



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 28 November 2022 at 7.00pm**, to conduct the business set out in the Agenda below.

AGENDA

1. **Apologies**

2. **Declarations 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.

3. **Minutes**

To confirm the Minutes of the meetings of the Council held on 26 September 2022 (page 3 and 4).

4. **Police Update**

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

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

- a) To receive a presentation from Daniel Cadisch, Chief Officer, Citizens Advice.
- b) To receive communications from the Mayor and the Town Clerk.
- c) To receive motions and questions received from Members no less than 5 days before the meeting.

6. **Minutes of Committees**

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

Planning & Environment Committee	3 October 2022	Page 8
Planning & Environment Committee	7 November 2022	Page 12
Management Committee	14 November 2022	Page 16

Policy Committee

21 November 2022

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To note the Minutes of the following Joint body

Dorchester Heritage Joint Committee

18 October 2022

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7. 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.



Steve Newman
Town Clerk
23 November 2022

At the conclusion of the Meeting members of the public will have the opportunity to address the Council or ask questions on matters of local concern.

Dorchester Town Council

Special Meeting of the Dorchester Town Council

26 September 2022

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

Apologies: Councillors B. Armstrong-Marshall, D. Leaper, R. Ricardo and D. Taylor.

23. **Honorary Freedom**

The Council received a presentation from Colonel R. J. Taylor, Dorset Army Cadet Force about the force and responded to Members various questions.

It was proposed by The Mayor (Councillor J. Hewitt), seconded by Councillor S. Hosford and

Resolved

That on the occasion of the Dorset Army Cadet Force's 162nd anniversary, and the 80th anniversary of its reconstruction during World War Two, that the Council confer on it the Freedom of Entry into the Town on ceremonial occasions with colours flying, drums beating and bayonets fixed.

Council rose at 6.17pm.

Mayor

Dorchester Town Council

Meeting of the Dorchester Town Council

26 September 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, F. Kent-Ledger, G. Jones, S. Jones, A. Lyall, R. Major, R. Potter and M. Rennie.

Apologies: Councillors D. Leaper, R. Ricardo and D. Taylor.

24. Minutes

The minutes of the meeting of the Council held on 25 July 2022 were confirmed and signed by the Mayor as a correct record.

25. Declarations of Interest

There were no declarations of interest reported.

26. Police Matters

There was no representative from the Police in attendance at the meeting.

27. Presentations, Communications, Questions and Motions

The Mayor reported that Alistair Chisholm had been Dorchester's outstanding Town Crier for 25 years and presented him with a glass goblet on behalf of the Council.

The Council agreed that the Mayor should write to Prince of Wales School to thank them for all their help in collecting and distributing items for Ukraine. Members felt that the Mayor could also make a presentation to the school in robes.

It was reported that Damers First School had been awarded a national eco award and Members agreed that the Mayor should write a letter of congratulations on this achievement.

There were no Questions or Motions.

28. Planning and Environment Committee – 1 August 2022

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

The Chairman of the Planning and Environment Committee reported that the Committee would be giving consideration as to whether the Council should offer funding to support the Dorchester South accessibility project at its next meeting.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 1 August 2022 be adopted.

29. Planning and Environment Committee – 5 September 2022

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

In respect of the introduction of 20mph speed limits it was reported that Dorset Council was about to consider a new policy on this matter. Concern was expressed that the policy was likely to include a requirement for a community speed watch group to be established for a year prior to any consideration being given by Dorset Council to the implementation of a 20mph area.

It was agreed that the Planning and Environment Committee should give initial consideration to the draft policy at its next meeting. Consideration to the final draft of the policy should also be given when it was in a position to be presented to Dorset Council Cabinet.

In respect of Minute No. 25 the Council expressed its deepest concerns regarding the untruths which appeared to be emanating from the Dorset Council's Leader and Planning Portfolio Holder in respect of reported agreements with Government, which had not been agreed by Government, in respect of the Local Plan process and timescale. Members also consider a report by the Town Clerk proposing that questions be prepared after the Dorset Council Cabinet meeting on 4 October 2022 when the Local Plan process and timescale was due to be discussed again. Members were encouraged to send any questions they would like asked to the Town Clerk.

Resolved

(1) That the Planning and Environment Committee give initial consideration to the draft 20mph speed limit policy at its next meeting and that consideration to the final draft of the policy should also be given when it was in a position to be presented to Dorset Council Cabinet.

