



# Dorchester Town Council

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**For information about this agenda contact Adrian Stuart**

You are summoned to the **adjourned Annual Meeting** of the **Dorchester Town Council** in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 24 May 2022** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meeting of the Council held on 4 April 2022 (page 3).

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

a) To receive communications from the Mayor and the Town Clerk.

b) To receive motions and questions received from Members no less than 5 days before the meeting.

3. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:-

Planning & Environment Committee	4 April 2022	Page 7
Planning & Environment Committee	3 May 2022	Page 13
Management Committee	9 May 2022	Page 18
Policy Committee	16 May 2022	Page 24

To note the Minutes of the following Joint body

Dorchester Heritage Joint Committee	19 April 2022	Page 31
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4. **Update from Dorset Council Members**

To receive updates from Councillors S. Jones, M. Rennie, R. Biggs, A. Canning and L. Fry, Dorchester Ward Members of the Dorset Council.

5. **Annual Business**

a) Appointments to Committees, Committee Chairmen and Vice-Chairmen, Joint Bodies, Outside Body Representatives. Page 36

b) To readopt the General Power of Competence.

c) To authorise five Members to operate the Council's Bank Mandates  
(Currently Councillors T. Harries, S. Jones, M. Rennie, R. Potter and D. Taylor).

Adrian Stuart Town Clerk

18 May 2022

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

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

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

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

# Dorchester Town Council

## Meeting of the Dorchester Town Council

4 April 2022

Present: Councillors R. Biggs (Chair), S. Biles, A. Chisholm, L. Fry, F. Hogwood, S. Jones, F. Kent-Ledger, D. Leaper, R. Major, R. Potter, M. Rennie and R. Ricardo.

Apologies: Mayor G. Jones and Councillors B. Armstrong-Marshall, A. Canning, T. Harries, J. Hewitt, S. Hosford, A. Lyall and D. Taylor.

### 45. Minutes

The minutes of the meetings of Council held on 24 January 2022 were confirmed and were signed by the Mayor as a correct record.

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

The Deputy Mayor presented a small gift to Mr. Barry White, who was retiring as Mace Bearer after 5 years of service.

Prior to the discussion of a motion to be put to Council, Councillors R. Biggs, L. Fry, S. Jones and M. Rennie declared an interest as Members of Dorset Council and left the room. Councillor Kent-Ledger took the chair.

A motion was proposed by Councillor Potter and seconded by Councillor Chisholm

"That this Council notes the intention of Dorchester Civic Society to apply to register land north of Dorchester (including the proposed site for the DOR 13 development) as a non-designated local heritage asset, and supports this intention"

Members debated the motion, focusing in particular on the rich archaeological heritage and literary associations of the site.

#### Resolved

That this Council notes the intention of Dorchester Civic Society to apply to register land north of Dorchester (including the proposed site for the DOR 13 development) as a non-designated local heritage asset, and supports this intention.

Councillors R. Biggs, L. Fry, S. Jones and M. Rennie rejoined the meeting and Councillor Biggs took the chair.

On behalf of the Mayor the Town Clerk expressed thanks to organisers of Beerex, the Dorchester Ballet Show at the Weymouth Pavilion and to the High Sheriff for an event held at the Dorset Museum. He also offered congratulations to the organisers of the Science Fair and to Dorchester Arts for the numerous community events organised under Mars in March. The Mayor had also opened the new Tourist Information Point in the Trinity Street Post Office and the very striking exhibition "Love Dorchester like a Local" in South Street. The Deputy Mayor also recognised the vigil held for those caught up in the Ukraine conflict.

The Town Clerk invited Members to note a revised date for the Annual Town Meeting of 20 May 2022, set to coincide with a Community Lunch scheduled for the same day, also with a

plan to provide an opportunity for the wider community to make comments on the emerging Town Centre Masterplan. Members requested that an evaluation of the meeting look at the potential for a Saturday event in future years and that organisations supported by the Council be invited to explain how that support had helped them during the year.

47. **Planning and Environment Committee – 7 February 2022**

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 7 February 2022 be adopted.

48. **Planning and Environment Committee – 7 March 2022**

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 7 March 2022 be adopted.

49. **Management Committee – 14 March 2022**

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

A Member asked whether a Grants list could be provided alongside future grant applications. The Chair gave context to the creation of the Group to monitor the delivery of services by Dorchester Arts at the Municipal Buildings. A Member asked that consideration be given to the siting of the beacon used for national celebrations.

**Resolved**

- a) That, subject to the final approval of the lease by the Chair and Vice-Chair of the Management Committee and Councillor D. Leaper, the Council enter into a lease for The Great Field, to be prepared on the basis of the Heads of Terms and accompanying documents reviewed at this meeting of the Committee
- b) That the minutes of the meeting of the Management Committee held on 14 March 2022 be adopted.

50. **Policy Committee – 21 March 2022**

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

**Resolved**

- a) That, having considered the report of the Independent Remuneration Panel, recognising the scale of the Council's Revenue Budget and the complexity of operations delivered by the Council, as well as the role that the Council is required to play to facilitate and support infrastructure required for the future growth of the town, the Basic Allowance be set at £1,069 for 2022/23
- b) That no additional allowance is paid to the Chairman of Council.

c) That the minutes of the meeting of the Policy Committee held on 21 March 2022 be adopted.

