



Dorchester Town Council

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You are summoned to a **Meeting** of the **Dorchester Town Council** to be held at The Recreation Pavilion, Weymouth Avenue, Dorchester DT1 2RY, on **Monday 26 July at 7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meeting of Council held on 5 May, 2021 (Page 3) subsequently adjourned to 24 May 2021 (Page 8).

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

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	5 July 2021	Page 9
Management Committee	12 July 2021	Page 19
Policy Committee	19 July 2021	Page 25
To note receipt of the Minutes of the following:		
Dorchester Heritage Joint Committee	20 July 2021	Page 27

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
21 July 2021

A Public Questions session will take place after the Council meeting.

Public Attendance

It is planned that the meeting will take place in a Covid secure environment with a limited number of spaces available. If you wish to attend the meeting it would be very helpful if you could **notify the clerk by 0900 on the morning of the meeting** so that we can include you in our arrangements to keep you and other participants safe.

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.

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
Annual Meeting of the Dorchester Town Council
5 May 2021

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

Apologies: Councillor A. Lyall.

1. Election of Chair

It was proposed and seconded that Councillor G. Jones become Chair of Council for the period to the next annual meeting of Council.

Resolved

That Councillor G. Jones become Chair of Council for the period to the next annual meeting of Council.

Councillor G. Jones took the Chair.

It was proposed and seconded that Councillor Biggs become Vice-Chair of Council for the period to the next annual meeting of Council.

Resolved

That Councillor R. Biggs become Vice-Chair of Council for the period to the next annual meeting of Council.

2. Minutes

The minutes of the meeting of the Council held on 22 March 2021 were confirmed and signed by the Chair as a correct record.

3. Communications & Motions

The Mayor confirmed that letters of condolence had been sent to HM Queen and HRH The Duke of Cornwall following the death of HRH The Duke of Edinburgh. The Mayor had attended a memorial service organised by the Lord Lieutenant at Wimborne Minster.

The Mayor also announced the death of John Antell, who served two terms as Mayor in 1994/95 and 1998/99, recognising in particular John's interest in the twinning arrangements with Lubbecke. He also announced the death of Les Cuff, who had played a role in remembrance events over many years, and invited Members to mark their passing with a short period of silence.

Finally he expressed his thanks to Ken Lambert, who was retiring from his role as the allotment representative for Herringston Road for many years; at Ken's request a walnut tree had been planted on the allotment site.

4. Annual Business

Council considered appointments to Committees, Outside Bodies and for its Bank Mandate, as well as reports on the General Power of Competence and the Annual Governance Statement.

In response to a question from a councillor the Clerk confirmed that adopting the General Power of Competence did not make the Council eligible for recent Affordable Housing funding announced by Government.

A Member identified the high attendance record of Members for meetings held via Zoom during the past year.

Resolved

- a) That appointments to Committees, Joint Bodies, Outside Bodies, and to manage the Council's bank mandate are as laid out at Appendix 1 and 2
- b) That the Council adopts the General Power of Competence for the period to the next Annual Meeting of Council
- c) That the Council approves the signing of the Annual Governance Statement 2020-21

Council considered the financial out-turn for the 2020-21 year, including reports of the Internal Auditor and the draft Accounting Statement for 2020-21.

Resolved

- d) That the Internal Audit report for the year 2020-21 is noted
- e) That payments made from 1 – 31 March 2021, totalling £166,408.50, are approved
- f) That Council approves the Accounting Statement 2020-21

5. Request from Citizens Advice Central Dorset

Council carefully considered a request for financial support for the continuation of an Employment Advice Unit service that had been set up initially as a result of the growing caseload managed by Citizens Advice as a result of the Covid pandemic.

A councillor raised a question regarding the process for the request in relation to the Council's small grants application process. Members commented on the relationship between the 30% caseload and the request for 50% funding, as well as a lack of information on other potential funding.

A number of Members expressed strong support for both the Citizens Advice service and the Employment Advice initiative, recognising the potential for the demand for employment rights advice to grow in the aftermath of Covid and Brexit.

Resolved

- a) That a grant of £13,600, funded from the Corporate Projects Reserve, is offered to Citizens Advice Central Dorset, to enable them to continue to deliver the Employment Advice service through to March 2022
- b) That the Town Clerk continue discussions with CACD regarding the potential for a longer term grant, based on relevant caseload, should the service be needed beyond April 2022; bringing a proposal for consideration by Council when setting the 2022-23 Revenue Budget and Medium Term Financial Strategy

6. **Metal Detecting Policy**

Council considered a request from a detectorist to obtain permission to detect on Salisbury Fields, along with a report from the Deputy Town Clerk considering the wider issues arising from the request.

A Members asked for clarification regarding the potential for a by-law to enforce a no detecting policy.

