



Dorchester Town Council

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You are summoned to a **Meeting** of the **Dorchester Town Council** to be held in the Council Chamber, the Municipal Buildings, High East Street, Dorchester, DT1 1HF on **Monday 25 July at 7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meetings of the Council held on 23 and 24 May 2022 (pages 3 and 5).

2. **Police Update**

If in attendance, to receive a police update from Sergeant Matt Whetham.

3. **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.

4. **Minutes of Committees**

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

Planning & Environment Committee	6 June 2022	Page 12
Planning & Environment Committee	4 July 2022	Page 18
Management Committee	11 July 2022	Page 24
Policy Committee	18 July 2022	Page 31

5. **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.

A handwritten signature in blue ink that reads 'Steve Newman'.

Steve Newman
Town Clerk
20 July 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

Annual Meeting of Dorchester Town Council

23 May 2022

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

Apologies: Councillors B. Armstrong-Marshall, F. Kent-Ledger, A. Lyall and D. Taylor.

Attending: Civic Dignitaries, family and friends of the Mayor Elect, and members of the community of Dorchester.

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

It was proposed by Councillor S. Jones, seconded by Councillor R. Major and

Resolved

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

Councillor J. Hewitt, 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 herself and her Mayor's Consorts David Hewitt and Warwick Dabbs, for the honour conferred upon them.

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

It was proposed by Councillor S. Biles, seconded by Councillor S. Hosford and

Resolved

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

3. Vote of thanks to the retiring Town Mayor

It was proposed by Councillor A. Chisholm, seconded by Councillor R. Ricardo and

Resolved

That the thanks of the Council be given to Councillor Gareth Jones for the open, inclusive and enthusiastic manner in which he has carried out the duties of Town Mayor during the past year.

Councillor G. Jones was presented with a Past Mayor's Badge by the Mayor, and Mrs Anne Jones was presented with a Past Mayoress's Badge.

Councillor G. Jones addressed the meeting.

4. **Adjournment**

The Council rose at 7.43pm and remains adjourned until 24 May 2022 at 7.00pm.

Mayor

Dorchester Town Council

Adjourned Annual Meeting of the Dorchester Town Council

24 May 2022

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

Apologies: Councillors, F. Kent-Ledger, A. Lyall and D. Taylor.

5. Minutes

The minutes of the meeting of the Council held on 4 April 2022 were confirmed and signed by the Mayor as a correct record.

6. Communications and Motions

The Mayor thanked all those involved in the Mayor Making event on the previous evening.

It was reported that Kingston Maurward College had won a silver gilt award at the RHS Chelsea Flower Show, a significant achievement. The Mayor confirmed that she would write to congratulate the college.

7. Planning and Environment Committee – 4 April 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 4 April 2022 be adopted.

8. Planning and Environment Committee – 3 May 2022

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

In respect of Minute No 81 it was reported that the Chief Executive at Dorset Council had agreed that a review should be undertaken in respect of the way planning applications were dealt with through the scheme of delegation.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 3 May 2022 be adopted.

9. **Management Committee – 9 May 2022**

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

In response to a question it was noted that the toilets at the PIP café would be open to the public whilst the café was open.

Resolved

That the minutes of the meeting of the Management Committee held on 9 May 2022 be adopted.

10. **Policy Committee – 16 May 2022**

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

The Council considered the Annual Governance Statement and the Accounting Statement for 2021-22 both of which were set out in Appendix 1 of the Policy Committee Minutes.

Resolved

- (1) That the Council approves the Annual Governance Statement for 2021-22.
- (2) That the Council approves the Accounting Statement for 2021-22.
- (3) That the freedom of the Town be awarded to the Dorset Army Cadet Force at a special meeting of the Town Council to be held later in the year.
- (4) That the minutes of the meeting of the Policy Committee held on 16 May 2022 be adopted.

11. **Dorchester Heritage Joint Committee – 19 April 2022**

The minutes of the Joint Committee meeting were noted.

12. **Update from the Dorset Council**

Dorset Councillors updated the Council on the following matters:-

- Dorset Council had received a grant of £875,000 to support Dorset families by creating a network of ten Family Hubs, one of which would be located in Dorchester. Family Hubs were welcoming places and spaces for children, young people and their

families where they would be able to chat without an appointment to get some help from a variety of services.

- Work being undertaken on a pilot scheme, through the Chesil Partnership, with other agencies, in respect of early intervention around domestic violence.
- That the Corporate Parenting Board was looking at why many unaccompanied children were being looked after outside of the County.
- The proposed reforms to the governance arrangements of fire authorities set out in the recent Government Fire Reform White Paper.
- That all planning development proposals would now require a statement around achieving phosphorus and Nitrogen nutrient neutrality at Poole Harbour.
- A proposed review of governance arrangements at Dorset Council.

13. **Annual Business**

Council considered appointments to Committees, Outside Bodies and its Bank Mandate and whether to adopt the General Power of Competence to the next Annual Meeting.

The representative from the South Wessex Community Rail Partnership reported that South West Railways and Network Rail had applied for Department for Transport Access for All funding to replace the bridge at Dorchester South with a new bridge and lift. Members agreed that the application should be supported.

Resolved

- (1) That the appointments as set out in Appendix 1 and 2 be approved.
- (2) That the Council adopts the General Power of Competence for the period to the next Annual Meeting of Council.
- (3) That Councillors T. Harries, S. Jones, M. Rennie, R. Potter and D. Taylor be authorised to operate the Council's bank mandates.

(Note – Councillor M. Rennie wished to be recorded as abstaining from the vote in respect of the appointment of the Chairman to the Management Committee.)

14. **Police Matters**

Sergeant Matt Whetham introduced himself to the Council and reported on the crime statistics for Dorchester. He also updated Members on current police issues and priorities which included anti-social behaviour. He then responded to Members detailed questions.

Sergeant Whetham hoped to attend future meetings and if he was not able to attend he would provide a written update for the Council. It was agreed that any correspondence should be directed through the Town Clerk.

Council rose at 8.15pm.