51. **Mayoral Selection Committee – 21 March 2022**

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

**Resolved**

- a) That Councillor Janet Hewitt be invited to prepare to fill the office of Town Mayor, and Councillor Gareth Jones the office of Deputy Town Mayor, of Dorchester during the 2022-23 civic year
- b) That the minutes of the meeting of the Mayoral Selection Committee held on 21 March 2022 be adopted.

52. **Dorchester Heritage Joint Committee – 18 January 2022**

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

**Resolved**

That the minutes of the meeting of the Dorchester Heritage Joint Committee held on 18 January 2022 be noted.

53. **Dorchester Markets Informal Joint Panel – 23 February 2022**

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

A Member asked that information regarding improvements to the North Linneys at Fairfield be passed to the Dorchester Heritage Joint Committee.

**Resolved**

That the minutes of the meeting of the Dorchester Markets Informal Joint Panel held on 23 February 2022 be noted.

53. **Dorset Council Matters**

Councillor S. Jones identified work being undertaken to place families at the centre of interactions between officers and children and young people when considering options for their support. She also identified plans to create a Dorset Education Board focused on improving educational standards across schools in Dorset and plans for a wider range of services to be delivered through libraries.

Councillor M. Rennie explained work being undertaken in relation of the creation of the new Integrated Care Service to replace the Clinical Commissioning Group. She also called for local feedback regarding two future scrutiny exercises to be conducted into dentistry and Care Support as well as an exercise looking at the Affordability of Housing.

Councillor R. Biggs highlighted another attempt to create new storage space for the Joint Archives Service. He also discussed the disconnection between Council officers and local ward members when considering anti-social behaviour, most recently in relation to

Poundbury. He was asking for officer advice regarding the making of by-laws or a PSPO for The Great Field. Other Members highlighted the role of the Outreach Service provided by Dorchester Youth Centre.

Councillor L. Fry identified that a new Public Space Prevention Order was due for sign off at Dorset Council Cabinet, and that new policies regarding 20mph Zones and Air Quality were due for consultation shortly.

Mayor

Council rose at 19.40pm.

At a Public Question Time following the meeting a question was raised regarding the Council's views on air condition units being included in new Development Control applications. The Council will research the issue.

A Member also highlighted the continued lack of progress to determining the Community Land Trust Development Control application for the Tennis Courts site.

**Dorchester Town Council**  
**Minutes of the Planning and Environment Committee**  
**4 April 2022**

Present: Councillors R Biggs, L. Fry, E.S. Jones, F. Kent- Ledger, D. Leaper, R. Major, R. Potter (Chairman), M.E. Rennie and R. Ricardo.

Apologies: The Mayor, Councillor G. Jones and Councillors T. Harries J. Hewitt, and S. Hosford.

Also in attendance: Councillors S. Biles and F Hogwood.

**73. Declarations of Interest**

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

Councillor S. Jones declared an interest in Planning application P/FUL/2021/02623 Four Paddocks Land south of St Georges Road Dorchester.

Councillors F. Kent- Ledger and M.E. Rennie declared an interest in Planning application . P/FUL/2022/01613 Nappers House West Walks Dorchester DT1 1RF and left the room when the application was discussed.

**74. Minutes**

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

Whilst considering the minutes a Member raised concerns of unauthorised vehicles using South Street during pedestrianised hours. The Committee requested that the Clerk to the Committee write to Dorset Police and Dorset Council to request that action be taken.

**75. Planning Applications for Comment**

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

**76. Minute Update Report**

**1. P/FUL/2021/01864 Vespasian House Barrack Road Dorchester DT1 1TF**

The Committee were disappointed to note that the Dorset Council Northern Area Planning Committee had approved the application.

**2. Minute 68 Dorchester Town Council Planning and Environment Committee held on 7 March 2022 Local Plan and Masterplan for Dorchester Town Centre Update**

The Committee heard that a meeting had been set up with students from the Thomas Hardy School to discuss their vision for Dorchester. The Committee noted that the Masterplan would be discussed at the Annual Town Meeting / Community Lunch to be held in May. The Committee agreed that a further Councillor workshop to discuss the Masterplan for Dorchester and the feedback received would be required after the Annual Town Meeting.

**77. Planning Issues to Note**

There were no planning issues to note.

**Dorchester Town Council**

**Planning & Environment Committee – 4 April 2022**

**Planning Applications for Comment**

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

**E1. P/LBC/2022/01469 15 High Street Fordington Dorchester DT1 1JZ**

Repointing of south elevation with lime mortar.

No objection.

**E2. P/HOU/2021/03816 Chimes House, 6 South Walks Road, Dorchester, DT1 1ED**

Erect garage with storage space above (demolish existing garage).

Deferred until amended plans are received.

**E3. P/HOU/2022/01709 21 Syward Close Dorchester Dorset DT1 2AL**

Erect new flat roof rear extension with internal and external alterations. Erect new lean-to entrance porch, (demolish existing).

No objection.

**E4. P/FUL/2021/02623 Four Paddocks Land South of St Georges Road Dorchester (Amended Plans / Additional Comments)**

Erection of 107 No. dwellings & associated works, including the formation of access, landscape & ecological enhancements.

No objection.

The Committee requested assurance that the bedrooms in the proposed social plots met the criteria of the registered social landlord.

**E5. P/VOC/2022/01827 4 Prince Of Wales Road Dorchester Dorset DT1 1PW**

Demolition of existing buildings and the erection of a single block of 12 flats with small office space and refuse store and the erection of a terrace of 4 bungalows, all units designed for supported living with 8 units designed as Part M4(3): Category 3 Wheelchair user dwellings. (With variation of condition 2 of planning permission P/FUL/2021/00987 to amend approved plans).