Resolved

That Council does not approve the request to detect at Salisbury Fields and that metal detecting should not be permitted on any land within the Council's ownership.

7. **Planning and Environment Committee – 6 April 2021**

Following typographical amendments 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 6 April 2021 be adopted.

8. **Planning and Environment Committee – 26 April 2021**

Following typographical amendments 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 26 April 2021 be adopted.

9. **Dorchester Heritage Joint Committee – 20 April 2021**

The draft minutes of the Committee were noted.

10. **Dorset Council Matters**

Councillor Rennie identified that the Council had secured significant Government funding towards additional responsibilities arising out of the Domestic Abuse bill.

Councillor Biggs invited Members to note comments made regarding the planning application submitted for new play equipment at The Great Field.

Councillor S. Jones identified positive news regarding the future of St Mary's School at Shaftesbury which would lead to the provision of specialist support services within the county for the first time in some years. She also identified the adoption of a new Cultural Strategy.

Councillor Fry identified that the Council had now exceeded its affordable homes target for 2020/21.

11. **Adjournment**

The meeting was adjourned until Monday 24 May, when the election of the Town Mayor and Deputy Mayor for the next civic year will take place.

Council rose at 8.20 pm.

Mayor

Dorchester Town Council - Committee Membership 2021-22

Appendix 1

Councillor	Council	Planning & Environment	Management	Policy	Markets Joint Panel	Heritage Joint C'ttee
R. Biggs (Mayor/Dep. Mayor)	Y	Y		Y		
G. Jones (Chair/Mayor Elect)	Y	Y	Y	Y		Y
B. Armstrong-Marshall	Y			Y		
S. Biles	Y		Y			Y
A. Canning	Y	Y	Y			
A. Chisholm	Y			Vice Chair		Y
L. Fry	Y	Y	Y			
T. Harries	Y	Vice Chair		Y		
J. Hewitt	Y	Y		Y	Y	
F. Hogwood	Y			Y	Y	Y
S. Hosford	Y	Y		Chair	Y	
S. Jones	Y	Y	Y		Y	
F. Kent-Ledger	Y	Y	Chair			
D. Leaper	Y	Y	Y			
A. Lyall	Y		Y		Y	
R. Major	Y	Y	Vice Chair			Y
R. Potter	Y	Chair	Y			
M. Rennie	Y	Y	Y		Y	
R. Ricardo	Y	Vice Chair	Y			
D. Taylor	Y		Y			
	20	14	13	8	6	5

Dorchester Town Council – Outside Body Representation

Appendix 2

Internal Roles		Appointed
DAPTC inc Larger Towns Rep	A. Chisholm The Mayor	2021 Annually
Charitable Trusteeships		
Dorchester Municipal Charities (2)	J. Hewitt S. Hosford	2016 2011
Ashley Churchill & Thorner Trust (2)	R. Major R. Ricardo	2019 2019
Other Bodies		
Dorchester Arts	F. Kent-Ledger	2015
Dorchester Association L. History & Arch.	D. Leaper	2021
Dorchester BID	R. Ricardo	2021
Dorchester Bayeux Society	R. Major	2021
Dorchester Lubbecke Society	S. Hosford	2021
Citizens Advice Central Dorset	S. Biles	2021
Dorchester Youth & Community Centre	M. Rennie	2019
Dorchester Tourism Partnership	S. Hosford (Reserve R. Potter)	2021
Heart of Wessex Rail Partnership	A. Chisholm	2019
Thomas Hardy Society	S. Jones	2021
Transition Town Dorchester	F. Hogwood	2019
Volunteer Centre Dorchester	S. Biles	2019
Bank Mandate Signatories		
T. Harries, S. Jones, R. Potter, M. Rennie, D. Taylor		

Dorchester Town Council

Adjourned Annual Meeting of Dorchester Town Council

24 May 2021

- Present: Retiring Mayor R. Biggs and Councillors S. Biles, A. Canning, A. Chisholm, T. Harries, J. Hewitt, F. Hogwood, S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, D. Leaper R. Major, R. Potter, M. Rennie, R. Ricardo and D. Taylor
- Apologies: Councillors B. Armstrong-Marshall, L. Fry, and A. Lyall.
- Attending: Family and friends of the Mayor Elect.

12. Election of Town Mayor for the period to the next Annual Meeting of the Council

It was proposed by the Mayor, seconded by Councillor S. Jones and

Resolved

That Councillor Gareth Jones be elected Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

Councillor Jones, having accepted the Office of Town Mayor and made the Declaration of Acceptance of Office, took the Chair and thanked the Council on behalf of himself and his Mayoress, Mrs Anne Jones, for the honour conferred upon them.