Mayor

Dorchester Town Council - Committee Membership 2022-23

Appendix 1

Councillor	Council	Planning & Environment	Management	Policy	Markets Joint Panel	Heritage Joint C'ttee
J. Hewitt (Mayor)	Y	Y	Y	Y	Y	
B. Armstrong-Marshall	Y			Y		
R. Biggs	Y	Y		Y – Vice-Chair		
S. Biles	Y			Y		Y
A. Canning	Y	Y	Y			
A. Chisholm	Y			Y		Y
L. Fry	Y	Y	Y			
T. Harries	Y	Y		Y		
F. Hogwood	Y			Y		Y
S. Hosford	Y	Y		Y - Chair	Y	
G. Jones	Y	Y		Y		Y
S. Jones	Y	Y	Y		Y	
F. Kent-Ledger	Y	Y	Y - Chair		Y	

D. Leaper	Y	Y	Y			
A. Lyall	Y		Y		Y	
R. Major	Y	Y	Y			
R. Potter	Y	Y - Chair	Y			
M. Rennie	Y	Y	Y		Y	
R. Ricardo	Y	Y – Vice-Chair	Y – Vice-Chair			
D. Taylor	Y	Y	Y			Y
	20	14	11	8	6	5

Dorchester Town Council – Outside Body Representation

Appendix 2

Internal Roles		Appointed since
DAPTC Larger Towns Rep	A. Chisholm The Mayor	2021 Annually
Charitable Trusteeships		
Dorchester Almshouses (2)	R. Biggs S. Hosford	2022 2019
Ashley Churchill & Thorner Trust (2)	R. Major R. Ricardo	2019 2019
Other Bodies		
Dorchester Arts	D. Leaper	2022
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
Dorchester Tourism Partnership	S. Hosford (R. Potter reserve)	2021
Citizens Advice Central Dorset	S. Biles	2021
Dorchester Youth & Community Centre	M. Rennie	2019
South Wessex Community Rail Partnership (previously Heart of Wessex Rail Partnership)	A. Chisholm	2019
Thomas Hardy Society	S. Jones	2019
Transition Town Dorchester	F. Hogwood	2019
Volunteer Centre Dorchester	S. Biles	2019

Dorchester Town Council

Minutes of the Planning and Environment Committee

6 June 2022

Present: The Mayor (Councillor J. Hewitt) and Councillors R Biggs, A Canning, L. Fry, T. Harries, S. Hosford, S. Jones, F. Kent- Ledger, D. Leaper, R. Major, M.E. Rennie and R. Ricardo (Vice-Chairman in the Chair).

Apologies: Councillor R. Potter and D. Taylor.

1. **Declarations of Interest**

Councillors L. Fry and S. Jones stated that as a 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.

2. **Minutes**

The minutes of the meeting of the Committee held on 3 May 2022 were confirmed and signed by the Chairman.

Members reported back to the Committee on a Dorset Council Planning Forum Meeting organised by DAPTC held recently. The Forum covered the following matters and was led by Dorset Council Councillor David Walsh, Planning Portfolio Holder:-

- Future engagement with town and parish councils
- Planning transformation update, including future improvements to our planning web portal
- Progress with planning applications
- Planning Enforcement
- Dorset Local Plan
- Neighbourhood plans
- Building Control

It was noted that recruitment and retention of Planning Officers was still an issue, that there was a desire to improve communication with Town and Parish Councils and to listen to what they had to say.

It was felt that DAPTC should have taken a more active part in the meeting and that a number of questions raised at the forum remained unanswered. The notes of the meeting, once compiled, would be circulated to Members.

The Committee agreed that it would be useful to invite Councillor D Walsh and the Head of Planning to come and meet with all Members of the Council and that questions should be sought and supplied to Councillor Walsh in advance of the meeting. It was noted that the

planning processes were due to be reviewed by the Dorset Council Scrutiny Committee later in the year and the meeting would be best timed to fit with that review.

Members also felt that it would be useful to have a further meeting with HYAS consultants prior to their report being finalised.

3. Planning Applications for Comment

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

4. Minute Update Report

The Committee noted the minute update report.

5. Planning Issues to Note

There were no planning issues to note.

Planning & Environment Committee – 3 May 2022

Planning Applications - Comments

E1. P/VOC/2022/02757 14 Prince Of Wales Road Dorchester Dorset DT1 1PW

Erect two storey side and single storey rear extension. (Variation of Condition No. 2 from Planning Permission P/HOU/2021/04700 to amend the two storey extension to single storey).

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).

Objection

The committee agreed that the revised proposal would still have significant adverse effects on the amenity of the occupants of neighbouring properties contrary to policy ENV16 of the adopted local plan due to overlooking and loss of privacy, particularly with respect to the proposed glazed windows and their positioning. This is still the case with the revised plan.

The committee agreed that, due to the new proposed positioning of the building and its increased mass and bulk, it would have a deleterious effect on the conservation area and, in particular, the view of the Northern edge of Salisbury Field, which is close to a scheduled monument. The glass area facing Salisbury Field would be particularly inappropriate and out of keeping with other buildings in this area, thus being in contravention of local plan policy ENV12.

The proposed garage would be an overbearing presence for neighbouring properties and also for the important and popular footpath alongside the proposal which gives access to the important green space and again would have a detrimental effect on the conservation area.

The proposal does not conserve or enhance the Listed Buildings that are in the vicinity of the development which is contrary to policy ENV4 of the adopted local plan.

The Committee noted and was concerned that a freestanding building of this nature could be easily transformed into residential accommodation.

E3. P/HOU/2022/02904 85 High Street Fordington Dorchester DT1 1LD

Erect rear extension & internal alterations.