(2) That the Planning and Environment Committee Chairman, Vice-Chairman and the Town Clerk be authorised to prepare questions for the next Full Dorset Council meeting on the Local Plan process and timescale following the meeting of the Dorset Council Cabinet to be held on 4 October 2022.

(3) That the minutes of the meeting of the Planning and Environment Committee held on 5 September 2022 be adopted.

30. Informal Management Committee – 12 September 2022

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

It was noted that a response had yet to be received in respect of the proposed radio base station at Lubbecke Way. The Town Clerk to chase a response.

Resolved

That the minutes of the meeting of the Informal Management Committee held on 12 September 2022 and the recommendations contained therein be adopted.

31. Dorchester Heritage Joint Committee – 26 July 2022

The minutes of the Joint Committee meeting were noted.

The Council wished to congratulate Miranda Woodgate for all her work in making the Heritage Open Day a success despite not having a road closure due to Ironman and the complications around whether the event would go ahead at all due to the death of Her Majesty Queen Elizabeth II.

32. Town Council Communication Strategy

The Council considered the third draft of the Council's new Communication Strategy and it was

Resolved

That the Communication Strategy, as circulated with the agenda, be adopted.

33. Update from the Dorset Council

Dorset Councillors updated the Council on the following matters:-

- The many difficulties being experienced by residents trying to obtain parking permits through the Dorset Council online system.
- Dorset Council was considering installing lighting at Fairfield car park – the Mayor agreed to write in support of the proposal.
- Dorset's National Transfer Scheme quota for unaccompanied children had been increased which meant that there would be a need to establish a unit within the County.
- It was reported that there was likely to be a £5 million budget shortfall at Dorset Council due to the proposed 2022-23 pay award.

- Some local residents had been taken on a tour of the new multi-storey hospital car park and had an opportunity to speak with representatives from the hospital
- More work was to be undertaken to improve Damers Road railways bridge.
- It was reported that there was a webinar coming up in respect of the draft library strategy, the Town Clerk to circulate details and Members were encouraged to attend.
- There would be further consultations on Dorset's Integrated Care System which would be beneficial to attend.
- Dorset Council was purchasing new car park pay and display machines and it was hoped to get at least one in each car park that accepted cash.
- The digital Acland Road car park sign always stated that the car park was busy or full when it was not.

Council rose at 8.29pm.

Mayor

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

Present: Councillors L. Fry, S. Hosford, G. Jones, S. Jones, D. Leaper, R. Potter (Chairman), M. Rennie and R. Ricardo.

Apologies: The Mayor (Councillor J. Hewitt) and Councillors R Biggs, T. Harries, F. Kent- Ledger and R. Major.

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.

Councillors S. Hosford and M. Rennie declared an interest in planning application N4.P/FUL/2022/05419 Weld Court West Walks Dorchester Dorset DT1 1RJ.

7. Minutes

The minutes of the meeting of the Committee held on 5 September 2022 were confirmed and signed by the Chairman.

8. Town Centre Masterplan and Local Plan Update

The Committee considered the revised Dorchester Town Council Town Centre Masterplan and agreed that it should be adopted. The Committee heard that the adopted plan would then be presented to the Dorset Council when discussing the local 'Dor' policies.

The Committee noted the paper which was to be presented to the Dorset Council Cabinet meeting held on 4 October 2022. The Committee agreed to take careful note of the cabinet meeting whilst bearing in mind that the Dorset Council may suffer constraints from other higher authorities. The Committee agreed to continue to monitor the situation.

Recommended

That the Dorchester Town Council Town Centre Masterplan be adopted.

9. 20mph Speed Limit Approach

The Committee considered the Dorset Council's 20mph speed limit policy. The Committee were concerned that the requirement to undertake a survey of residents, the requirement to have a threshold level of support of 60% from the respondents of households affected by the proposed 20mph scheme and the requirement of a Community Speedwatch team to be in place for at least one year was too onerous and negative in contrast to the Department for Transport's ambitions. Councillor Les Fry, a member of the Dorset Council Place and Resources Overview Committee agreed to raise the Committee's concerns at the

Place and Resources Overview Committee meeting to be held on 6 October 2022.

The Committee requested that all Town and Parish Councils be consulted on the Policy before it goes to the Dorset Council Cabinet.