13. Election of Deputy Mayor for the period to the next Annual Meeting of the Council

It was proposed by the Mayor, seconded by Councillor M. Rennie and

Resolved

That Councillor Richard Biggs be elected Deputy Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

14. Vote of thanks to the retiring Town Mayor

It was proposed by the Mayor, seconded by Councillor R. Potter and

Resolved

That the best thanks of the Council be given to Councillor Richard Biggs for his wholehearted commitment to his duties during his first term of office in 2019 and the steady and reflective way he had steered the Council through the pandemic during the past year.

The Mayor presented Councillor Biggs and Mrs Carolyn Biggs with badges to record their service. Councillor Biggs addressed the meeting.

The Council rose at 7.45pm.

Mayor

Dorchester Town Council
Minutes of the Planning and Environment Committee
5 July 2021

Present: The Mayor, Councillor G. Jones, and Councillors R Biggs, T. Harries, J. Hewitt, S. Hosford, E.S. Jones, F. Kent- Ledger, D. Leaper, R. Major, R. Potter (Chairman), M.E. Rennie and R. Ricardo.

Apologies: Councillors A. Canning and L. Fry

Also in attendance: Councillor F. Hogwood and Giles Watts of Dorchester Climate Action Network.

1. Declarations of Interest

Councillor E.S. Jones stated that as a member of Dorset Council's Area Planning Committee, she would keep an open mind on the planning applications and consider all information available at each stage of the decision process. She would take part in the debate but not vote on planning applications at this meeting.

2. Minutes

The minutes of the meeting of the Committee held on 26 April 2021, adopted by Council on the 5 May 2021 and the comments submitted to the Dorset Council in regards to the planning applications considered between 27 April 2021 and 26 May 2021 were confirmed and approved to be signed by the Chairman.

3. Message from the Chairman

The Chairman expressed his sadness at the loss of Dave Thomas, a respected Borough Gardens Park Keeper, who died in June. The Committee paused for a moment of reflection.

4. Statement and Questions from Dorchester Climate Action Network (CAN)

The Committee considered a statement from Dorchester Climate Action Network detailing their plans to set up an informal Transport Action Group (TAG) in Dorchester.

Giles Watts of Dorchester Climate Action Network addressed the Committee and explained that similar groups, set up across the County had been successful by working with their local Town and Parish Councils.

The Committee were asked:

1. Would Dorchester Town Council support the setting up of DTAG?

2. Would Dorchester Town Council like to take a leading, supporting or no role in such a group ?
3. Would Dorchester Town Council like to recommend any councillors or other people/transport experts in Dorchester to work within DTAG ?

After a discussion the Committee agreed that it be recommended to Council that the Council should support the setting up of DTAG, The Council should take an active supporting role in the group and that two representatives join the group, one to be a twin hatted Councillor.

The Committee suggested that Dorchester CAN contact the Dorchester Access Group, the Dorchester Association of Town and Parish Councils and WATAG.

The Committee heard that once the group had been set up they would report back to the Council at regular intervals.

Recommended to Council

- a) That Dorchester Town Council support the setting up of DTAG
- b) That Dorchester Town Council take an active supporting role in the group
- c) That two Councillors, one being a twin hatted Councillor work with the group.

5. Town Centre Master Plan

The Committee received a report from the Town Clerk about a Town Centre Masterplan exercise. The Committee heard that it had become apparent from the Dorset Council's proposed Local Plan DOR policies and the recent announcement of the closure of South Walks House that a Master Plan for Dorchester was needed.

The Committee heard that the Dorset Council had no plans to create a Masterplan for the Town and that it was unlikely that Dorchester would be prioritised for a plan over other towns in the County. The Committee noted that a number of neighbouring towns had begun work on their own Masterplans.

The Committee agreed that a Masterplan was needed, which was supported by a member of the public in attendance.

The Committee agreed that the Town Council should continue to engage Dorset Planning Services for their expertise, funded from the Local Plan Reserve and that Officers work with the Chair and Vice Chairs of the Committee to establish a process to support Members to develop their views on a Master Plan.

Resolved

1. That the Town Council continue to engage Dorset Planning Services to provide the necessary technical input into a Masterplan exercise; funded from the Local Plan Reserve.
2. That Officers work with the Chair and Vice-Chairs to establish a process to support Members to develop their views on the exercise as a precursor to discussions with Dorset Council and a wider public consultation exercise.

6. Concerns About Rail Services

The Committee noted a letter that had been published in the Dorset Echo calling for support for an improved train service in Dorchester. The Committee agreed with the comments made in the letter and raised concerns about the reliability of the trains that were currently timetabled, having received complaints and personally experienced delayed and cancelled Services.

A Member highlighted the need for a reliable service for those that used the train to get to hospital appointments, particularly those who had to travel to Southampton and London for specialist appointments.