No objection

- N1.** **P/RES/2021/04606 Unit A 20 Grove Trading Estate Dorchester DT1 1ST** (Reserved Matters)
- Extension of the existing premises, together with removal of containers & details of turning space & vehicular parking (reserved matters application to determine appearance, landscaping & layout following the grant of outline planning permission number WD/D/20/000113).
- No objection
- N2.** **P/HOU/2022/00854 & P/LBC/2021/02210 (Listed Building Consent) & Glyde Path Road Dorchester Dorset DT1 1XE**
- Retain storage container. Erect replacement summerhouse. Remove retaining wall and erect retaining wall and steps, carry out landscaping works.
- No objection
- W1.** **P/HOU/2022/02616 23 Fairhavens Coburg Road Dorchester Dorset DT1 2HN**
- Erect first floor rear extension and detached garage.
- Application considered by email 19/05/22
- No objection
- W2.** **P/HOU/2022/02749 17 Elizabeth Place Dorchester DT1 2JL**
- Erect two storey side extension.
- No objection
- W3.** **P/HOU/2022/02965 34 Treves Road Dorchester Dorset DT1 2HE**
- Erect single storey extension (demolish existing conservatory).
- No objection
- W4.** **P/OUT/2022/02976 Dorset County Hospital NHS Foundation Trust, Dorset County Hospital, Williams Avenue, Dorchester, DT1 2JY (Outline Planning Permission)**
- Partial demolition of onsite buildings and structures and the consolidation and expansion of healthcare facilities including up to 10,920 sq.m of net additional floorspace (including an extension to the emergency department and intensive care unit, expansion of medical and health services including a primary care health hub and a new hospital support centre) green infrastructure and other ancillary works including changes to site access arrangements (application for outline planning permission with all matters reserved except vehicular access onto Damers Road).
- In principle - No objection.
- In respect of the key worker housing which is supported, the Committee would welcome early dialogue with the applicant in respect of the height and elevation detail of those properties that would face onto Damers Road. The new accommodation to be sympathetic to the existing properties in that location. The Committee also felt that the green infrastructure was an important part of the development which should not be overlooked.

- W5. P/OUT/2022/02977 Dorset County Hospital NHS Foundation Trust, Dorset County Hospital, Williams Avenue, Dorchester, DT1 2JY (Outline Planning Permission)**
- Partial demolition of onsite buildings and structures and the erection of up to 95 residential units, green infrastructure and other ancillary works including changes to site access arrangements (application for outline planning permission with all matters reserved except vehicular access onto Damers Road).
- In principle - No objection.
- In respect of the key worker housing which is supported, the Committee would welcome early dialogue with the applicant in respect of the height and elevation detail of those properties that would face onto Damers Road. The new accommodation to be sympathetic to the existing properties in that location. The Committee also felt that the green infrastructure was an important part of the development which should not be overlooked.
- W6. P/HOU/2022/03070 24 Garfield Avenue Dorchester Dorset DT1 2EZ**
- Erect garage to side of building, (demolish existing).
- No objection
- W7. P/HOU/2022/03182 16 Great Western Road Dorchester Dorset DT1 1UF**
- Erect conservatory. Replace dormers and insert new dormer. Internal & external alterations (demolish existing conservatory).
- No objection
- W8. P/VOC/2022/03278 8 Legion Close Dorchester Dorset DT1 2RQ (Variation of Condition)**
- Erect two storey side extension, single storey front extension & single storey rear extension (with variation of condition 2 of planning permission P/HOU/2021/03210 to amend the approved plans)
- No objection
- W9. P/HOU/2022/02541 9 Edward Road Dorchester DT1 2HJ**
- Demolition of garage and rear extension, and erection of new single storey rear/side extension.
- No objection
- S1. P/HOU/2022/02649 7 Manor Road Dorchester Dorset DT1 2AU**
- Erect two storey side extension, (demolish existing).
- No objection
- S2. P/FUL/2022/02534 & P/LBC/2022/03190 (Listed Building Consent) 4 Brewery Square Dorchester Dorset DT1 1HX**
- Installation of permanent external canopy & associated external alterations.
- No objection

For information

- FI1. P/CLE/2022/02747 13 Queens Avenue Dorchester Dorset DT1 2EW**
Certificate of lawfulness for existing development - single storey rear extension, rear dormer & side dormer.
- FI2. P/CLE/2022/02788 St Osmunds Church Of England Middle School Barnes Way Dorchester Dorset DT1 2DZ**
Certificate of lawfulness to confirm that the replacement fencing around site boundary is permitted development.
- FI3 P/NMA/2022/03340 35 Herringston Road Dorchester Dorset DT1 2BT**
Non-material amendment to Planning Permission No. P/HOU/2022/05665 to form additional parking area, omit external door and replace window to garage with door.

Notice of Appeal

A1 P/FUL/2021/02294 Former Gibbs & Dandy Site Builder Center Great Western Road Dorchester Dorset DT1 1RZ

Demolition/conversion of buildings to provide 16no. apartments and commercial floorspace (use class E) with associated parking & landscaping.

Appeal Reference: APP/D1265/W/22/3293712

The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure)(England) Regulations 2009, as amended.

This means that you will be given the opportunity to submit representations on the appeal. We (Dorset Council) have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellants. These will be considered by the Inspector when determining the appeal.

All representations must be received by 22 June 2022.

The Committee agreed to add the following comments in respect of this application:-

That the Committee supports the application.

It welcomes the mixed use of employment and residential.

There is a need in the town for the type of residential accommodation proposed.

The development would enhance the character of a currently unused area of the town.

The site is limited in its scope for development and is not suitable for only industrial use.

The proposed development is important to the continuing viability of the town.

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

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

Apologies: Councillors A Canning, T. Harries and D. Taylor.

6. Declarations of Interest

Councillors L. Fry and S. Jones stated that as a 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.

7. Minutes

The minutes of the meeting of the Committee held on 6 June 2022 were confirmed and signed by the Chairman.

8. Master Plan Update

The Committee heard that an informal workshop for Councillors to attend to discuss the Masterplan would be arranged after the Committee Chairman and Town Clerk had met with Jo Witherden, prior to the production of a further updated vision and supporting document. It was agreed that the Vice Chairman should also attend the initial meeting with Jo Witherden.

9. Dorchester South Mid-Tier Accessibility Scheme – Consultation

The Committee discussed the Dorchester South Mid-Tier Accessibility Scheme – Consultation and agreed that it would be supportive of the demolition of the Red Star building to make way for an open access(for safety purposes) waiting area. The Committee would prefer that the shelter be placed closer to the main ticket office.

The Committee also agreed that it would like to see:

- An entrance / exit located next to the bridge on platform 1
- Improvements to the landscaping on Platform 2
- The establishment of a 'Friends of Dorchester South Station group' (which the Council would be supportive of)

The Committee asked the Clerk to the Committee to request an update from the Dorset Council regarding any Section 106 monies set aside for the improvements.

