had been closed off to the public and requested that the Clerk to the Committee contact the Dorset Council to request that it be reopened.

**Resolved**

- I. That the Clerk to the Committee would write to the Dorset Council to request a pedestrian crossing at Greys Bridge to the footpath that led to the Dorset County Showground.
- II. That the Clerk to the Committee contact the Dorset Council and request that the footpath that runs from Mellstock Avenue to Barnes Way be reopened.

**Agenda Item 5  
Dorchester Town Council  
Planning and Environment Committee 1 March 2021**

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

- E1.** [WD/D/20/002876 FORDINGTON FARM, ALINGTON AVENUE, DORCHESTER, DT1 2AB](#)  
Demolition and reconstruction of lounge extension, construction of new double attached garage.  
No objection.
- E2.** [WD/D/20/002776 91-93 HIGH STREET FORDINGTON, DORCHESTER, DT1 1LD](#)  
Installation of a electrical vehicle charging point.  
No objection.
- The Committee welcomed the application.
- E3.** [WD/D/20/003070 56 PRINCE OF WALES ROAD DORCHESTER DORSET DT1 1PP](#)  
Erection of first floor side extension.  
No objection.
- E4.** [WD/D/20/003280 15 SYWARD ROAD DORCHESTER DORSET DT1 2AJ](#)  
Erection of first floor rear extension.  
No objection.

**North Ward (Councillor A. Canning)**

- N1.** [WD/D/20/002672 1 SOUTH TERRACE MEWS, 10A TRINITY STREET, DORCHESTER, DT1 1TU](#)  
Display of 2no. non-illuminated fascia signs.  
No objection.
- N2.** [WD/D/20/002959 123 BRIDPORT ROAD DORCHESTER DORSET DT1 2NH](#)  
Conversion of attached garage to form a study & utility.  
No objection.
- N3.** [WD/D/20/003028 32 MOUNTAIN ASH ROAD DORCHESTER DORSET DT1 2PB](#)  
Erection of single and two-storey rear extensions, rear flat roof dormer re-model and internal alterations.  
No objection.
- N4.** [WD/D/20/002924 91 BRIDPORT ROAD, DORCHESTER, DT1 2NH](#)  
Erection of first floor extension & two storey and single storey rear extensions. Erection of front porch and modification of existing vehicular access by widening entrance (demolition of existing conservatory).  
No objection.

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

- W1.** [WD/D/20/002803 111 CELTIC CRESCENT, DORCHESTER, DT1 2TE](#)  
Erection of two storey rear extension.  
No objection.
- W2.** [WD/D/21/000047 4 FOURGATES ROAD DORCHESTER DORSET DT1 2NL](#)  
Erect a single storey extension to the north elevation. Erect a porch to the west elevation.  
Carry out alterations.  
No objection.

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

- S1.** [WD/D/20/002851 25 MISTOVER CLOSE DORCHESTER DT1 2EQ](#)  
Erection of front porch (demolition of existing).  
No objection.
- S2.** [WD/D/20/002805 46 HIGH STREET FORDINGTON, DORCHESTER, DT1 1LB](#)  
Replace existing single storey rear extension and conservatory with flat roof rear extension.  
No objection.
- S3.** [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.  
No objection.

The Planning and Environment Committee welcomed the inclusion of Hedgehog holes in the fencing but have requested that planting be included along the new fencing to soften the appearance.

- S4.** [WD/D/20/002983 30 KINGSBERE CRESCENT DORCHESTER DORSET DT1 2DY](#)  
Erection of two storey rear extension.  
No objection.
- S5.** [WD/D/20/003139 61 WEATHERBURY WAY DORCHESTER DORSET DT1 2EE](#)  
Erection of single-storey 'wrap round' extension.  
No objection.
- S6.** [WD/D/20/003183 51 SOUTH COURT AVENUE DORCHESTER DORSET DT1 2BY](#)  
Erection of extension to enlarge kitchen & create new garage.  
No objection.
- S7.** [WD/D/20/003214 21 KINGSBERE CRESCENT DORCHESTER DORSET DT1 2DY](#)  
Erection of single storey rear lean to extension & front open covered lean-to porch.  
No objection.
- S8.** [WD/D/20/003212 104 MELLSTOCK AVENUE DORCHESTER DORSET DT1 2BH](#)  
Erection of single storey front extension.

No objection.

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

No applications received.