The Committee raised additional concerns about the lack of space for bicycles and pushchairs on the trains.

A Member also highlighted the need for the ticket office at Dorchester South Railway Station remain open as it was a valuable service to passengers requiring information.

The Committee agreed that the Clerk to the Committee should write to the MD of South Western Railway, the MD of Great Western Railway, the relevant transport portfolio holders at both the Dorset Council and BCP Councils and the Minister of State for Railways.

The Committee also requested that the Clerk to the Committee write to the West Dorset MP, Chris Loder to request that he share the letter with all other MP's who represent the wards affected along the line between Weymouth and London Waterloo.

The Committee agreed that the letter should request that the two railway companies:

- Engage more with rail users from Weymouth & wider Dorset including the Dorset County Hospital
- Urgently improve train provision to Weymouth & Dorchester along both lines
- Increase services early in the morning and later in the evening

- Restore direct services to Waterloo
- Investigate modern season ticket types
- Provide more capacity over school holidays and the holiday season particularly with the current uncertainty over international holidays
- Improve the reliability of the trains
- Increase the capacity on the trains for bicycles and pushchairs

Resolved

That the Clerk to the Committee write to the MD of South Western Railway, the MD of Great Western Railway, the relevant transport portfolio holders at both the Dorset Council and BCP Councils, the Minister of State for Railways and the MP for West Dorset Chris Loder.

7. Dorset Council's Proposed Parking Charging Strategy

The Committee noted the Dorset Council's proposed parking strategy report.

The report had been previously circulated to the Committee with a request for members to make comment prior to the meeting. The Chairman summarised the responses which the Committee discussed.

The Committee agreed that the Clerk to the Committee should submit the agreed response to the strategy as per Appendix 1 to these minutes to the Dorset Council.

Resolved

That the Clerk to the Committee submit the comments as per Appendix 1 to the Dorset Council in response to the proposed parking charging strategy.

9. Planning Applications for Comment

The Committee considered the planning applications referred to the Council for comment by Dorset Council (Appendix 2).

10. Minute Update Report

The Committee noted the minute update report.

11. Planning Issues to Note

A member of the public enquired when the grass verges in the Town would be cut. A Dorset Councillor informed the Committee that the verges maintained by the Dorset Council were due to be cut within two weeks.

The Chairman of the Committee informed the Committee that a demonstration against the Local Plan Policy DOR13 organised by STAND would be held outside County Hall on 15 July at 6pm.

Chairman

**Dorchester Town Council
Planning and Environment Committee
Planning Applications as at 12 May 2021**

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

E1. [P/FUL/2021/00574 Land South of Unit 5 Casterbridge Industrial Estate Access Lane To Casterbridge Industrial Estate Dorchester Dorset DT1 1PL](#)

Erection of a workshop with 1no. self-contained flat above.

Objection.

The Committee objects strongly to the inappropriate siting of residential development in an industrial site. The proposed flat would overlook neighbouring Swanbridge Court and Swanbridge Park, which would impact the residents significantly through loss of privacy, contravening ENV16 of the adopted local plan.

E2. [P/FUL/2021/00987 4 Prince Of Wales Road Dorchester DT1 1PW](#)

Demolition of the existing buildings & erection of a single block of 12no. flats with small office space & refuse store & erection of a terrace of 4no. bungalows to the rear. (to be under the ownership and management of the local authority for supported living).

No objection in principle. The Committee request that two large trees be incorporated into the landscape conditions. A number of trees have been previously removed in the area which have not been replaced due to complications with underground services. The Committee request that the trees be planted at the front of the development to enhance the street scene.

North Ward (Councillor A. Canning)

N1. [P/FUL/2021/00512 & 00513 28A High East Street Dorchester Dorset DT1 1HF](#)

Erection of a mansard roof extension to provide an additional residential unit.

No objection in principle. Sympathetic treatment on the effect of the adjacent Corn Exchange would be appreciated.

N2. [P/FUL/2021/00586 Physiques And Shapes Health Club 18 The Grove Dorchester Dorset DT1 1TB](#)

Change of use of first floor from Health Club to 1no. residential flat.

No objection.

N3. [P/FUL/2021/00747 Dorset County Hospital Williams Avenue Dorchester Dorset DT1 2JY](#)

Install Air Handling Unit (AHU) on south wing flat roof to serve the ventilation system being installed within the Orthopaedic department below.

No objection.

- N4.** [P/LBC/2021/00271 Top O Town House Bridport Road Dorchester Dorset DT1 1XT](#)
Internal & external alterations to facilitate change of use of office to 9 residential apartments
(alternative scheme to that approved under WD/D/18/000911).
No objection.
- N5.** [P/LBC/2021/00721 3 Cornhill Dorchester Dorset DT1 1BA](#)
Internal overboarding of damaged lath and plaster and replacement of modern rear windows.
No objection.