No objection.

The Committee welcomed the addition of the trees included in the amended plans and requested that the trees be of a good size (not whips) and be protected.

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

**N1. P/FUL/2022/00443 & P/LBC/2022/01270 (LBC) 19 Colliton Street Dorchester DT1 1XH**

Change of use from surgery to 1no. residential dwelling.

No objection.

**N2. P/FUL/2022/01613 Nappers House West Walks Dorchester DT1 1RF**

Erection of 2no. two storey buildings & a single storey building to create 14 almshouses & an ancillary community room (demolition of existing two storey building including 8 almshouses)

No objection in principle.

The Committee supported the application in principle on the condition that the proposals would not affect the amenity of neighbouring residents. The Committee welcomed the additional provision of almshouses.

**N3. P/LBC/2022/00440 16B High East Street Dorchester DT1 1HH (Listed Building Consent)**

Regularisation of works to replace rear door to ground floor fire escape.

No objection.

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

**W1. P/HOU/2022/01488 3 Temple Close Dorchester Dorset DT1 2QL**

Erect 2 storey side & 1 storey rear extension.

No objection.

**W2. P/HOU/2022/01642 20 Edward Road Dorchester DT1 2HL**

Erect side extension to form garage, snug and porch with master bedroom and en-suite at first floor level over.

No objection.

**W3. P/HOU/2022/01894 19 Alexandra Road Dorchester Dorset DT1 2LZ**

Erect single storey rear extension (demolish existing conservatory).

No objection.

**W4. P/HOU/2022/01892 7 Hutchins Close Dorchester DT1 2RH**

Erect first floor side extension, the existing main entrance porch and front and rear dormers are to be enlarged.

No objection.

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

**S1. P/HOU/2022/01595 1 Maumbury Square Weymouth Avenue Dorchester Dorset DT1 1TY**

Erect single storey flat roof rear/side extension (demolish existing conservatory).

No objection

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

**P1. P/VOC/2022/01520 Parkway Farm Business Park Middle Farm Way Poundbury Dorchester Dorset DT1 3AR**

Erection of 21no. commercial units (use class E) with associated access & parking facilities (with variation of condition 3 of planning permission P/FUL/2021/00684 to allow for the use of Units 17 & 18 to include Class E (d) fitness)

The Committee fully supported the application, especially having heard from the prospective tenant that the proposed fitness classes would allow access to fitness facilities to children from underrepresented backgrounds and provide opportunities of employment and apprenticeships.

The Committee considered the provision of 10 parking spaces to be adequate for the proposed community asset.

**Additional Applications**

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

**E6. P/PALH/2022/01925 2 St Georges Close Dorchester Dorset DT1 1PG**

Remove conservatory and replace with single storey rear extension. :To extend 5.50 metres beyond the rear wall of the original dwelling house: maximum height 3.00 metres : height to eaves 2.15 metres.

The Committee had no objection to the application in principle as proposed.

However the Committee were concerned that there was evidence of encroachment from the boundary line of the property on to the public footpath in Old Syward Road.

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

**W5. P/HOU/2022/02100 31 Edward Road Dorchester DT1 2HL**

Alterations to north elevation and rendering of remaining brick areas.

No objection.

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

**S2. P/MPO/2022/02077 Brewery Square Weymouth Avenue Dorchester Dorset DT1 1QR (Modify Or Discharge A Planning Obligation)**

Modification of clauses 6.2 and 15 in the Section 106 Agreement dated 9<sup>th</sup> November 2015 against Outline Planning Permission 1/D/13/000999 – to bring wording in relation to mortgagees into line with the National Housing Federation.

No objection

**S3. P/HOU/2022/02056 19 Herringston Road Dorchester Dorset DT1 2BS**

Construction of timber framed carport and entrance canopy. Demolition of conservatory and construction of small rear extension. Convert garage to become new rear entrance and home office space.

No objection.

For information

**FI1. P/CLP/2022/01997 1 Northernhay Dorchester Dorset DT1 1XP**

Certificate of lawfulness to use property as a childrens home with accommodation/facilities for staff.

The Committee raised concerns about the suitability of the building for its proposed use due to the proximity to a busy road, the lack of outdoor space and the proximity to the availability of tobacco and alcohol.

**Dorchester Town Council**  
**Minutes of the Planning and Environment Committee**  
**3 May 2022**

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

Apologies: The Mayor, Councillor G. Jones and Councillors L. Fry, T. Harries, J. Hewitt, and D. Leaper

**78. 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.

**79. Minutes**

The minutes of the meeting of the Committee held on 4 April were confirmed and approved to be signed by the Chairman.

**80. Masterplan for Dorchester Town Centre Update**

The Committee noted the Town Centre Master Plan Update report.

**81. Dorset Council Planning Services**

The Committee were concerned about the way that many of the planning applications were processed through the scheme of delegation. A Dorset Councillor informed the Committee that the process was going to be reviewed by the Dorset Council which the Committee welcomed.

The Committee also raised concerns about the way that site notices were often displayed applicants as it was felt that the notices were not always placed in a visible location to enable neighbouring residents to engage in the planning process in sufficient time.

Members questioned the placement of Dorchester in the Dorset Council's Northern Area Planning Committee area and were concerned that the area covered by the Committee was too broad.

The Committee felt that the number of site visits carried out by the Dorset Council's Northern Area Planning Committee was insufficient and resulted in decisions being made by the Committee without a full understanding of the applications and the effect that the decisions would have on an area.