10. Dorchester South

The Committee considered if it should ask the Policy Committee for an amount to be allocated in the Town Council's budget to support works to Dorchester South Train Station. The Committee agreed that whilst it remained supportive of the scheme, until it was clear how much funding would be required the Committee would be unable to request funding.

It was agreed that further information regarding the cost of the works was required.

11. Planning Applications for Comment

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

12. Minute Update Report

There were no minute updates to report.

13. Planning Issues to Note

There were no planning issues to note.

Dorchester Town Council

Planning & Environment Committee – 3 October 2022

Agenda Item 6

Planning Applications for Comment

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

E1. P/HOU/2022/05463 York House York Road Dorchester DT1 1QA

Replacement of existing entrance gates with new hardwood entrance gates & fit new black metal letterbox plate.

No objection.

E2. P/HOU/2022/05512 6 Braemar Road Dorchester DT1 2AR

Erect Single Storey Rear Extension.

No objection.

E3. P/HOU/2022/05722 32 Balmoral Crescent Dorchester DT1 2BW

Remodel of the main entrance Porch.

No objection.

North Ward (Councillor A. Canning & D. Taylor)

N1. P/LBC/2022/04251 The Little Keep Barrack Road Dorchester Dorset DT1 1SQ (Listed Building Consent)

Works to the Orderly room only. Remove existing end grain wood block flooring and bitumen base. Lay new DPM and limecrete base supply and lay new end grain wood blocks to match removed blocks.

No Objection.

N2. P/FUL/2022/05444 15 Cornhill Dorchester Dorset DT1 1BJ

Installation of a safety ladder on the rear elevation & alterations of existing metal guardrails to include an access gate at the top of the ladder.

No objection.

N3. P/FUL/2022/05243 Flat 11 Palace Court Durngate Street Dorchester DT1 1EU

Install replacement windows to front and rear elevations.

No objection.

N4. P/FUL/2022/05419 Weld Court West Walks Dorchester Dorset DT1 1RJ

Erect extension to resident's lounge & construct patio area.

No objection.

N5. P/FUL/2022/05882 22 High East Street Dorchester DT1 1EZ

Change of use of existing ground floor retail use to 2 No. self-contained flats (Class C3) (at rear) retaining part as retail (Class E).

No objection.

The Committee welcomed the addition of two extra dwellings.

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

W1. P/FUL/2022/05704 52 Louise Road Dorchester Dorset DT1 2LU

Erect 2no two bedroom new dwellings with off-road parking (demolish detached garage/store).

Objection.

The Committee felt strongly that the application would be overdevelopment of the site. The proposed development would harm the living conditions of residents and future occupiers in terms of loss of privacy to the existing dwelling and neighbouring dwellings, contravening ENV.16 of the adopted Local Plan. The Committee were particularly concerned about the proposed parking arrangements and the lack of a suitable turning circle which would be dangerous for highway access.

The committee were disappointed in the proposed loss of a tree and felt the proposed replacement insufficient.

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

No applications received to date.

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

P1. P/HOU/2022/05762 4 Hintock Street Poundbury Dorchester DT1 3FB

Convert part of attached garage to habitable space. Install roof lights to rear roof pitch, install new door and window.

No objection.

Dorchester Town Council
Minutes of the Planning and Environment Committee
7 November 2022

Present: The Mayor (Councillor J. Hewitt) and councillors R Biggs, L. Fry, T. Harries, S. Jones, R. Potter (Chairman), R. Major, M. Rennie, R. Ricardo and D. Taylor.

Apologies: Councillors S. Hosford, G. Jones, F. Kent- Ledger and D. Leaper.

14. 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.

15. Minutes

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

16. Car- Free Day in Dorchester

The Committee received a short presentation from Giles Watts of Dorchester Transport Action Group (DTAG) regarding a Car Free day in Dorchester. The Committee heard that the idea for the day originated from the International Car Free Day as part of the European Mobility Week and that DTAG were hoping to replicate a similar day in Dorchester.

The Committee were supportive of the idea in principle but advised that it would be better to combine the event with an existing event that already implements road closures such as the Heritage Open Day.

17. Town Centre Masterplan and Local Plan Update

The Committee noted that the Dorset Council had published updated local evidence and background papers.

18. Dorchester South Train Station

The Committee received an update on the proposed works to Dorchester South Train Station. The Committee requested that the clerk to the committee contact South Western Railway and request regular updates on the works.

Resolved

That the clerk to the committee request regular updates on the works at Dorchester South Train Station from South Western Rail.