Additional Applications

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

**W3. [WD/D/20/002950 THOMAS HARDYE SCHOOL QUEENS AVENUE DORCHESTER DT1 2ET](#)**

Remove existing and install replacement windows to front elevation.

No objection.

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

**S9. [WD/D/20/003194 27 WEYMOUTH AVENUE DORCHESTER DORSET DT1 1QY](#) & [WD/D/20/003195 27 WEYMOUTH AVENUE DORCHESTER DORSET DT1 1QY](#) (Listed Building Consent)**

Installation of retractable awning & 3no. dining huts to existing beer garden (Retrospective).

No objection.

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

**E5. [WD/D/20/0029905 LANCASTER ROAD DORCHESTER DT1 1QH](#)**

Erection of single storey front and rear extensions.

No objection.

**E6. [WD/D/20/003009 FLAX FACTORY ST GEORGES ROAD DORCHESTER DT1 1PE](#)**

Conversion of existing building to create 8 No. terraced houses & extension to create 1 No. new terraced house with associated parking and access.

Objection.

The Committee were pleased that the vehicular access to the site had been altered since the previous application however the Committee still felt the proposal for an additional property on the site (in comparison to the previous outline application WD/D/16/002781) would constitute as over development of the site and would have an adverse effect on the neighbouring residents through loss of privacy and over bearing impact, contravening ENV.16 of the adopted Local Plan.

## Dorchester Town Council

### Management Committee held via the Zoom Video Conferencing Platform

8 March 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 and R. Ricardo.

**Apologies:** Councillor D. Taylor.

**In Attendance** Councillor S. Hosford.

Jackson Turner and Travis Verky in respect of Minute No. 35.

34. **Minutes**

The Minutes of the Meeting of the Committee held on 11 January 2021, adopted by Council on 25 January 2021, were taken as read and were confirmed and signed by the Chairman as a correct record.

35. **Parkour**

Members welcomed Jackson Turner and Travis Verky, representatives from the town's parkour community, to the meeting. The parkour representatives addressed the Committee with regard to the history of parkour, the large number of practitioners in the town, the need for a parkour facility in the town and the type of equipment that was needed. The representatives proposed that King's Road Playing Fields near to the Sports Arena would be an ideal location.

The Committee agreed that King's Road would be an ideal site and were supportive of a new facility being provided at that location.

**Resolved**

That the Deputy Town Clerk continue to work with the parkour representatives with the aim of providing a new facility at King's Road Playing Fields.

36. **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. Members wished to thank the Borough Gardens staff for their work in maintaining the Gardens to such a high standard.

Councillor Leaper confirmed that he would discuss the timings of any proposed bare root tree planting at the Great Field with the Duchy of Cornwall and their next liaison meeting.

**Resolved**

That the Outdoor Services Team update be noted.

37. **Weymouth Avenue Cemetery SNCI Designation**

The Committee considered a report from the Outdoor Services Manager on a proposal to submit Weymouth Avenue Cemetery to the Dorset Wildlife Trust for consideration as a Site of Nature Conservation Interest.

**Resolved**

That Weymouth Avenue Cemetery be submitted to the Dorset Wildlife Trust for consideration as a Site of Nature Conservation Interest.

38. **Borough Gardens House Repairs**

Members had before them a report by the Outdoor Services Manager on maintenance works required at the Borough Gardens House which included repairs and re-painting of the upper windows, cleaning of gutters and inspection and repair of the roof.

The Committee was disappointed that there had not been a regular programme of maintenance for the building and requested that this be built into the Borough Gardens Management and Maintenance Plan for the future.

**Resolved**

- (1) That the maintenance work required at the Borough Gardens House be agreed and that Policy Committee be requested to release £8,190 from the Parks and Open Spaces Reserve so as to enable the work to be undertaken during April/May 2021.
- (2) That future maintenance of the house be included within the Borough Gardens Management and Maintenance Plan.

39. **Summer Events 2021**

The Committee considered a report by the Deputy Town Clerk on the summer events programme for 2021. Members felt that due to the uncertainty as to the restrictions or conditions that might be in place at the time of an event, that the regular larger events at Maumbury Rings; Outdoor Cinema, Anonymous and Bank Holiday Music Day, plus Love Parks in the Borough Gardens should not go ahead this year. Instead smaller pop up events in the Gardens or other venues would be arranged subject to any conditions in place at the time. Officers would also continue to support other organisations that wished to organise events.

**Resolved**

That the arrangements for this year's summer programme be agreed as set out above.