The Committee requested that the Dorset Council's Northern Area Planning Committee conduct more site visits as with Covid restrictions lifted there was no reason for them not to resume.

The Committee requested that the Clerk to the Committee write to the Dorset Council's Portfolio Holder for Planning regarding the Committee's concerns.

**Resolved**

That the Clerk to the Committee write to the Dorset Council's Portfolio Holder for Planning to express the Committee's concerns.

**82. Planning Applications for Comment**

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

**83. Minute Update Report**

**Minute 74 Dorchester Town Council Planning and Environment Committee held on 4 April 2022 - Minutes**

The Committee noted that Dorset Police had responded to the Clerk's correspondence regarding concerns of unauthorised vehicles using South Street during pedestrianised hours. The Committee heard that Dorset Police would be supportive of the installation of a barrier. The Committee welcomed the support and requested that the Clerk to the Committee write to Dorset Police and the Dorset Council to request further discussions.

**Resolved**

That the Clerk to the Committee write to Dorset Police and the Dorset Council to request further discussions about unauthorised vehicles using South Street during pedestrianised hours.

**84. Planning Issues to Note**

There were no planning issues to note.

**Dorchester Town Council**

**Planning & Environment Committee – 3 May 2022**

**Planning Applications for Comment**

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

**E1. P/HOU/2022/02230 11 Syward Road Dorchester DT1 2AJ**

Demolish existing garage, Erect new garage and new single and two storey extension, minor internal modifications and new front porch roof.

No objection.

**E2. P/HOU/2022/02247 5 Braemar Road Dorchester Dorset DT1 2AR**

Erect two-storey extension. Erect new porch. Erect 1.8m high close boarded timber boundary fence.

No objection.

**E3. P/HOU/2022/02309 36 Casterbridge Road Dorchester Dorset DT1 2AQ**

Side extension forming carport with first floor bedroom & ensuite over.

No objection.

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

**N1. P/LBC/2022/02319 7-10 Mariners Parade High East Street Dorchester Dorset DT1 1HN (Listed Building Consent)**

Re-pointing both the stone and brickwork to all the façades.

No objection.

**N2. P/FUL/2022/01326 29 Trinity Street Dorchester Dorset DT1 1TT**

Change of use of building from retail (use class E(a)) to tattoo studio.

No objection.

**N3. P/ADV/2022/02441 (Advertisement Consent) & P/FUL/2022/02440 (Planning Consent) 15 Cornhill Dorchester Dorset DT1 1BJ**

Replacement ATM signage.

No objection.

**N4. P/HOU/2022/02542 32 Mountain Ash Road Dorchester Dorset DT1 2PB**

Erect single storey rear extensions and re-model the existing second floor rear dormer.

No objection.

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

**W1. P/HOU/2022/02494 42 Coburg Road Dorchester DT1 2HR**

New "wrap round" entrance canopy.

No objection.

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

**S1. P/MPO/2022/02077 Brewery Square Weymouth Avenue Dorchester Dorset DT1 1QR**

Modification of Affordable Housing Definitions and Schedule 3 of Section 106 Agreement dated 9th November 2015 against Outline Planning Permission 1/D/13/000999 and replacement of Affordable Housing Scheme 5 dated 15th March 2021 with Affordable Housing Scheme 6.

No objection.

**S2. P/HOU/2021/04085 25 Herringston Road Dorchester DT1 2BS**

Erect two storey extension.

*Please note that this planning application was the subject of a Judicial Review, and as a result, Dorset Council's decision to grant planning permission on 04/01/2022 has been quashed.*

*The application will be re-determined afresh by Dorset Council and all previously submitted comments will be considered.*

Objection.

The Committee were concerned that the neighbouring property would be severely overlooked from the office windows incorporated in the proposed South elevations resulting in loss of privacy.

The proposal would have a significant adverse effect on the living conditions of the neighbouring residential property, contriving ENV.16 of the adopted Local Plan.

**S3. P/HOU/2022/02308 35 Weatherbury Way Dorchester Dorset DT1 2ED**

Erect single-storey extension and change flat roof over utility room to a matching pitched lean-to roof.

No objection.

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

No applications received.

For information

**FI1. P/NMA/2022/02075 Phase 3, Brewery Development Site Weymouth Avenue Dorchester**

Non-material amendment to Planning Permission WD/D/18/002594 (Outline 1/D/13/000999) for retaining wall adjacent to the boundary to be amended from a brick finish to a timber kingpost retaining wall.

**FI2. P/NMA/2022/01972 53 Queens Avenue Dorchester Dorset DT1 2EP**

Non-material amendment to planning permission No 1/D/11/000438 to include an open porch over garage and front door.

## Dorchester Town Council

### Management Committee

9 May 2022

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

**Apologies:** Councillor D. Leaper.

In Attendance

Councillors J. Hewitt and F. Hogwood.

64. **Minutes**

The Minutes of the Meeting of the Committee held on 14 March 2022, adopted by Council on 28 March 2022, were taken as read and were confirmed and signed by the Chairman as a correct record.

65. **Site Visits**

The Committee considered the notes of the Site Visits meeting held on 12 April 2022 (as set out in Appendix 1 to these Minutes).

In respect of the painting of the steam roller a number of Members felt that it should be painted with bright colours as it was play equipment. It was noted that traditional bright livery colours would be used so as to still make it attractive to children.

In respect of the Great Field play area Members noted that there had been some criticism about its design which included the need for more equipment for wheelchair users, the style of safety surfacing used, dogs in the play area, fencing and various other matters. Members felt that the play area was a great asset to the town and it was important to let it bed in before making any decisions on its operation.