19. Planning Applications for Comment

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

20. Minute Update Report

i) **Minute 32 - 20mph Speed Limit Approach (3 October 2022)**

The Committee noted that the policy had been before the Dorset Council's Place and Resources Overview Committee, the Committee heard that the policy had been approved subject to some amendments to include the removal of the requirement to have at least 60% support and be amended to having demonstrative community support. The Committee heard that the policy would be reviewed after one year, at which point Dorchester Town Council should request that the policy go before the Dorset Council Scrutiny Committee.

A Committee member enquired what the process would be to proceed with a previous 20mph request for Lubbecke Way. It was agreed that the Committee Clerk would find out.

ii) **Minute 3 Planning Applications for Comment – Application P/HOU/2021/03816 Chimes House, 6 South Walks Road, Dorchester, DT1 1ED**

The Committee were disappointed to not that the application had been approved despite Dorchester Town Council's recommendation of refusal.

Resolved

- 1) That a request be made to the Dorset Council for the 20mph Speed Limit Approach Policy go before the Place and Resource Scrutiny Committee once it has been reviewed.

- 2) That the Clerk to the Committee provide an update on a previous application for a 20mph at Lubbecke Way at a future meeting.

21. Planning Issues to Note

There were no planning issues to note.

Dorchester Town Council

Planning & Environment Committee – 7 November 2022

Planning Applications for Comment

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

No applications received to date.

North Ward (Councillor A. Canning & D. Taylor)

N1. P/FUL/2022/06018 36 High West Street Dorchester Dorset DT1 1UP

Change of use from restaurant (use class E) to Indian Takeaway (use class Sui Generis).

No objection.

N2. P/ADV/2022/06019 36 High West Street Dorchester Dorset DT1 1UP

Display of 1no. non-illuminated fascia sign.

No objection.

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

No applications received to date.

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

S1. P/HOU/2022/06144 19 Weatherbury Way Dorchester DT1 2ED

Erect Single storey rear extension and front porch.

No objection.

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

No applications Received to date.

For information

FI1. P/PALH/2022/06186 32 Mellstock Avenue Dorchester Dorset DT1 2BQ

Erect single storey extension: To extend 4.80 beyond beyond the rear wall of the original dwellinghouse: maximum height 2.90: height to eaves 2.55.

FI2. P/NMA/2022/06423 4 Middle Farm Cottages Bridport Road Poundbury Dorchester DT1 3RS

Non material amendment - change rear elevation first floor windows to planning permission P/HOU/2022/01085 (Erect single storey rear, and two storey side extension. Erect entrance porch and detached two bay garage).

FI2. P/PACD/2022/06404 Princes House Princes Street Dorchester DT1 1TP

(DC: You are being notified for information purposes. This application is not a planning application but a request for the Council to determine whether or not Prior Approval is required for the proposal.)

Change of use from Commercial, Business and Service to 26 No. residential flats (Class C3) with car parking.

The committee hoped that the 26 residential flats would be affordable housing.

FI3. P/CLE/2022/06314 14B South Street Dorchester DT1 1BS

Certificate of lawfulness to confirm abandonment of use as a dwelling.

Dorchester Town Council objected to the removal of the staircase (Planning application P/FUL/2021/00652) at the Planning and Environment Committee meeting held on 2 August 2021) and notes that the application was refused by Dorset Council . The Committee are aggrieved that the applicant has proceeded to remove the staircase despite the application being refused.

The committee echo the comments of Steven March, Senior Environmental Health Officer of Dorset Council in his response to application P/FUL/2021/00652 that due to the ‘The lack of options appraisal and alternative costed uses, The lack of an independent and accurate development appraisal,’ the committee would recommend that the local planning authority consider refusal of a certificate of lawfulness on the grounds of insufficient information to make a reasoned decision, particularly when there is such a high demand for affordable housing within the Town.

The Committee were concerned that should it be granted, the building would fall into disrepair in the future.

The case has been reported to Dorset Council’s enforcement team.

Dorchester Town Council

Management Committee

14 November 2022

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

In Attendance

Councillor F. Hogwood

J. Halsall, M. Noble and six others in respect of Minute No. 25

Apologies: Councillor R. Potter.

23. Minutes

The Minutes of the informal Meeting of the Committee held on 12 September 2022, adopted by Council on 26 September 2022, were taken as read and were confirmed and signed by the Chairman as a correct record.