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

No applications received.

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

- S1.** [P/HOU/2021/00727 9 South Court Avenue Dorchester Dorset DT1 2BY](#)
Internal and external alterations to existing dwelling and single storey rear extensions.
No objection
- S2.** [P/HOU/2021/00725 33 Manor Road Dorchester Dorset DT1 2AX](#)
Erection of single storey garage attached to front elevation & single storey rear extension to form
extended living area.
No objection.

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

No applications received.

Dorchester Town Council
Planning and Environment Committee
Planning Applications as at 26 May 2021

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

E1. P/HOU/2021/00468 16 Prince Of Wales Road Dorchester Dorset DT1 1PW

Formation of new vehicular and pedestrian access and erection of ancillary accommodation.

No objection.

The Committee have requested that a tree be planted in the front garden to enhance the street scene.

E2. WD/D/20/003299 Maen Maen Gardens Dorchester DT1 1QQ

Change of use to (F1(a)) specialist independent school.

No objection.

North Ward (Councillor A. Canning)

N1. P/FUL/2021/00726 41 Great Western Road Dorchester Dorset DT1 1UF

Replace a derelict former dwelling with 1no. self-contained dwelling.

No objection.

N2. P/FUL/2021/00750 Citroen Mmc Dorchester Millers Close Dorchester Dorset DT1 1SS

Demolish existing garages and construct car showroom with forecourt for car sales display and customer /staff parking.

No objection.

N3. P/LBC/2021/00826 & 00827 (listed building consent) Old Military Hospital Grove Trading Estate Dorchester Dorset

Alterations to facilitate the conversion of former military hospital to 5 No. flats (C3).

Objection.

The Committee felt that the air pollution, noise and disturbance caused by passing traffic and established businesses in the immediate area would cause long term detriment to the amenity of the residential properties and therefore the development would be contrary to Policy ENV16. of the adopted Local Plan. Additionally, the loss of business premises on the industrial estate would be contrary to Policy ECON2. of the adopted Local Plan.

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)

P1. P/FUL/2021/00694 26 Middlemarsh Street Poundbury Dorchester DT1 3FD

Change of use from D1 (Non-residential institution) to a flexible use B1 / A2 (Business/Financial and professional services).

No objection.

P2. P/FUL/2021/00684 Parkway Farm Business Park Middle Farm Way Poundbury Dorchester DT1 3AR

Erection of 21no. commercial units (use class E) with associated access & parking facilities.

The Committee have concerns over the level of parking provision for commercial units which will inevitably require spaces for workers and visitors.

The Poundbury perimeter footway and cycleway must be maintained.

**Dorchester Town Council
Planning and Environment Committee 5 July 2021
Dorset Council's Proposed Parking Charging Strategy**

1. This is not the time to be increasing any car parking charges in Town Centres when businesses have been so badly hit by the pandemic and the future is so uncertain. Many charges propose increases of 50%, which is far, far too high.
2. Increases in all day charges will force worker parking out into residential areas exacerbating existing problems. Residential streets in Dorchester will be affected more significantly than other Towns such as Weymouth that have resident parking schemes in place in most of the streets that are within a 15 minute walk to the Town Centre.
3. The proposed level structure is not supported. Each town has different needs and priorities - and even within a town, different car parks would benefit from different pricing strategies.
4. There is still a need for designated long and short stay car parks - short stay parking is essential to make Town Centres accessible for shoppers and those visiting businesses or attending appointments.
5. The on-street charging strategy is welcomed in principle, encouraging cars into car parks so that spaces are available for 'quick pop in'
6. Payment Machines need updating so that they can take coins, cards, contactless or pay by phone. The machines need to be accessible to people with disabilities. Previous machines have been the wrong height and the buttons have been too small.
7. Maintenance, repairs and lighting updates need to be scheduled to make the car parks accessible and attractive.
8. PERMITS - Some rationalisation would be acceptable, but more detail is required before the Town Council can comment fully. The Dorchester Shoppers Permit is popular and works well. We would like to keep it.
9. Fair Field Car Park –The short stay car park charges that are applied on a Wednesday need to be applied on a Sunday.

**Dorchester Town Council Planning & Environment Committee
Planning and Environment Committee 5 July 2021**

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

- E1.** [P/FUL/2021/01817 Red Cow Employment Site St Georges Road Dorchester DT1 1PB](#)
Formation of vehicular access (part retrospective).
No objection.
- E2.** [WD/D/21/000002 Land below Jonson Trading Park Alington Avenue Dorchester DT1 1QB](#)
Change of use of former railway sidings as external storage areas with storage containers (B8).
No objection in principle. The Committee requested that the storage containers be restricted to colours that will blend in with the surrounding natural environment. The Committee had concerns about the proximity of the site to the neighbouring residential areas and requested that conditions be placed to restrict the storage of hazardous and noxious materials. The Committee also requested that the purpose of the site be restricted to storage facilities.