**Resolved**

That the notes of the meeting of the Site Visits held on 12 April 2022 be agreed.

66. **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.

**Resolved**

That the Outdoor Services Team update be noted.

**67. The Great Field**

The Deputy Town Clerk reported that the lease for the Great Field, from the Duchy of Cornwall to the Council, had now been completed. He also reported that the play area had been officially opened by HRH The Prince of Wales on Friday 6 May. A number of contacts from users of the new play area had been received regarding various issues. The Committee felt that it would be useful to review the play area after the summer.

It was noted that there had been a very successful event held at the Great Field recently which had provided its own portable toilets. As the area was now generally busier it was felt important that events being held at the Great Field should provide some additional toilets if possible.

**Resolved**

That the completion of the lease for the Great Field be welcomed.

**68. Grant Applications**

The Committee considered various requests for financial assistance.

**Resolved**

- (1) That the grant application from Dorchester Scout and Guide Hall not be agreed in its present form but that the Deputy Town Clerk be instructed to work with the group to identify a project that the Committee would be able to support to the value of £500.
- (2) That the grant application from Dorset Climate Action Group in the sum of £60, be agreed.
- (3) That the grant application from Dorchester Community Plays Association, in the sum of £1,000, be agreed.
- (4) That the grant application from Cycling Without Age not be agreed at the present time but that the application be considered again if further information is provided in respect proposed routes, evidence of need, sustainability etc.
- (5) That the grant application from Dorchester Arts, in the sum of £1,500 for R&D, be agreed.

- (6) That the grant application from Dorchester Family Support, in the sum of £1,000, be agreed.
- (7) That the Council's grant policy be discussed at the next meeting of the Committee.

(Councillor M. Rennie declared a non-pecuniary interest in (1) above, Councillor R. Potter declared a non-pecuniary interest in (2) and (3) above and Councillor D. Taylor declared a non-pecuniary interest in respect of (4) above).

## 69. 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 5269 to 5279 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

## 70. Twinning

It was reported that 2023 was the fiftieth anniversary of the Council's twinning with Lubbecke and that Bayeux was also planning a twinning visit. Members felt that it was important to commemorate the 50th anniversary of the Lubbecke twinning and also to attempt to co-ordinate with Bayeux.

#### **Resolved**

That a working group be established to consider ideas to celebrate the 50th anniversary of the town's twinning with Lubbecke and to co-ordinate if possible with any Bayeux arrangements. The Working Group to include the Chairman and Vice-Chairman of the Committee and Councillors S. Jones, M. Rennie and D. Taylor.

71. **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.

72. **Easement**

Members considered correspondence requesting an easement across council owned land.

**Resolved**

That further information be requested in respect of method of work and timings so as to enable the matter to be considered further at the next meeting of the Committee.

Chairman.....

### Notes of a Site Visit held on 12 April 2022 at 9.30am.

Sites visited – Corn Exchange Extension, Borough Gardens, Weymouth Avenue Cemetery, Syward Close Play Area, King’s Road Steamroller and Playing Fields and the Great Field.

Attending: Councillors R. Biggs, L. Fry, J. Hewitt, F. Hogwood, F. Kent-Ledger, D. Leaper, R. Major, R. Potter and M. Rennie.

Steve Newman, Deputy Town Clerk.

Carl Dallison, Outdoor Services Manager.

#### 1. Corn Exchange Extension

The Deputy Town Clerk reported on the anticipated date of completion for the extension which would house the new biomass boiler with office space on the first floor. Members noted that there was no storage space in the offices at present and that the space would be shared space with Dorchester Arts.

It was noted that there were two meeting rooms in the space, which would be fitted with meeting tables, interactive smart screens etc.

Members felt that it would be useful to see the space again once the new build part of the office had been completed.

#### 2. 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 new outdoor gym equipment was being installed and that it would be completed within a few days.
- That, as agreed at the last meeting, two parking spaces near to the toilets / kiosk would be created when the opportunity arose.
- That the lights on the bandstand were being left on day and night.
- There were no litter pickers in the community litter picking stand.
- That the work required on the large trees adjacent to the old tennis courts was underway.
- That there was no cycle rack at the Princes Street entrance to the Gardens.
- That a new flagpole had been installed.

3. Weymouth Avenue Cemetery

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 had now been made available for use as a storage space by local community groups. It was noted that the gutters required clearing at the North Chapel.

Members then toured the cemetery and were content with its upkeep other than the need for the wall adjacent to the railway line to be re-pointed at some stage.

4. Syward Close Play Area

The Group inspected the play area at Syward Close. It was noted that the play equipment was of the older design but that it did offer some value for the relatively low number of users. The play area had quite a large safe open grassed area and this was appreciated by the users of the site.

It was felt that, for the moment, no additional equipment should be installed at the play area but that this be reviewed should there be an increase in numbers and or requests.

5. Kings Road

The Group visited Kings Road playing fields where the Outdoor Services Manager showed Members the new tree planting which had recently been completed. He also explained about the development of the informal pathways and the associated wild flower planting . It was noted that two alternative locations for a pedestrian bridge had been incorporated within the tree planting design.

Members were pleased to see the progress being made with the refurbishment of the steamroller in the play area. The group discussed the colour scheme and agreed that it should largely be of traditional colours but with a nod to the fact that it was also to be used for children's play. It was also felt that there should be a formal opening once the refurbishment had been completed.