It was agreed that the Committee Clerk should notify the South Western Railway, Regional Development Manager of the Committee's comments regarding the Dorchester South Mid-Tier Accessibility Scheme Consultation.

Resolved

1. That the Clerk to the Committee request an update on S106 monies from Dorset Council.
2. That the Clerk to the Committee notify the South Western Railway, Regional Development Manager of the Committee's comments.

10. Dorchester Transport Action Group (DTAG)

The Committee heard that DTAG had appointed a Chairman, Treasurer and a Secretary and that the group had been formally established. The Chairman of the Committee welcomed the Group's progress.

11. Climate Emergency Action Plan Task and Finish Group Minutes

The Committee noted the Climate Emergency Action Plan Task and Finish Group Minutes.

The Committee discussed Minute 4 and requested that the Dorset Council be contacted to request that they remind the school bus contractors of their responsibility to turn off their engines when collecting / dropping off their passengers at the schools. The Committee agreed that if they became aware of any buses idling outside any of the schools that they would report them individually to the Dorset Council.

A Committee member referred to Minute 5 and queried the response received from Dorchester BID levy payers.

Resolved

1. That the Dorset Council be contacted to request that they remind the school bus contractors of their responsibility to turn off their engines when collecting / dropping off their passengers at the schools.
2. That the Dorchester BID be asked about the responses to the Litter Free Dorset Survey.

12. Planning Applications for Comment

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

13. Minute Update Report

There were no minute updates to report.

14. Planning Issues to Note

Members were reminded that requests for applications to be looked at in detail are required to be submitted to the Committee Clerk in good time.

Plans would be available on the day of the meeting if circumstances dictated.

Dorchester Town Council

Planning & Environment Committee – 4 July 2022

Planning Applications for Comment

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

E1. P/HOU/2022/03252 & P/LBC/2022/03253 (Listed Building Consent) 2 Icen Way Dorchester Dorset DT1 1EW

Install rear dormer.

No objection.

E2. P/HOU/2022/03640 4 Alfred Place Dorchester DT1 1NW

Erect single storey rear extension. Re-roof existing roof and install rooflight. Replace existing rear windows.

No objection

North Ward (Councillor A. Canning)

N1. P/FUL/2022/03417 Top O Town House Bridport Road Dorchester Dorset DT1 1XT

Change of use of office to 9 residential apartments plus associated internal & external works (alternative scheme to that approved under WD/D/18/000910).

Objection.

The Committee were concerned by the potential loss of parking spaces in the Dorset Council operated Top o' Town Car Park due to the proposed Westerly facing entrance detailed in drawing 19/105/ SK19, submitted with the application.

On the provision that it was guaranteed that there would be no loss to parking spaces to the Top o' Town Car Park, the Committee would welcome the application.

N2. P/LBC/2022/03356 Top O Town House Bridport Road Dorchester Dorset DT1 1XT (Listed Building Consent)

Carry out external works associated with the conversion of building to 9no. apartments.

Objection.

The Committee were concerned by the potential loss of parking spaces in the Dorset Council operated Top o' Town Car Park due to the proposed Westerly facing entrance detailed in drawing 19/105/ SK19, submitted with the application.

On the provision that it was guaranteed that there would be no loss to parking spaces to the Top o' Town Car Park, the Committee would welcome the application.

N3. P/FUL/2022/03452 Heritage Automotive The Grove Dorchester DT1 1XU

Erect extension to bodyshop to house additional franchise with sales and repair areas.

No objection.

N4. P/LBC/2022/03816 South Lodge South Walks Dorchester DT1 1DS

General interior redecoration repair and repaint all windows and doors. Replacement of two fire places, replacement of radiators, replacement of various stone paving in the interior. Introduction of two self contained ensuite pods. Reinstatement of a window and door to the West Elevation. Installation of glass balustrade as protection to the existing mentioned in the Listing staircase and another to protect a window lighting the service stair.

No objection. Dorchester Town Council welcomes the refurbishment of this important building.

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

W1. P/HOU/2022/03823 18 Great Western Road Dorchester Dorset DT1 1UF

Raise store roof. Infill covered area to extend store.

No objection.

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

S1. P/HOU/2022/03351 29 Manor Road Dorchester DT1 2AX

Erect Single Storey rear extension, first floor side extension over existing roof slope of garage, provision of new porch, demolition of conservatory and internal alterations.

No objection.

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

P1. P/RES/2022/02234 Sectors 4.12, 4.14, 4.15, 4.17 Poundbury North West Quadrant Dorchester

Appearance; layout & scale for the erection of 27no. dwellings - matters reserved for further approval by outline planning permission ref. 1/D/09/001363.

No objection, however the Committee regretted the lack of renewable energies incorporated into the designs.

The Committee requested the provision of bird and bat boxes which had been successfully incorporated in to previous applications for earlier phases.

The Committee also requested that any buildings over three floors incorporate the provision of a lift facility to ensure that all properties be accessible.

P2. P/RES/2022/01930 Sectors 4.18, 4.20, 4.21, 4.23, 4.26, 4.27 and 4.28 North West Quadrant Poundbury

Access; appearance; landscaping; layout & scale for the erection of 106no. dwellings, 448m² of non-residential development & associated roads, drainage & other infrastructure - matters reserved for further approval by outline planning permission ref. 1/D/09/001363.

No objection, however the Committee regretted the lack of renewable energies incorporated into the designs.

The Committee requested the provision of bird and bat boxes which had been successfully incorporated in to previous applications for earlier phases.

The Committee also requested that any buildings over three floors incorporate the provision of a lift facility to ensure that all properties be accessible.

P3. P/HOU/2022/02636 34 Holmead Walk Poundbury Dorset DT1 3GE

Install 3 dormers to front elevation. Convert roof space into accommodation. Erect two storey rear extension. Internal alterations.

Objection.

The Committee felt that the proposal would result in overdevelopment of the site, contravening Env.12 of the adopted local plan. The Committee had concerns about the potential loss of a shared parking space.

For information

FI1. Hillfort House Poundbury Road Dorchester Dorset DT1 2PN

Non-material amendment to Planning Permission P/FUL/2021/04624 for the addition of 2 No. parking spaces.