24. Declaration of Interests

There were no declarations of interest.

25. Castle Park Proposed BMX Trail

The Committee welcomed Jonathan Halsall, and those others in attendance, to the meeting. A proposal for a BMX trail at Castle Park had been circulated to the Committee and those in attendance at the meeting spoke enthusiastically about the project.

Members were very supportive of the project and suggested that it might be worth exploring whether any additional space could be available, funding options, future and ongoing maintenance and parking.

The Committee congratulated the group and offered ongoing support to the project.

Resolved

- (1) That the proposal for a BMX trail at Castle Park be supported.
- (2) That, if required, consideration be given to assisting the project financially from the play area reserve.

26. **The Great Field -Trail**

The Committee considered a report from the Outdoor Services Manager which included a proposal from People Need Nature to create a trail around the northern part of the Great Field so as to enable visitors to understand the various zones and to provide some interpretation by way of oak posts with QR codes. Members felt that this was a good project which should be supported and requested that the Town Council's Seal be included on the posts.

Resolved

That the proposal be supported and People Need Nature be thanked for their work in creating the trail.

27. **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.

In respect of the trees to be removed from South Gate it was noted that five multi stemmed trees would be planted in their place. Members requested that information about what was happening to the trees should be posted on site as soon as possible.

Members requested that consideration be given to the location of the Service presently held at the German War Memorial.

Resolved

That the Outdoor Services Team update be noted.

28. **Town Council Tree Stock**

Members had before them a report by the Outdoor Services Manager which summarised the findings of the latest survey of Council owned trees. The Committee was concerned about the three tree diseases currently in circulation and which would certainly have an impact of the town's trees. The report set out some general proposals for replanting at Sandringham Sports Centre and Frome Terrace Green and allotments which were welcomed. Detailed proposals for both areas would be brought to a future meeting of the Committee.

It was noted that the TPO layer on Dorset Explorer had been removed and Members asked whether it could be reinstated. The Committee felt that important trees should have TPO's even when in the Conservation Area and that the status of some of the trees at the County Hall campus should be ascertained.

Members requested that information be sought from Dorset Council in respect of replanting trees after a tree had been felled.

Resolved

- (1) That the future tree management proposals set out in the report be agreed.
- (2) That the need for a budget for felling and replanting be considered during the 2023-24 budget setting process.

29. Low Carbon Heating Options for the Borough Gardens House and Nursery

The Committee considered a report from the Outdoor Services Manager on the low carbon heating options available for the Borough Gardens House and Nursery. Air source heating had been identified as the most suitable option for both locations the cost of which was in the region of £28,000 for the Borough Gardens House and £43,000 for the nursery.

Members felt it important to continue its move towards low carbon heating options. It was noted that consideration would need to be given to any noise that might be created from converting to air source.

The Outdoor Services Manager confirmed that a further report would be presented to a future meeting of the Committee which would give further details and costings of the projects.

Resolved

- (1) That the principle of moving towards low carbon heating for the Borough Gardens House and the greenhouses be supported.
- (2) That a further report be presented to a future meeting of the Committee giving further details in respect of energy savings, costings and payback of the projects.
- (3) That funding for the projects start to be considered during the 2023-24 budget setting process.

30. Extension to Borough Gardens Staff Accommodation

Members had before them a report on the staff accommodation and facilities at the Borough Gardens. The Committee felt that the existing building was not suitable in its present form and that a small extension to the side would create sufficient additional space. This would also mean that the Borough Gardens House would once again become available for community hire.

Crickmay Stark Architects already had plans and details of the building due to them being the Architects appointed as part of the Lottery refurbishment of the Gardens. If agreed it was proposed to appoint them to design the extension and seek the necessary approvals for a fixed fee of £3,000. The anticipated cost of the extension was £40,000.

Resolved

- (1) That the extension to the Gardeners staff accommodation building be agreed and that the Policy Committee be requested to agree to fund the project from the Parks Premises Reserve.
- (2) That, subject to funding, Crickmay Starks be appointed to design the extension and seek all the necessary approvals for it on a fixed fee as reported to the Committee.

31. Coronation of HM King Charles III

The Committee noted that the Coronation of HM King Charles III was to take place on Saturday 6 May 2023 with a bank holiday on Monday 8 May 2023.

Members felt that a task and finish group should be established to consider whether an event should be held and if so what type of event it should be.