6. The Great Field

Members visited the Great Field and were given a tour of the new play area by representatives of the Duchy of Cornwall who responded to Members questions about the equipment and concerns over the possibility of anti-social behaviour once the play area was opened.

Meeting closed 1.00pm.

# Dorchester Town Council

## Policy Committee

16 May 2022

**Present:** The Mayor (Councillor G. Jones) and Councillors R. Biggs, A. Chisholm, T. Harries, J.Hewitt, F. Hogwood and S. Hosford (Chairman).

**Apologies:** Councillor B. Armstrong-Marshall.

In Attendance

Councillors S. Jones and D. Leaper.

**27. Minutes**

The Minutes of the Meeting of the Committee held on 21 March 2022, adopted by Council on 28 March 2022, were taken as read and were confirmed and signed by the Chairman as a correct record.

**28. Finance Update**

Members considered a report by the Town Clerk which:-

- Updated the Committee on the 2021-22 financial year end position.
- Presented the final Internal Audit report.
- Presented the 2021-22 Annual Governance and Accountability Return (AGAR) Annual Internal Audit Report, Annual Governance Statement and Accounting Statements.
- Advised on the payments list for the period 1 March to 30 April 2022 and debts over 30 days.

The Deputy Town Clerk responded to Members detailed questions on the report.

**Recommended**

That the Annual Governance and Accountability Return 2021-22, as set out in Appendix 1 to these minutes, be adopted.

### **Resolved**

- (1) That the final Internal Audit report and Officer response to it, for 2021-22 be noted.
- (2) That the payments list, totalling £503,814.95, be approved.

### **29. Dorset Council Allocation of Community Infrastructure Levy (CIL) Receipts**

The Committee had before it a report by the Town Clerk on the allocation of CIL reserves held by Dorset Council.

Town and Parish Councils had been invited to contribute to the discussion regarding schemes they wished to see considered for funding. It was noted that there was £282,000 available for cultural, leisure and community facilities.

The Council's views would need to be submitted to Dorset Council by 10 June 2022. Dorset Council would make allocations based on need, ideally evidenced through some form of strategic assessment or plan and Members considered those projects that were based on the Council's adopted Corporate Plan. Members felt that two projects should be promoted;-

- The Municipal Buildings front of house reconfiguration so as to open up the building for users and event visitors and a relocation of the toilets to a less visible space.
- Kings Road and Lubbecke Way riverside walk – linking the two green spaces together with a footbridge and improved accessibility of the riverside walk and make family friendly (not to include a bid for funds toward a small car park).

The Vice Chairman reported that a number of buildings in High West and East Streets could do with some improvement. It was noted that West Dorset District Council used to operate a financial contribution scheme to help towards minor improvements to Listed buildings/properties within the conservation area. Members felt that it would be beneficial if such a scheme could be re-established.

### **Resolved**

- (1) That the two projects set out above be forwarded to Dorset Council to be considered for funding from the cultural, leisure and community facilities CIL reserves.
- (2) That Town Councillors who were also Dorset Council Councillors be advised of the Committee's views.

(Councillor T. Harries declared a non-pecuniary interest in respect of Dorchester Ballet and Dance.)

30. **Governance Issues**

The Committee had before it a report by the Town Clerk on a new first draft Communications Policy for the Council and appointments to Committees and Joint and Outside Bodies following receipt of Councillor preferences.

Members agreed to review the draft Communications Policy and let the Deputy Town Clerk have comments by 20 May 2022.

The Committee discussed the various appointments to Committees and outside bodies a report on which would be presented to the next full Council meeting. It was noted that the Council did not appoint representatives to the Civic Society or service organisations and it was felt that outside bodies list should be reviewed later in the year.

**Resolved**

(1) That the Communications Policy be reviewed and brought to the next meeting of the Committee.

(2) That the appointments to Committees, Joint and Outside Bodies report be noted.

31. **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.

32. **Freedom of the Town**

Members considered a report by the Deputy Town Clerk on a request from the Dorset Army Cadet Force asking whether on the occasion of the Force’s 162<sup>nd</sup> anniversary, and the 80<sup>th</sup> anniversary of its reconstruction during World War Two, that the Council would be willing to grant it the Freedom of the Town.

**Recommended**

That the Freedom of the Town be awarded to the Dorset Army Cadet Force at a special meeting of the Council, the Deputy Town Clerk to make the necessary arrangements later in the year.

Chairman.....

## Annual Internal Audit Report 2021/22

Dorchester Town Council

<https://www.dorchester-tc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick 'not covered')			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/10/2021 19/01/2022 8/04/2022  
27/10/2021 26/01/2022

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date 08/04/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Dorchester Town Council AIAR 2021/22

Internal Auditor note on test L:

As the Council has an annual turnover in excess of £200k, it should as best practice comply with the Local Government Transparency Code 2015. The requirement to test compliance with the various Transparency Codes is only compulsory for Councils under £25k. The inclusion of Councils over £25k was introduced just before the year-end testing, and is at the discretion of internal auditors. Consequently, I have assessed the test as 'not covered', and will test compliance with the Code in the 2022/23 audit.