North Ward (Councillor A. Canning)

- N1.** [WD/D/20/002691 4 West Walks, Dorchester, DT1 1RE \(Listed Building Consent\)](#)
Alterations including remodelling of the lower ground floor & adjacent external retaining wall and terrace. Reprofile the front grounds.
No objection on the condition that the Conservation Officer is content with the plans and that the nearby ancient monument is not disturbed.

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

- W1.** [P/OUT/2021/00467 4 Maumbury Road Dorchester DT1 1QW](#)
Develop the land by the change of use and extension to existing Light industrial buildings together with additional second floor and rear infill extensions to create 9 No. serviced accommodation together with 1 No. ground floor Office (E©) (Outline application to determine access, appearance and layout).
No objection.
- W2.** [P/FUL/2021/00982 6 Weymouth Avenue Dorchester Dorset DT1 1QS](#)
Alterations & extensions to create 4no. residential apartments.
No objection.
- W3.** [P/PALH/2021/02207 47 Damers Road Dorchester DT1 2LA](#)
Erect rear extension: To extend 4.30 metres beyond the rear wall of the original dwelling house: maximum height 3.00 metres : height to eaves 2.80 metres.
No objection.

W4. [P/HOU/2021/01350 4 Legion Close Dorchester DT1 2RQ](#)
Erect front porch.
No objection.

W5. [P/FUL/2021/01080 Thomas Hardy School Coburg Road Dorchester Dorset DT1 2ET](#)
Extension to existing single storey store to form larger store / plant room.
No objection.

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

S1. [P/ADV/2021/01382 & P/LBC/2021/01383 \(Listed Building Consent\) 23 Weymouth Avenue Dorchester DT1 1QR](#)
Display of 1no. Illuminated archway sign.
No objection.

S2. [P/HOU/2021/01029 135 Monmouth Road Dorchester DT1 2DF](#)
Erection of single storey flat roof extension.
No objection.

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

P1. [P/HOU/2021/00867 16 St John Way Poundbury Dorset DT1 2FG](#)
Erect rear single storey extension.
No objection.

P2. [P/HOU/2021/01229 1 Wadebridge Lane Poundbury DT1 3AY](#)
Erection of single storey flat roof extension to rear forming sunroom & boot room.
Balcony to be formed over boot room.
Objection. The Committee were concerned that the proposed balcony would overlook the neighbouring properties reducing their privacy and therefore contravening ENV16 of the adopted local plan.

Dorchester Town Council

Management Committee held at The Cricket Pavilion, Weymouth Avenue, Dorchester.

12 July 2021

Present: The Mayor (Councillor G. Jones) and Councillors S. Biles, L. Fry, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie, R. Ricardo and D. Taylor

Apologies: Councillors A. Canning and S. Jones.

In Attendance Councillors J. Hewitt and F. Hogwood.
J. Halsall in respect of Minute No. 3.

1. Minutes

The Minutes of the Meeting of the Committee held on 8 March 2021, adopted by Council on 22 March 2021, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. Site Visits

The Committee considered the notes of the Site Visits meeting held on 22 June 2021 (as set out in Appendix 1 to these Minutes). In respect of the South Chapel it was noted that some information regarding the stained glass window should be made available outside of the chapel and that access to view the window should be retained. With regard to Kings Road playing fields Members felt that some consideration should be given to relaxing the no dogs rule at this site.

Resolved

- (1) That the notes of the meeting of the Site Visits held on 22 June 2021 be agreed.
- (2) That some external information regarding the South Chapel window be created.
- (3) That consideration be given to relaxing the no dog rule at Kings Road playing field.

3. Pump Track

Maiden Castle Play Area - Members welcomed local resident Jonathon Halsall to the meeting who then addressed the Committee with a proposal on behalf of a local interest group, to rejuvenate the existing pump track at Maiden Castle play area. It was hoped to increase the size of the area available by removing the top goalpost and create a quality facility that would be suitable for use by all age groups.

The Committee was very supportive of the proposal and noted the importance of community buy in to the project.

It was noted that the next stage would be to establish a draft plan which would be presented to the Committee.

Resolved

That the local resident community project to improve the pump track at Maiden Castle play area be supported.

Kings Road – The Committee considered a request from two local young people who wished the Council to consider the idea of installing a permanent concrete pump track at Kings Road Playing Fields.

Members felt that they did not wish to proceed with this project at the moment but that the young people be linked up with the Community Group who were working on the Castle Park play area pump track project.