Resolved

That Councillors J. Hewitt, S. Jones, R. Major and M. Rennie, plus a representative from Policy Committee, form a task and finish group to consider whether an event should be held and if so what type of event it should be.

32. Allotment Fees 2023

The Committee considered a report by the Town Clerk which set out the cost of the various elements of the allotments service and gave recommendations for fee increases in 2023.

Resolved

- (1) That, as from 1 January 2023, the allotment rent and the water fee both be increase by £1.00 each no matter the size of the allotment plot.
- (2) That there is no increase in the administration charge in 2023; the fees will therefore be:-

Rent - Full plot on any site	£40.00
Rent - Half plot on any site	£24.00
Rent – Quarter plot on any site	£16.50
Water Charge – Full plot	£12.50
Water Charge – Half plot	£10.50
(excludes Frome Terrace – no water)	
Administration Fee for new tenants	£50.00

- (3) That the practice of charging double fees for non-Dorchester residents continues.

33. Grant Applications

The Committee considered various requests for financial assistance. Members were informed that the Deputy Mayor and previous Deputy Mayor had indicated that if the Committee agreed to support the applications in respect of the Dorchester Community Church, Dorchester Family Support, STARS Dorset and the Dorset Carers Hub they would fund them from their unspent Mayoral allowances.

Resolved

- (1) That the grant application from the Brewery Square Residents Group in the sum of £100 be agreed.
- (2) That the grant application from the Dorchester Community Church in the sum of £500 be agreed.
- (3) That the grant application from Dorchester Family Support in the sum of £500 be agreed.
- (4) That the grant application from Sexual Trauma and Recovery Services (STARS) in the sum of £250 be agreed.
- (5) That the grant application from the Dorset Carers Hub be not agreed on this occasion.

34. Continuation of Meeting after 9.00pm

The Committee considered whether to continue the meeting for longer than the maximum two hours as specified in Standing Orders and it was

Resolved

That the meeting continue so as to be able to conclude the small amount of business as set out on the Agenda.

35. 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.

Members also considered a memorial application for a specific headstone design proposed for a grave space at Weymouth Avenue Cemetery.

Resolved

(1) That the action of the Town Clerk in approving designs numbered 5298 to 5313 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

(2) That the memorial application presented to the Committee be approved.

36. **Salisbury Fields Picnic Table**

Members were informed of a recent meeting held with the Police, Ward Councillors and local residents in respect of anti-social behaviour focussed in the area of the picnic bench at Salisbury Fields.

Resolved

That the picnic bench at Salisbury Fields be removed.

Chairman.....

Dorchester Town Council

Policy Committee

21 November 2022

Present: The Mayor (Councillor J. Hewitt) and Councillors R. Biggs, S. Biles, A. Chisholm, F. Hogwood and S. Hosford (Chairman).

Apologies: Councillors B. Armstrong-Marshall, T. Harries and G. Jones.

In Attendance

Councillors S. Jones, F. Kent-Ledger, D. Leaper, R. Potter and M. Rennie.

8. Minutes

The Minutes of the Meeting of the Committee held on 18 July 2022, adopted by Council on 25 July 2022, were taken as read and were confirmed and signed by the Chairman as a correct record.

9. Declaration of Interests

There were no declarations of interest.

10. Finance Update

Members considered a report by the Financial Controller which updated them on the financial position of the Council as at end of October 2022. The report also gave details about the agreed 2022-23 NJC pay award, the external audit report 2021-22 and the internal audit report 2022-23.

Resolved

- (1) That the payments list, totalling £878,787.03, be approved.
- (2) That the first 2022-23 internal audit report, with officer responses be noted.

Recommended

- (3) That the certified Annual Governance and Accountability Return for the year ended 31 March 2022 is approved and accepted.

11. Management Committee Extracts

The Committee considered two items referred to it from the Management Committee in respect of a proposed extension to the Borough Gardens staff accommodation and requesting a representative from the Committee to join the HM King Charles III Coronation Task and Finish Group.

Resolved

(1) That funding of up to £43,000 be agreed from the Parks Premises Reserve for the extension of the staff accommodation at the Borough Gardens.

(2) That Councillors R. Biggs and S. Biles be appointed to the HM King Charles III Coronation Task and Finish Group and that, with the agreement of the Chairman of Management Committee, Councillor D. Leaper also be invited to attend.

(Councillor R. Biggs declared a non-pecuniary personal interest in respect of the proposed extension to the Borough Gardens staff accommodation.)