R Darkin-Miller LLB (Hons) BFP FCA 08/04/22

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Dorchester Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.dorchester-tc.gov.uk/> / AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2021/22 for

Dorchester Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	766,038	1,149,038	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,503,515	1,516,277	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	408,712	624,957	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	682,914	717,804	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	41,188	39,116	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	805,125	1,763,768	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,149,038	769,584	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,234,603	820,252	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,106,785	8,315,261	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	128,000	94,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Dorchester Town Council

### DORCHESTER JOINT HERITAGE COMMITTEE HELD VIA THE ZOOM VIDEO CONFERENCING PLATFORM

19 APRIL 2022

At a virtual Meeting of the Dorchester Joint Heritage Committee held on 19 April 2022:

#### PRESENT:

Dorchester Town Council	Councillors:	S. Biles A. Chisholm F. Hogwood G. Jones (Chairman) R. Major
	Officers:	S. Newman M. Manley N. Hayes
Dorset Council	Councillors:	R. Biggs A. Canning L. Fry S. Jones R. Tarr
Dorchester Civic Society		I. Gosling
Dorchester Association		M. Rice
Thomas Hardy Society		M. Chutter
The Keep Military Museum		F. Scott
Dorset Museum		R. Maughan
Dorset History Centre		M. Gayton

#### 35. APOLOGIES

Apologies for absence were received from M. Woodgate (Dorchester Heritage Magazine) and Joy Wallis (Blue Badge Tourist Guides).

#### 36. MINUTES

The minutes of the meeting held on 18 January 2022, a copy of which had been circulated, were confirmed and signed.

37. **HERITAGE TOURISM STRATEGY**

(a) **Heritage Tourism Strategy - Progress**

The Committee received a progress report from the Tourism Development Officer which updated it on the work undertaken against the agreed Tourism Strategy Action Plan. It was noted that a large number of the action points had been completed and others were ongoing strategic aims rather than specific actions. A proposed new action plan for 2022-23 had been drawn up which included the need for a long term 5-15 year visioning exercise. The Tourism Partnership felt that a large public consultation exercise was not required but that instead this work could be undertaken by a group of representatives from the Partnership and Heritage Committee. The work should tie in with the work presently being undertaken by the Town Council in respect of a masterplan for the town centre.

The Deputy Town Clerk confirmed that he would contact the Chamber for Business in respect of the Chamber filling its vacancies on the Committee and Partnership.

Members noted the aspiration for visitors to come to Dorchester by train and for the town to be cycle and pedestrian friendly.

**RESOLVED**

- (1) That the progress update on the Heritage Tourism Action Plan be noted.
- (2) That the proposed action plan for 2022-23 be agreed.
- (3) That Councillors S. Biles, G. Jones and S. Jones be the Committee's representatives on the group to be established to undertake the visioning exercise.

(b) **Tourism Partnership**

The Committee received the notes of the meeting of the Tourism Partnership held on 5 April 2022.

**RESOLVED**

That the notes of the meeting of the Dorchester Tourism Partnership held on 5 April 2022 be received.

(c) **Dorchester Walking Festival and Home of the Hillforts – Proposed Events**

The Tourism Development Officer introduced proposals for a Dorchester Walking Festival and Home of the Hillforts event.

It was proposed that Miranda Woodgate work with the Tourism Development Office to run and co-ordinate the two events. Authority to spend £1,500 from the HTPM budget was requested.

Members also requested that Mount Pleasant Henge be included in the home of the hillforts event and that the Dorchester Strollers be approached regarding the walking festival.

**RESOLVED**

That £1,500 be allocated from the HTPM budget for the Dorchester Walking Festival and Home of the Hillforts event.

38. **MILL STREAM PATH – SECTION FROM LONDON ROAD TO MILL STREET**

The Committee had been circulated with 'long' drafts of text for the proposed Mill Stream boards. Members noted that the text would be reduced and the focus would remain on local industrial history if at all possible.

It was proposed that, at some stage, an additional board focusing on the mill would be worthwhile.

Members suggested that the river Frome board would be better placed at Lubbecke Way rather than the Mill Stream. It was noted that the boards would be linked to the Dorset Museum.

Councillor R. Tarr volunteered to review the boards when they had been drafted.

The Committee expressed its appreciation to Mark Chutter and Miranda Woodgate for their work on this project.

**RESOLVED**

That the information boards update be noted.

39. **REPLACEMENT BENCH – FRONT OF DORSET MUSEUM**

The Deputy Town Clerk informed the Committee that the bench was now in place and had been funded by the Welcome Back Fund. An official unveiling had been arranged for 28 April at 2.00pm with the family of Jo Draper, the Men's Shed and the Mayor attending.

40. **ROMAN MOSAIC PROJECT – THE WALKS**

Members received an update report from the Tourism Development Officer. Students from Bournemouth University would be helping with the project. Following a site visit by the students of 'Durnovaria' the following work was proposed:-

Social media campaign to bring 'Durnovaria' to life, particularly focussed on young people.

New digital interpretation boards on the website detailing the 1936-coin hoard and Wollaston Fields (Charles Street).

Art installation in form of sections of a mosaic around different locations in town to form one big mosaic. Discussions were ongoing with the Dorset Council Senior Archaeologist and the Highways Authority.

A Member pointed out that a draft information board for Wollaston Fields had been produced, the Deputy Town Clerk confirmed that he would investigate to see if this board could now be erected.

A Member asked for an update on the brewery information board, the Deputy Town Clerk confirmed that it had been fabricated and a position on Weymouth Avenue had been agreed with Brewery Square. The board would be installed by the Outdoor Services Team as soon as possible.

41. **HERITAGE OPEN DAY**

The Chairman reported on the proposals for this year's Heritage Open Days which would run between 9 and 18 September 2022 with a theme of Amazing Innovations.