FI2. P/CLP/2022/03468 29 Manor Road Dorchester Dorset DT1 2AX

Install rear dormer, 2 No. rooflights and convert loft space into additional accommodation.

The above Certificate of Lawful Use Proposed has been received. You are being notified for information purposes only. (Dorset Council).

FI3 P/CLP/2022/03796 7 Manor Road Dorchester Dorset DT1 2AU

Certificate of Lawfulness for a two storey rear extension, single storey rear extension & new porch.

The above Certificate of Lawful Use Proposed has been received. You are being notified for information purposes only. (Dorset Council).

Dorchester Town Council

Management Committee

11 July 2022

Present: The Mayor (Councillor J. Hewitt) and Councillors F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie and R. Ricardo.

Apologies: Councillors L. Fry, S. Jones, D. Taylor and A. Canning.

In Attendance

Councillors F. Hogwood and R. Biggs.

K. Johnson, D. Lochrie and C. Prosser, Cycling Without Age (Minute No 3).

1. **Minutes**

The Minutes of the Meeting of the Committee held on 9 May 2022, adopted by Council on 24 May 2022, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. **Declaration of Interests**

Cllr M Rennie declared a non -pecuniary interest in Item 7, Grant Application 4.

3. **Cycling Without Age**

The Committee considered correspondence and received a presentation in support of a grant application from representatives from Cycling Without Age.

Resolved

That a grant of £500 be awarded to Cycling Without Age and that the Town Clerk contact Cycling Without Age to offer the Town Council's assistance, in partnership, to help with any third party grant sourcing and to also offer space if available at Poundbury Cemetery to store their cycle.

4. **Site Visits**

The Committee considered the notes of the Site Visits meeting held on 7 June 2022 (as set out in Appendix 1 to these Minutes).

Resolved

That the notes of the meeting of the Site Visits held on 7 June 2022 be agreed.

5. **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 and the team thanked for their ongoing efforts.

6. **Borough Gardens Family Picnic**

The Mayor informed Members that she was looking to organise a family picnic on the Gardens for Ukrainian families and anyone else who wished to attend. The event was proposed to be held on Ukraine's National Day – Wednesday 24 August 2022.

Resolved

That the event be supported and £500 be made available for some live entertainment and free activities.

7. **Grant Applications**

The Committee considered various requests for financial assistance.

Resolved

- (1) That the grant application from Dorchester Scout and Guide Hall, in the sum of £500, be agreed.
- (2) That the grant application from Dorset Carers Hub, in the sum of £500, be agreed.
- (3) That the grant application from Dorchester Poverty Action, in the sum of £500, be agreed.
- (4) That the grant application from Volunteer Centre Dorset (Casterfridge Project), in the sum of £460 be not agreed at this stage but that the Town Clerk make contact with the Volunteer Centre with a view to establishing more clearly the detail of the application and to invite them to present a revised application to a future meeting of the Committee.

The Committee also noted the Council's grant criteria which had been previously circulated. The Chairman reminded Members of the need to be familiar with the guidance around grant awards and to not make mention of sums of money available other than that stated in the Council guidance to any groups who may apply.

8. 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 5280 to 5288 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

9. 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.

10. Fordington Green

(a) Easement – The Committee considered further correspondence from Jurassic Fibre.

Resolved

That an Easement be granted to Jurassic Fibre for the laying of ducting for fibre broadband. Officers are to check the quality of re-instatement carried out to ensure a good quality of repair.

(b) Use of the Green – Members noted that Fordington Green was occasionally being used for live music over the summer time. The Committee supported this community use in principle but expressed some concerns that, what was originally an agreement with one operator (that has now increased to two), for relatively informal musical events, was becoming very organised, with social media advertising etc leading to larger and more frequent events with greater attendance.

Resolved

That the Town Clerk arrange a meeting with the event organisers to discuss the format and basis upon which events continue into the future to which the Chairman, Vice-Chairman and East Ward Members, will be invited. Also, to discuss the situation with a Dorset Council licensing officer to establish if any license is required and report back to a future meeting of the Committee.

11. The Great Field

Members considered a report by the Town Clerk on a proposal to install CCTV at the Great Field. It was noted during discussions that anti-social behaviour occurs at times in many open spaces and that it tends to be transient in nature.

Resolved

That the installation of CCTV at the Great Field not be supported by this Committee at the present time but that the Town Clerk arrange a meeting with the Crime Reduction Partnership officers and local workers to further discuss the ongoing perception of and actual anti-social behaviour occurring in the area of the play area at the Great Field, with a view to further efforts being made to reduce any problems by both them and the Police.

12. The Borough Gardens at Christmas

The Committee had before it a report by the Town Clerk on a proposal to light up the Borough Gardens at Christmas.

Members recognised the potential of increasing the seasonal interest offer within the Gardens and requested that officers investigate how trees may be illuminated more informally and whether the Gardens could be used by such groups as Rotary or the Lions for Christmas themed events that were free to enter.

Resolved

That the Committee did not support the proposal.

13. Dorchester Bowls Club

The Outdoor Services Manager reported on a meeting held with the Bowls Club, Dorchester Youth Football Club and the Town Clerk the outcome of which was that both the Bowls Club and Football Club would prefer that only the two large changing rooms be relinquished back to the Bowls Club. The garage, First Aid room and Ref room to continue under the existing lease to the Council.

Resolved

That the Council's underlease be part relinquished so as to allow the two large changing rooms to revert back to Dorchester Bowls Club.

Chairman.....

Notes of a Site Visit held on 7 June 2022 at 9.30am.

Sites visited – Poundbury Cemetery, Maiden Castle Play Area, Fortress Green, Edward Road Play Area, King's Park Play Area and Red Cow Farm Open Space and Allotments Project.

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

Steve Newman, Deputy Town Clerk.

Carl Dallison, Outdoor Services Manager.

1. Poundbury Cemetery

The Group viewed the green burial area and were pleased to see that a selection of wildflowers were now growing.

Members were also informed of the new method of grave digging which involved removing the spoil from the graveside for the burial.