40. **Hawthorn Road Allotments**

Members considered a report from the Deputy Town Clerk which informed them that the Council's allotment representative for over twenty years, Mr Reg Deverill, had recently passed away. The report also set out a proposal to fence the length of the allotments so as to reduce the level of anti-social behaviour at the site.

**Resolved**

- (1) That the Committee's condolences and thanks be sent to Mr Deverill's wife.
- (2) That the fencing of Hawthorn Road allotments, at a cost of £3,032 funded from the revenue budget, be agreed.

41. **Dorchester Community Fridge - Update**

The Committee received a report from the Community Development Officer which updated it on the progress made with the community fridge initiative.

Members were pleased with the establishment of a permanent community fridge in the town centre to be located at the Co-op and managed by the Dorset Volunteer Centre.

Members also agreed that a permanent rather than temporary fridge at Poundbury would be very beneficial and it was proposed that all interested parties should meet together with a view to establishing a firm proposal for a permanent Poundbury fridge.

The importance of community fridges linking with the work of food banks was noted.

The Committee particularly wished to thank the owner of the Bonjour Café for the offer of a temporary fridge and Councillor Hogwood for all her help to date in moving this project forward.

**Resolved**

- (1) That the establishment of a community fridge at the Co-op be supported.
- (2) That all of the interested parties meet together with a view to establishing a firm proposal for a permanent Poundbury community fridge.

42. **Dorchester Repair Café**

Members welcomed the positive feedback from the Dorchester Repair Café which was set up in September 2019 and had been the recipient of a grant from the Committee.

**Resolved**

That the feedback be received with thanks.

43. **Grant Applications**

The Committee considered various requests for financial assistance.

**Resolved**

- (1) That the grant application from #Willdoes be not agreed.
- (2) That the grant application from Volunteer Centre Dorset, in the sum of £500, be agreed.

44. **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 5171 to 5183 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

45. **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, progress on the installation of a new lift and the re-roofing project.

**Resolved**

That the Buildings Monitoring Reports be noted.

46. **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.

47. **Weymouth Avenue Cemetery**

The Committee considered a report by the Deputy Town Clerk on a proposal to utilise the unused office and tea room at Weymouth Avenue Cemetery. The Deputy Town Clerk confirmed that he would inform the immediate neighbour of the proposal.

**Resolved**

That a lease be offered on the terms and conditions set out in the report subject to the offer being assessed by a suitably qualified assessor and the Council's legal expenses being paid by the lessee.

48. **Dorchester Arts at the Municipal Buildings Task Group Notes**

The Committee received the notes of the meeting of the meeting held on 24 February 2021

**Resolved**

That the notes of the meeting be received.

Chairman

**Dorchester Town Council**

**Policy Committee**

**15 March 2021**

**held via Zoom Video Conferencing**

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

**22. Minutes and Declarations of Interest**

The Minutes of the Committee of 18 January 2021, adopted by Council on 25 January 2021, 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.

**23. Financial Update at 28 February 2021**

The Committee received the Town Clerk's report on the month 11 financial position, noting actual spending at £42,000 below profile. The Clerk highlighted the latest internal audit report and requests from the Management Committee to release funds and for support from Dorchester Cricket Club.

**Resolved**

- a) That debt totalling £1,167 is authorised for write off
- b) That the Payments list, totalling £322,913.88, is approved
- c) That the Clerk, in consultation with the Chair and Vice Chair of the Committee, is authorised to make financial support available to Dorchester Cricket Club if required
- d) That the report of the Internal Auditor and the associated officer responses are noted
- e) That £8,190 is released from the Parks and Open Spaces Premises Reserve to enable work to the Borough Gardens House during April/May 2021

**24. Municipal Buildings Works and Dorchester Arts Update**

The Committee considered the report of the Town Clerk, which gave an overview of the current budget and progress relating to a range of works at the Municipal Buildings. The Clerk also provided an update on discussions with Dorchester Arts regarding future management arrangements, as well as an update on the development of an option to dispose of 19 North Square once vacant.

A resident asked questions regarding the potential for alternative choices of heating and their impact on the Air Quality Management Area, the Council's ability to meet its Equal Opportunities obligations to potential new staff and whether the Council was in discussion with Dorset Council regarding future office provision.

Member asked that acoustics in the Corn Exchange be included in the discussions with Dorchester Arts and the Lighting and Sound contractor, sought clarification regarding the

source of wood for the biomass boiler, asked that the Council's historic documents be protected during any relocation from 19 North Square and that further consideration be given to the names used when the building was transferred to the management of Dorchester Arts.