The Committee had received funding from the Town Council for this event. Early ideas included Roman Innovations around the Roman Town House, Sir Frederick Treves, Rev John White, Welfare System, Poundbury (tomorrows heritage) Tolpuddle Martyrs (first Union). It was hoped that there would be tours around the town and activities for children and families plus many more events over the week.

An inception meeting to be arranged by the Chairman would take place via Zoom on Thursday 28 April 2022.

It was noted that the Tour of Britain cycle race would be coming through Dorchester on Saturday 10 September which would likely involve a number of temporary road closures in the town. Members felt that the heritage event to be held in High West / East Street would probably therefore be better held the following week on Sunday 18 September 2022.

The representative from The Keep Military Museum reported that the Museum held weaponry and inventions that they would display as a part of the event.

**RESOLVED**

That the proposals for Heritage Open Day 2022 be agreed.

42. **STATEMENT OF ACCOUNTS 2021-22**

The Deputy Town Clerk summarised the 2021-22 accounts which had a closing balance of £638. From 2022-23 the Committee would receive annual contributions from the Town Council of £3,000 for general activity plus £8,500 for Heritage events.

The Deputy Town Clerk agreed to investigate the possibility of reinstating the old pub plaque project, with a simpler style of plaque than was previously identified by the Committee.

A Member raised the poor condition of the Rev White plaque on Colliton Street, the Dorset Museum representative agreed to make the arrangements for it to be refurbished.

43. **DATES OF FUTURE MEETINGS AND FORMAT**

Members considered dates for future meetings and whether they should be face to face or to continue with virtual meetings.

**RESOLVED**

(1) That the 2022-23 Committee meeting dates be as follows:-

- Tuesday 26 July 2022
- Tuesday 18 October 2022
- Tuesday 17 January 2023
- Tuesday 18 April 2023

(2) That future meetings of the Committee should be held face to face.

44. **QUESTIONS**

No questions had been received.

45. **URGENT ITEMS**

A Member requested that the TIP sign on the Last Post to be removed, the Tourism Development Office agreed to contact the BID.

The Thomas Hardy Society representative gave an update on the annual Hardy Birthday Anniversary plans for 4 and 5 June 2022.

It was noted that the next meeting was scheduled for Tuesday 26 July 2022.

Chairman.....

## DORCHESTER TOWN COUNCIL

### FULL COUNCIL – 24 MAY 2022

#### APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

1. At each Annual Meeting of Council there is a fresh opportunity to appoint Committees, with their Chairs, and to make appointments to joint bodies and outside bodies. All Members were invited to express their Committee preferences. This report highlights the issues that Council will need to address.
2. Appendix 1 considers appointments to the Council's three Committees and two Partner bodies. As it stands no issues need to be determined at Council other than to conform those appointments.
3. The following Councillors have indicated a willingness to serve in the role of Chairman or Vice Chairman of Council Committees.

Committee	Chairman	Vice-Chairman
Policy	S. Hosford	R. Biggs / A. Chisholm
Management	F. Kent-Ledger	R. Major
Planning & Environment	R. Potter	R. Ricardo

The Council will need to determine the appointment to the Vice-Chair of the Policy Committee.

4. Three requests have been received for the three positions on the new Municipal Buildings Monitoring Panel, liaising with Dorchester Arts on the lease and Partnership Agreement.  
  
R. Biggs      S. Hosford      F. Kent-Ledger
5. Appendix 2 considers appointments to Outside Bodies. The Council will be invited to confirm the outside bodies appointments including appointing R. Biggs to the vacancy on Dorchester Municipal Charities and D. Leaper to the vacancy on Dorchester Arts.

Steve Newman  
Deputy Town Clerk

APPOINTMENT OF COMMITTEES

DORCHESTER TOWN COUNCIL COMMITTEES

Management Committee (11 requests)

A. Canning	L. Fry	S. Jones	F. Kent-Ledger	D. Leaper	T. Lyall
R. Major	R. Potter	M. Rennie	R. Ricardo	D. Taylor	

Policy Committee (8 requests)

B. Armstrong-Marshall	R. Biggs	S. Biles	A. Chisholm	T. Harries
F. Hogwood	S. Hosford	G. Jones		

Planning & Environment (no limit, 14 requests)

R. Biggs	A. Canning	L. Fry	T. Harries	S. Hosford	G. Jones
S. Jones	F. Kent-Ledger	D. Leaper	R. Major	R. Potter	M. Rennie
R. Ricardo	D. Taylor				

*If appointed as Mayor, Cllr J. Hewitt will be ex officio to the 3 Committees*

**JOINT BODIES**

Dorchester Markets Informal Joint Panel (6 members, 6 requests)

J. Hewitt	S. Hosford	F. Kent-Ledger
A. Lyall	M. Rennie	S. Jones

Dorchester Heritage Joint Committee (5 members, 5 requests)

S. Biles	A. Chisholm	F. Hogwood	G. Jones	D. Taylor
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## OUTSIDE BODY REPRESENTATIVES 2022 – 2023

	2021/22 Rep if wishing to remain in post	Expressions of Interest
<b>Internal Roles</b>		
DAPTC	A. Chisholm 2021 The Mayor	
Charitable Trusteeships		
Ashley Churchill & Thorne Trust (2)	R. Major 2019, R. Ricardo 2019	
Dorchester Municipal Charities (2)	S. Hosford 2019	R. Biggs
<b>Bodies we work with regularly</b>		
Dorchester Arts	Vacant	D. Leaper
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 Tourism Partnership	S. Hosford (R. Potter Reserve) 2021	
Dorchester Youth & Community Centre	M. Rennie 2019	
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	