In regard to the road side wall it was felt that a plan should be drawn up to reduce the height of the wall so as to reduce the required ongoing maintenance. Consideration could then be given to establishing a new area for plaques or alternative burial options. It was felt that as the amount of space was limited and the burial buildings were still in use, that no further action should be taken at the present time in respect of converting the building to housing. This option of adding solar to the roof should however be investigated.

Those present also felt that it would be useful to have a site visit to Weymouth Crematorium cemetery at some stage to view the various different burial options offered at the cemetery.

2. Maiden Castle Play Area

Members viewed the play area and associated open space. The plans for a BMX / Bump Track submitted by local residents were viewed and it was agreed that the option which required no change to the goal posts would be the preferred option. It was noted that there was a need for the Council to retain an area for organic waste towards the top of the open space.

3. Fortress Green

The Group inspected the green open space Fortress Green. It was noted that some tree planting had taken place on the Green but that there was still room for more.

Members felt that as well as additional tree planting, the area would benefit from some managed 'wilding' so as to aid biodiversity.

4. Edward Road Play Area

Members viewed the play area at Edward Road. It was noted that the equipment and fencing was wearing and would need improving in the near future. The Deputy Town Clerk reported that the lease for the area was coming to an end the following year and the play area seemed to have very little use.

Members agreed that contact be made with the freeholder of the land in regard to their intentions for the land prior to the Council considering its options for the future.

5. Kings Park Play Area

The Group visited Kings Park Play Area which was a well used play area for younger children. There had been no significant investment in the play area for a number of years and Members felt that this should be addressed when considering the priorities for new play equipment investment around the town.

6. Red Cow Farm Lubbecke Way

Members visited the allotment site which had been provided as a part of the Red Cow Farm Development at Lubbecke Way. The Deputy Town Clerk reported on the proposal for the GAP project to take a sub-lease of the site once the Town Council had received its head lease from the Duchy of Cornwall. It was noted that the GAP project was seeking planning permission for the provision of a clad container, composting toilet, raised beds and polytunnel.

The group was supportive of the project.

Meeting closed 12.26pm.

Dorchester Town Council

Policy Committee

18 July 2022

Present: The Mayor (Councillor J. Hewitt) and Councillors B. Armstrong-Marshall, R. Biggs, S. Biles, T. Harries, F. Hogwood and S. Hosford (Chairman).

Apologies: Councillor G. Jones.

In Attendance

Councillors S. Jones and D. Leaper.

1. **Minutes**

The Minutes of the Meeting of the Committee held on 16 May 2022, adopted by Council on 24 May 2022, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. **Finance Update**

Members considered a report by the Financial Controller which updated them on the financial position of the Council as at end of June 2022 and the need for approval for a maximum loan required to complete the Municipal Buildings building project.

Recommended

That an application to the Department for Levelling Up, Housing and Communities for approval to take a loan of up to a maximum of £700,000 to fund the Municipal Building works be approved.

Resolved

That the payments list, totalling £621,370.58, be approved.

3. **Climate Emergency Works – Weymouth Avenue Cricket Pavilion**

The Committee had before it a report by the Financial Controller on further carbon reduction proposals for Weymouth Avenue Cricket Pavilion. These works, subject to receipt of the necessary approvals, to include the fitting of solar panels, waterless urinals and two electric vehicle (EV) charging points. It was reported that Dorset Council might have funding available for the installation of EV charging points. Some consideration should also be given to a protocol around who could use them and whether there were additional suitable locations.

Resolved

That the works set out be approved, subject to the appropriate approvals being received, funded from the Climate Emergency Reserve, less any grant aid achieved.

4. Communications Policy

Further to Minute No. 30/2021-22 the Committee considered a revised Communications Policy for the Council.

Members supported the revised policy subject to the inclusion of how to treat confidential documents, ensuring, if possible, that documents could be read easily on different types of electronic device and available in different languages including brail.

Recommended

That, subject to the inclusion of those matters set out above, the Communications Policy, as set out as an Appendix to these Minutes, be approved for adoption by the Council.

5. 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.

6. ICT Support

Members considered a report by the Town Clerk on the future arrangements for the provision, support and maintenance of the Council's ICT infrastructure.

The Committee supported the proposal but requested that BCP Council be contacted to see what service it might provide and that Dorset Council be asked to provide a complete Service Catalogue / Agreement.

Resolved

That, following receipt of the information set out above, and the approval of the Chairman and Vice Chairman of the Committee, the Town Clerk be authorised to enter into an agreement with Dorset Council for the provision and maintenance of ICT, if that was still considered to be the most effective arrangement.

7. **Investments**

The Committee considered a report by the Financial Controller on the Council's investments.

Resolved

That all of the shares held in Payden and Rygel Investment be sold with the funds received deposited in the CCLA Deposit account.

Chairman.....

Dorchester Town Council

Communications Policy

29 June 2022 (second draft)

1. INTRODUCTION

This draft communications policy is intended for use by Dorchester Town Council Officers and Councillors to facilitate communication, particularly with the Media and Press. There are many platforms which the Town Council can use to communicate, publicly or privately, which can involve multiple and varied stakeholders, and which can be internal, external or both.

This draft policy sets out a code of practice for Council Officers and Councillors for their communications to keep information safe, ensure its veracity, avoidance of damage to the Council's reputation and be lawful. It is important to know which individuals are responsible for communication and to approach them for support when required, particularly to the Media. Inappropriate individual opinions being given as representative of the Officers or Councillors of the Town Council must be avoided.

Officers and Councillors should be briefed on an agreed policy as well as receive training when appropriate before engaging in any communication.

2. SCOPE

The policy applies to all the following personnel:

- Town Council employees, including those working from home or from other locations
- Town Councillors
- Other workers (including casual and agency workers, seconded staff and contractors) who are authorised to use the Council's equipment and networks.