A Member asked whether electric heating had been considered during the development of the biomass proposals; and a question was asked regarding the level of asbestos in the building.

#### **Recommended to Council**

- a) That all surplus funds above the £100,000 General Reserve target at 31 March 2021 are transferred to the Municipal Buildings Reserve
- b) That the Clerk, in consultation with the Chair and Vice Chair of Policy Committee, is authorised to use these extra funds to
  - Meet the costs of additional building works identified as improvement opportunities, including those highlighted in the report to Policy Committee
  - Mitigate the impacts of the building being closed for lockdown and building refurbishment purposes on Dorchester Arts
  - Meet the cost of developing feasibility options up to planning application stage for 19 North Square with a local architect

#### **Resolved**

- c) That approval is delegated to the Clerk, in consultation with the Chair and Vice-Chair of the Committee, to appoint contractors for the supply of Lighting, Sound and AV and Raked Seating within the budget estimates approved.

#### 25. **Governance Update**

The Clerk listed a number of internal and external processes due to take place over the coming months that would impact on the governance arrangements of the Council, including a new Code of Conduct for Members, a review of Parish Member Allowances and a Dorset-wide Community Governance Review.

Members asked for further information to be provided regarding the impact of lockdown on the Mayor Making event.

#### **Resolved**

- a) That the Town Clerk, in consultation with the Chair and Vice Chair of Policy Committee, respond to any requests for views and information arising out of the Dorset Council review of Parish Member Allowances.

#### **Recommended to Council**

- b) That the Council meetings calendar for 2021/22 (Appendix 1) is approved.

#### 26. **Dorchester Business Improvement District**

The Committee considered the report of the Town Clerk regarding a previous motion to Council advocating that Dorchester BID be encouraged to undertake an independent

review process. The Clerk provided additional information gathered since the motion had been considered at Council.

The Committee highlighted both their positive and negative experiences of Dorchester BID. No further recommendation was proposed to Council.

27. **New Graduate Trainee Officer Post and Apprenticeships**

The Clerk proposed the appointment of a new member of staff to assist the delivery of projects emerging from the Corporate Plan, as well as improving the Council's social media communications.

Members highlighted that the potential for the role to be separated into two part time posts should not be discounted and also invited the Clerk to monitor that the breadth of the role did not result in the postholder struggling to deliver the role effectively.

**Resolved**

That the post of Graduate Trainee is advertised on a 3 year contract at a starting salary of £18,562 (SCP3), rising to SCP 5.

28. **Confidential Business**

**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 representatives of the press be excluded from this meeting during their discussion.

29. **Staff Issues**

The Clerk provided background information relating to a staff issue.

Members asked questions regarding the relative values of the two main roles undertaken by the post and the capacity of the postholder to manage workloads associated with Mayors with different levels of experience.

**Resolved**

- a) That the post of Planning Committee Administrator and Mayor's Secretary is graded, with the current postholder being advanced to the lowest point on the grade wef 1 April 2021 and then subject to annual increments.

The Clerk provided background information relating to a second, different staff issue.

**Resolved**

- b) That should the opportunity arise, the Town Clerk is authorised to agree an appropriate arrangement to terminate the employment of the member of staff named in the report.

Chairman

APPENDIX 1

CALENDAR OF MEETINGS 2021-22

	2021								2022				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL	24 MM 25 (Tu)		26		27		22		24		28		23 MM 24 (Tu)
POLICY	17		19		20		15		17		21 MS@ 1830		16
MANAGEMENT	10		12		13		8		10		14		9
PLANNING AND ENVIRONMENT	4 (Tu)	7	5	2	6	4	1	6	4 (Tu)	7	7	4	3 (Tu)
MARKETS JOINT PANEL *		30							27				
HERITAGE JOINT COMMITTEE			20 (Tu)			19 (Tu)			18 (Tu)			19 (Tu)	
SITE VISITS		22 @ 9.30AM		10 @ 4.00PM								12 @ 4.00PM	
CIVIC EVENTS		Hardy Sun 6					Remem. Sun 7					11? ATM	
BANK HOLIDAYS	3,31			30				27,28	3			15,18	2

MM Mayor Making      ATM Annual Town Meeting      MS Mayoral Selection Committee

Meetings will ordinarily take place at 19.00 in the Council Chamber, Municipal Buildings.

\* The dates and timing of Markets Joint Panel meetings are still to be agreed with Dorset Council