Resolved

- (1) That Ruuan and Tye be thanked for contacting the Council with their idea for a concrete pump track at Kings Road playing field.
- (2) That the proposal not be considered further at present.

4. **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. It was reported that the BID was very pleased and supportive of the collaboration in respect of the bench refurbishment in South Street.

Resolved

That the Outdoor Services Team update be noted.

5. **Building Maintenance Plan – Borough Gardens**

The Committee considered a report from the Outdoor Services Manager setting out proposals for the future maintenance of the built structures in the Borough Gardens. It was suggested that a traffic light system be used in respect of monitoring reports.

Members felt that it might be beneficial to replace the bandstand ceiling with a plastic/composite material and requested that this be investigated at some stage.

Resolved

That a maintenance plan for the Borough Gardens built structures, as set out in the report, be developed and funding set aside accordingly for its implementation.

6. **Policy on Donated Seats**

Members had before them a report by the Outdoor Services Manager which set out a proposed policy for seats donated to the Town Council.

Resolved

That the Donated Seat Policy, as set out in the report, be agreed.

7. **Grass Cutting – Fordington and Weymouth Avenue Cemeteries**

The Committee considered a report by the Deputy Town Clerk on the existing arrangements for grass cutting at Fordington and Weymouth Avenue Cemeteries which had been changed this year in accordance with the Council's adopted Biodiversity Strategy.

Members felt that it was important that the public could access all areas of the Cemeteries reasonably easily and safely and that information was available to explain the new regime and the benefits of it in respect of biodiversity.

Resolved

That the number and location of pathways through the cemeteries be reviewed and new permanent signage erected.

8. **Grant Applications**

The Committee considered various requests for financial assistance.

Resolved

- (1) That the grant application from Dorchester Cricket Club be agreed in the sum of £400. The Club to be encouraged to fit the defibrillator outside of the Pavilion. Should the cost be higher the Council to consider increasing its contribution.
- (2) That the grant application from the Alcohol Education Trust, in the sum of £300 against loss, be agreed.
- (3) That the grant application from Pride Matters in the sum of £200 to cover the cost of the Public Liability Insurance and Licence, be agreed.
- (4) That the grant application from the Civic Society in the sum of £1,750 be agreed.

9. **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 5184 to 5222 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

10. **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.

Chairman

Notes of a Site Visit held on 22 June 2021 at 9.30am.

Sites visited – Borough Gardens, Maumbury Rings, Weymouth Avenue Cemetery, Sandringham Sports Centre, Mellstock Avenue Play Area, Kings Road Playing Fields and Salisbury Fields.

Attending: The Mayor (Councillor G. Jones) and Councillors L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger, D. Leaper, R. Major, R. Potter and M. Rennie.

Steve Newman, Deputy Town Clerk. Carl Dallison, Outdoor Services Manager.

1. The Borough Gardens

Members toured the Gardens and the Outdoor Services Manager gave an update on the work that had been and was about to be undertaken. The following actions / items were agreed or noted:-

- That the outdoor gym equipment be replaced as and when required.
- That some Japanese Maples be planted along the snowdrop bank adjacent to West Walks.
- To investigate the possibility of establishing two parking spaces near to the toilets / kiosk.
- Investigate the cost of getting the wording on the fountain re-engraved.
- The work recently undertaken to the Borough Gardens House and the bandstand was to a good standard. Members wished for the original painted sign on the BGH to be refreshed.
- Work would be required on the large trees adjacent to the old tennis courts and the trees adjacent to Bowling Alley Walk sooner rather than later.
- The rose garden would be formally named and opened on 31 July 2021. Members felt that an information board about the garden and the type of roses planted would be beneficial.
- Members supported the idea of a surplus plant sale operated through the Friends of the Borough Gardens.

2. Maumbury Rings

The Deputy Town Clerk reported on the work undertaken to refurbish the Pavilion and Members supported an idea from Councillor M Rennie to have some trees planted near to the fence line on the railway line side of the site.

It was noted that boundary wall on the old police station side of the site was in need of attention. Members agreed that the 'thank you' banner should be removed from the railings soon after 19 July 2021.

3. Weymouth Avenue Cemetery Chapels

The Group inspected both the North and South Chapels. Members noted that the South Chapel was no longer required for use as a Chapel and confirmed the proposal of the Service Review Group that the space be made available for use as a storage space by local community groups. Depending on what it being stored it might be necessary to obscure the lower parts of the windows.

4. Sandringham Sports Centre

The Group inspected the area freed up by the removal of the parkour equipment and looked at potential alternative sites for the petanque court which was required to be moved when the new ballet club facility was built. Members felt that the petanque users would be best served by relocating to the Great Field. If this was not acceptable an alternative area between the outdoor gym equipment and the fence was identified.