3. PLATFORMS

- Zoom/ Teams/ Google virtual meetings
- Social media (Facebook, Twitter, Instagram, Tik Tok, etc.)
- email
- Letters to individuals or groups
- Town Council Newsletters/ press releases (printed publications)
- Town Council Website
- Interviews: Radio, TV, local or national newspapers

4. **GENERAL POINTS**

Before engaging in any communication all Town Council Officers and Councillors should consider registering and sharing any request for information with an appropriate Officer and ensuring data protection procedures. It is optimal to have designated Officers or Councillors when communicating with the Press or other Media, with a hierarchy of who should say what and to whom, but all the points below should be considered when communicating through any platform:

- 1) **Appropriate communication should include:**
 - a) Accurate proof reading for spelling, grammar and syntax
 - b) Appropriate language, avoiding profanities or colloquial language. Communications to larger audiences should be kept formal.

- 2) **Malicious Communications Act 1988.** Communication should not be indecent, offensive or a threat, or include information which is false and known or believed to be false by the sender.

- 3) **Remain calm** in situations that you may disagree with and consider your reply carefully. Consider exploring a request for information, or any response given, with an appropriate colleague or designated Officer before responding.

- 4) **Do not share** private or inappropriate information, text or images
 - a) Inappropriate information is defined as:
 - Pornography
 - Gambling
 - Promotion of discrimination of any kind
 - Promotion of racial or religious hatred
 - Involving threats or promoting violence
 - Promotion of illegal acts
 - Offensive language which relates to any protected characteristics under the Equalities act 2010, including race, sexuality, disability, gender, age, religion or belief

- 5) The **Defamation Act 2013** c.26.

This defines defamation as an action which causes ‘serious harm’ to the reputation of an individual or corporation which is likely to cause serious personal or financial loss. Libel is the written form of defamation and slander is the spoken equivalent. However, any such allegations are a serious issue. Town Council Officers and Councillors must make sure that any communications, spoken or written, could not be deemed as slander and are substantiated.

- 6) **Images**

- a) Do not share images that are copyrighted unless you have sought permission, or they are open content or have creative common licences. Images on Google and other platforms for open content but this must be ensured.
- b) If content has close ups of people, it must be ensured that individuals in the image have signed an appropriately worded consent form. If the image is of a child, it is important that a parent, or appropriate surrogate person has signed a consent form. Consent forms should be scanned onto a PC and saved in your files with data protection rules being observed. At larger events where it may not be possible to obtain consent there should be signage which make the public aware that photographs will be taken at the event and what they will be used for. For ticketed events, the ticket could state under the terms and conditions of an event that photographs will be taken at the event and what platforms they will be used on.

7) **Accessibility.** Consider these points when creating content:

- a) Avoid or explain jargon, particularly acronyms or technical information
- b) Keep paragraphs short and to the point
- c) Make sure you use contrasting colours so text is readable
- d) Font, sans serif fonts are more accessible these include Arial, Calibri, Century Gothic, Helvetica, Tahoma and Verdana. Calibri is the preferred font of DTC. Avoid complicated, overuse of varying fonts or underlining, mixtures of case and colours, particularly in the production of posters
- e) Text aligned to the left is more readable than centred
- f) Make sure that font is readable and clear
- g) Make sure lines aren't too close together; 1.5 to 2 spacing is optimal
- h) Content should not induce seizures, this means that it should not contain flashing images and if this can't be avoided make sure to warn users of flashing content and make sure it doesn't play automatically
- i) Use <https://colororacle.org/> or <https://bit.ly/3pYmo0> to find out how someone who is colour blind will see your communications. Use muted background colours for those with light sensitivity or who are prone to migraine
- j) Underline links; this makes them more recognisable to those who might have a visual impairment
- k) Images with text should be avoided as they may not be readable with screen readers. Make sure to provide information in a text format elsewhere in the document
- l) Official information should be proof read by an appropriate separate individual.

5. **VIRTUAL MEETINGS.**

Virtual meetings are a common experience following the Covid pandemic and it is important to make sure they are still treated as important forms of communication and are held with the same standards as face-to-face meetings.

- 1) **Show up on time.** If you are running late due to another meeting or you are having technical difficulties try to email or call the organiser/chair to let them know. Always give apologies if you are late.
- 2) **Technical difficulty.** If you face technical difficulty during the meeting, make sure to apologise, particularly in a smaller meeting. However, these incidents are often out of our control.
- 3) **Moderators.** It is good practice to delegate a moderator in virtual meetings, particularly if they are large. Moderators can help to field questions in the chat or spot those with virtual hands raised.
- 4) **Stay put.** Try not to move around or leave your screen during meetings. If you feel you must, you may turn off your camera so you do not cause distraction. However, speakers prefer to see their audience during a presentation and be aware they may wish to ask a question or need clarification on a point being made.
- 5) **Sharing your screen.** Make sure that you share the correct screen and documents when you are the presenter and avoid accidental showing of private or sensitive information
- 6) **Appropriate Communication.** See Section 4.1.
- 7) **Background.** If necessary blur or add your own background when on Zoom or similar platform, particularly if you don't know what others may be doing around you, or if you do not wish to share the background of your office or environment.
- 8) **Mute** yourself when you are not talking, to avoid microphone feedback and distracting noises. If you know that you are going to be doing a lot of talking in your meeting consider relocating to a quieter area of the office/ home. If this is not possible make colleagues, or those in your household, know that you will be in an online meeting.
- 9) **Accessibility.** Section 4.7. On zoom there is an option whereby you can add closed captions by clicking 'Live Transcript' and then click 'Enable Auto Transcript'. The participant can then click to 'Show Subtitles' or 'View Full Transcript'. This option is not only good for accessibility but also for taking notes during a meeting.

6. SOCIAL MEDIA

Social media is a popular platform to share and the Council uses a number of social media outlets.