12. Financing the Municipal Buildings Works

The Committee considered a report from the Financial Controller setting out the costs of servicing a loan to fund the outstanding costs associated with the works undertaken to the Municipal Buildings.

Members noted that the Council was holding sufficient reserves to fund the outstanding costs itself without the need for a loan and thereby saving a significant amount in interest charges.

Recommended

That a loan not be taken out and the outstanding costs of the works undertaken to the Municipal Buildings totalling £650,000 be funded internally from the Corporate Projects Reserve.

13. Non Domestic Rates – The Municipal Buildings

Members considered a report by the Town Clerk informing them the Dorset Council viewed the Town Council, not Dorchester Arts, as the paramount rating occupier of the Municipal Buildings and as such it was the Council which was responsible for paying the non domestic rates - £12,000 per year. The lease with Dorchester Arts indicated that Dorchester Arts would pay the rates on the assumption that it would be classed as the paramount rating occupier in which case discretionary rate relief of 80% would have been applied. Dorchester Arts had agreed to contribute 20% towards the cost of the 2022-23 rates.

Resolved

That the 2022-23 non domestic rates of £12,000, less the contribution of 20% from Dorchester Arts, be paid by the Council from within existing budgets.

14. **Corporate Plan Update**

The Committee had before it a report by the Town Clerk updating it on the progress being made in respect of the Council's high level 2019-24 Corporate Plan and identified some new projects that might be included.

Resolved

- (1) That Poundbury Cemetery be removed from the list of possible sites to accommodate affordable housing.
- (2) That the Cornhill Project be deferred for consideration by the new Council after the next elections but that consideration be given now to improving the street scene in other ways.
- (3) That a representative of a local Development Trust be invited to talk to the Council prior to the January Full Council to explain further the benefits of establishing such a trust in the town.
- (4) That the revised high level Corporate Plan 2019-24 be agreed.

15. **Dorchester and Poundbury Business Awards**

The Committee considered whether to sponsor the Dorchester and Poundbury Business awards 2023. It was noted that the awards were due to be renamed the Dorchester Business Awards. Members expressed a preference to sponsor the 'excellence in customer service' category.

Resolved

That the 2023 Dorchester and Poundbury Business Awards be sponsored in the sum of £325.

16. **Strategic and Operational Risk Registers**

Members considered a report of the Town Clerk relating to the Council's Risk Registers.

The Committee reviewed each of the high level risks included in the report, adding detail to the risk table where considered appropriate. Members felt that the high level risks associated with transition from the previous Town Clerk to the new Town Clerk and the Covid pandemic could now be removed from the Register.

Recommended

- (1) That the assessed high level strategic and operational risks be approved.
- (2) That the high level risks associated with transition from the previous Town Clerk to the new Town Clerk and the Covid pandemic could now be removed from the Register.

(3) That the Strategic and Operational Risk Registers, as a whole, be approved.

17. **Flexi Time Policy – Office Based Staff**

The Committee had before it a new Flexi Time Policy and it was

Resolved

That the Flexi Time Policy be agreed and implemented immediately.

18. **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.

19. **Staffing**

Members considered a report by the Town Clerk on a revision to the Council’s staffing structure.

Recommended

- (1) That the Financial Controller’s job description and salary grade be amended in accordance with option 5 of the report as from 1 January 2023.
- (2) That the Financial Controller be appointed as the Council’s designated Responsible Finance Officer as from 1 January 2023.
- (3) That the Outdoor Services Manager’s job description, job title and salary grade be changed in accordance with option 5 of the report as from 1 January 2023.
- (4) That the new post of Assistant Town Clerk (Corporate) be agreed along with the post’s job description and salary grade.
- (5) That an interview panel consisting of Councillors R. Biggs, S. Hosford, S. Jones, F. Kent-Ledger, and R. Major be established and authorised to agree the appointment process, interview and appoint to the post of Assistant Town Clerk (Corporate).

Chairman.....