The footprint of the new ballet club was shown on the ground. Members felt that once built it might benefit from some softening at the front by way of green planting. It was also felt that the opportunity should be taken to re-line the car park once the facility was built.

The Deputy Town Clerk informed those present of a small housing development proposal on land adjacent to the car park.

5. Mellstock Avenue Play area

Members visited the play area and were informed of the ongoing concern of neighbours in respect of children climbing through the hedge and onto their property. It was noted that some patching of the original fence had been undertaken last summer.

After considering the options it was agreed that further fence patching and the planting of 'spiky' shrubs be undertaken so as to deter children from climbing through the fence line.

6. Kings Road

The Group visited Kings Road playing fields where the Outdoor Services Manager showed Members the new tree planting and explained the proposals for the future planting of the area. The Group also talked about the potential for a pedestrian bridge which it was hoped would be possible through developer contributions. The exact location of a bridge to be confirmed.

It was noted that the steam roller in the play area would need to be taken out of action for a number of weeks shortly so as to enable maintenance to be undertaken.

7. Salisbury Fields

A local resident met with the Group at Salisbury Fields and explained the community wildflower planting scheme that was being undertaken along a meter wide strip adjacent to the boundary at the southern end of the field. Members were supportive of the project.

The Outdoor Services Manager explained the tree work that was proposed to the existing trees and future planting of new trees.

An idea to reduce grass cutting in some parts of the field was also discussed and a report on this matter would be the subject of a future Committee report.

Meeting closed 2.00pm.

Dorchester Town Council

Policy Committee

21 July 2021

Present: Councillors R. Biggs, A. Chisholm, J. Hewitt, F. Hogwood, S. Hosford (Chair) and G. Jones

Apologies: Councillor B. Armstrong-Marshall and T. Harries.

Attending: Councillors S. Jones, D. Leaper, R. Potter and M. Rennie.

1. **Minutes and Declarations of Interest**

The Minutes of the Committee of 15 March 2021, adopted by Council on 22 March 2021, were taken as read and signed.

2. **Financial Update at 30 June 2021**

The Committee received the Financial Controller's report on the month 3 financial position, noting actual spending in line with budget. Questions were asked regarding an outstanding debt for verge cutting and an above profile expenditure on Culture and Twinning.

Resolved

That the Payments list, totalling £1,300,960.45, is approved

3. **Governance Issues**

The Committee considered a report of the Town Clerk covering a number of governance issues. A question was asked regarding the availability of the online Register of Interests and Members also considered the process for extending the boundaries of the town, should it be appropriate to do so, at a future date.

The Committee considered the timescale for the appointment of a new Clerk, including the implications of an unsuccessful first interview process.

Members considered feedback from an internal exercise to identify areas of activity that might need additional Committee time, phrasing a number of recommendations to respond to the feedback.

The Committee considered the benefits of submitting a bid for city status as part of the 2022 Platinum Jubilee celebrations.

Recommended to Council

- a) That the LGA Model Councillor Code of Conduct, as previously circulated, is adopted
- b) That the Financial Regulations, as previously circulated, are adopted
- c) That the appointment of an external advisor to support the recruitment of a new Town Clerk, is delegated to the Town Clerk, in consultation with the Policy Committee

- d) That the following additions are made to the Council's committee arrangements to take account of recent Member feedback
- Comments regarding the local economy are considered during the town centre master planning workshop, to be programmed in August
 - The Planning and Environment Committee to consider an audit of Environmental issues prior to considering how additional Member time might be allocated to environmental issues
 - On the granting of the lease to Dorchester Arts, a new Group is established to monitor the partnership agreement relating to the operation of the Municipal Buildings, reporting to the Management Committee
 - The current Site Visit programme is strengthened to ensure all properties are visited on a risk-based approach, and that an additional programme of ward focused visits are introduced
- e) That the Council prepares to submit a bid for new city status as part of the 2022 Platinum Jubilee celebrations

4. **Corporate Plan Update**

The Clerk reported on progress relating to the new Corporate Plan, highlighting issues relating to the availability of statistics from the 2021 census, which would prevent the finalisation of the Corporate Plan until 2022.

The Clerk identified that, while awaiting the final Corporate Plan, a new set of milestones would be used to monitor progress on the High Level Aims in the draft Corporate Plan during 2021/22. The Committee considered the milestones, focusing in particular on the lack of the determination of the planning application for the tennis court site. The Clerk was instructed to write to the Dorset Council on this issue.

5. **Dorchester Science Fair and Mars**

The Committee considered the report of the Town Clerk regarding a request for funding support to present Luke Jerram's "Mars" at the Corn Exchange in March 2022.

Resolved

That £3,000 is released from the Arts and Culture Reserve towards the Mars project.

Chairman