- 1) Dorchester Town Council run pages:
 - Facebook - <https://www.facebook.com/dorchestertowncouncil>

- Facebook - <https://www.facebook.com/DorchesterBoroughGardens>
 - Facebook - <https://www.facebook.com/DiscoverDorchesterDorset>
 - Twitter - <https://twitter.com/DiscoverDorch>
 - Instagram - <https://www.instagram.com/discoverdorchester/>
 - Tik Tok - <https://www.tiktok.com/@discoverdorchester>
- 2) Town Council Officers and Councillors must remember at all times that their online presence is seen to reflect the Town Council. This policy applies if, in their comments or posts, they are recognisable as Officers or Councillors. They should not:
- Present personal opinions as Town Council policy
 - Post any confidential / embargoed information
 - Present themselves in a way that might cause embarrassment to the Council or bring it into disrepute
 - Post anything malicious, libellous or which could be deemed as harassment or bullying
 - Post anything that can be deemed as offensive or relates to any protected characteristics under the Equalities Act 2010, including race, sexuality, disability, gender, age, religion or belief
 - Conduct any online activity which violates laws, regulations or constitutes a criminal offence.
- 3) Town Council Officers and Councillors should follow guidance, listed in section 6.2. above, when using their own private social media, particularly when interacting with Town Council run pages.
- 4) Staff members who use the social media pages listed in section 6.1. while working on Town Council business should consider:
- a. Only sharing from reputable pages. Bear in mind that content can be edited even after shared by a page. Make sure that the page you shared a post from does not post anything that could be viewed as offensive, political or of a commercial nature.
 - b. Moderation. Officers may remove comments which could be deemed as being offensive, abusive or defamatory. However, if comments do not meet these criteria, then they should left on the page. The Council may also block users who act offensively on the Council's pages.
 - c. Not sharing private or inappropriate information, text or images (Section 4.4.).
 - d. Defamation (Section 4.5.).

- e. By sharing images from reputable pages there is some reassurance that they have followed general image sharing guidance but policy guidelines should be followed (Section 4.6.).
- f. Social media is one of the few places where it is acceptable to be more informal when talking to a wider audience. However, as Town Council Officers and Councillors communication platforms used should be appropriate and follow policy guidelines.
- g. Improvement of accessibility can be achieved by including alternative text, or a description with images, and can explain what an image is for those with visual impairments (Section 4.7). Videos can be used with closed captions. Consider how screen readers will read your text, for examples: Emojis can be read out but should not be overused or words can be capitalised on a hash tag (such as #AccessibleWeb rather than #accessibleweb; this is called CamelCase and means that screen readers can pick up individual words)

5) Email is an important form of communication that can quickly provide information to many recipients.

- 1) Emails should always introduce the writer of the email to the recipients, especially if they have not been emailed before. The reason for contact should be established and a subject should be highlighted as the reason for contact.
- 2) It is critical to check who the email is for with the correct address. Pressing 'reply all' must be considered and only be used if the reply is intended to go to everyone.
- 3) Appropriate communication by email (Section 4.1.).
- 4) Private or inappropriate information, text or images should not be shared (Section 4.4.)
- 5) To ensure accessibility long paragraphs are tricky to read and should be avoided, especially for those with dyslexia. Paragraphs, with short lines of sentences, are the easiest to read and bullet points may be helpful for this (Section 4.7)

7. LETTERS

The Town Council uses letter writing as a form of communication between Officers, Councillors, organisations and businesses. They should follow the corporate letter format (an example is attached at the end of this document) and formal language should be used.

8. PRINT PUBLISHING

Print publications can come in many forms: newspapers, press release and print media. They are an important part of the Town Council's communication. An example of a press release format is included later in this document (page 10).

- 1) Private or inappropriate information, text or images should not be shared (Section 4.4)
- 2) Defamation (Section 4.5.)
- 3) Images (Section 4.6.)
- 4) Accessibility (Section 4.7)
- 5) All information provided to in print media must have facts checked by a responsible, designated Officer or Councillor.
- 6) Press releases must be approved by the Town Clerk or Deputy Town Clerk

9. WEBSITE

This is the main online face of the Town Council; it can also be used as a hub for information.

- 1) Communication must be appropriate (Section 4.1.)
- 2) Private or inappropriate information, text or images must not be shared (Section 4.4.)
- 3) Defamation (Section 4.5.)
- 4) Images (Section 4.6.)
- 5) Accessibility and functionality should be available from a keyboard, and include pages which have clear titles and appropriate subheadings

10. PRESS INTERVIEWS

Interviews are an important method of providing a more personal side to a news story. Different media platforms may approach Officers or Councillors. The Town Council may approach these platforms to publicise their aims and objects and progress. If Officers or Councillors are being interviewed on behalf of the Town Council they should be briefed before the interview by the most appropriate members of staff in relation to the subject of the interview.

This guidance should be followed when being interviewed:

- 1) Ensure the correct and most up to date information is available. Take notes before the interview, particularly of the facts or figures that might be asked
- 2) The subject should be well researched so that answer questions can be answered more confidently
- 3) If the answer is unknown speculation should be avoided
- 4) Private or inappropriate information, text or images should not be shared (Section 4.4.)
- 5) Defamation (Section 4.5.)
- 6) Permissions. Only the Town Clerk and Deputy Town Clerk are authorised to communicate with the press. Other Officers or Councillors may speak to the press if authorised to do so by the Town Clerk or Deputy Town Clerk.

Date Approved:

Reviewed Date:

Policy Version:



Dorchester Town Council

News Release

Issue Date:

Embargo Date + Time: (if appropriate)

Headline – (sets out point of release)

Detailed Text –

Introduction:

- Follow the 5W rule (who, what, where, why, when?) This may be the deciding factor in if a journalist continues to read the news release
- Who is the release written for, make sure to market it to those who are likely to be interested

Main text:

- Ensure dates, times and locations are clear, using bold fonts is appropriate
- Include, whenever possible, a quote from the appropriate Town Council Committee Chairman or Vice Chairman and the Mayor

Notes:

- Use subheadings
- Make sure to order information correctly with the key points at the beginning and the extra information towards the end
- Bullet points can be used to get points across quickly, particularly if it is a list of information
- Share facts and figures if appropriate

Images: attach any images with photo credits – use good quality photos. Provide description of image

For further information: contact details, including telephone, email and website where appropriate.

Logos: attach any logos

Notes to Editors: Add any background or anything else the press are likely to want to know.

ENDS

KEEP THE PRESS RELEASE TO UNDER TWO PAGES



DORCHESTER TOWN COUNCIL

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

Telephone: (01305) 266861

Steve Newman, Town Clerk

e-mail: s.newman@dorchester-tc.gov.uk

DATE

ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear

SUBJECT OF LETTER – use capitals and bold

Letter content – use Calibri 12 point - left hand margin no paragraph indent, do not justify.

Line space between paragraphs.

Yours sincerely or faithfully

Name
Job Title