DORCHESTER TOWN COUNCIL
DORCHESTER JOINT HERITAGE COMMITTEE

18 OCTOBER 2022

At a Meeting of the Dorchester Joint Heritage Committee held on 18 October 2022:

PRESENT:

Dorchester Town Council	Councillors:	S. Biles A. Chisholm F. Hogwood G. Jones (Chairman) D. Taylor
	Officers:	S. Newman M. Manley
Dorset Council	Councillors:	R. Biggs S. Jones R. Tarr M. Rice I. Gosling M. Woodgate M. Chutter F. Scott L. Poulson T. Little
Dorchester Association		
Dorchester Civic Society		
Dorchester Heritage Magazine		
Thomas Hardy Society		
The Keep Military Museum		
Dorchester Local Nature Reserve		
Shire Hall Historic Courthouse Museum		

12. **APOLOGIES**

Apologies for absence were received from Councillors A. Canning and L. Fry (Dorset Council), E. Selby (Dorset Museum) J. Wallis (Blue Badge Tourist Guides), M. Gayton (Dorset History Centre) and R. Raine (National Trust).

13. **MINUTES**

The minutes of the meeting held on 26 July 2022, a copy of which had been circulated, were confirmed and signed.

In respect of Minute No. 9 it was noted that this Minute was a snapshot as at the date of the meeting. It was accepted that both Shire Hall and the Keep Military Museum had been included in the final programme.

Members also felt that the traffic situation in the town on Heritage Open Day would have been better if the road closure applied for had been authorised.

14. **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.

Members thanked the Tourism Development Officer for all the work being undertaken.

RESOLVED

That the progress update on the Heritage Tourism Action Plan be noted.

(b) **Tourism Partnership**

The Committee received the notes of the meeting of the Tourism Partnership held on 4 October 2022.

It was noted that a new Partnership Chair had been appointed, that the results of the two 2022 summer campaigns were available to download, that the ‘Summer of Sunflowers’ and ‘Day out in Dorchester’ campaigns would be run again in 2023.

The Partnership had also agreed to support and work collaboratively with the ‘Totally Locally’ initiative to promote local shopping in the run up to Christmas.

The Committee was reminded of the advertising opportunities available through the Keep 106 community radio.

The tourism opportunity in respect of the new cycle ways which stretched as far as Bristol was also noted.

RESOLVED

That the notes of the well-attended meeting of the Dorchester Tourism Partnership held on 4 October 2022 be received.

(c) **Heritage Tourism Strategy - Review**

Volunteers were sought to review the Heritage Tourism Strategy which had been identified by Red Kite some years ago.

RESOLVED

That Councillors G. Jones and D. Taylor together with M. Woodgate and A. Worth review the Heritage Tourism Strategy and report back to a future meeting of the Committee.

15. **REVIEW OF EVENTS**

(a) **Heritage Open Day**

Members of the Committee reported back on the Heritage Open day held on 17 September, 2023 which, despite there not being a road closure and the death and mourning period for

HM The Queen, had been very successful. The Committee was also pleased that Fordington had been included in the events.

The Committee thanked the Project Co-ordinator for all her hard work in organising the event.

It was noted that road closures should be requested for the 2023 Thomas Hardy Victorian Fair and Heritage Open Day as soon as possible.

RESOLVED

That the update be noted and that next year's Heritage Open Day be held on Sunday 10 September 2023.

(b) General review of the Season

The Committee felt that it would be useful to have a forward plan of events to be organised by the Committee and the Tourism Partnership.

It was noted that the events diary on the Discover Dorchester website was very good and that the regular emails sent out by Fran Leaper in respect of events at Poundbury was another excellent resource.

The Museum representatives reported on their summer seasons which had been mixed.

It was felt that peoples behaviour had changed as a result of Covid which meant that there was a lot more last minute bookings for events and activities.

16. MILL STREAM PATH – SECTION FROM LONDON ROAD TO MILL STREET

M. Chutter and M. Woodgate updated the Committee in respect of the proposed information boards to be located along the Millstream from London Road to Mill Street. It was hoped to have fully drafted and designed boards available for the next meeting of the Committee.

RESOLVED

That the update be noted and the draft designs be presented at the next meeting of the Committee.

17. ROMAN MOSAIC PROJECT – THE WALKS

Members noted that there was nothing further to report at the present time.

18. SPECIALIST HERITAGE PROJECTS

The Chairman asked the Committee to give consideration as to whether there was specialist heritage within the town which were in need of promotion, interpretation or conservation.

Members reported the following matters:-

- That the graffiti under the railway bridge had been painted out. Some Members felt that any new artwork might reference Brunel.
- That the town had some amazing pre Roman history which could be exploited – Mount

Pleasant, Maumbury Rings, Maiden Castle etc

- Protecting the Water Meadows – an application for Listing had been submitted plus a second one for Blue Bridge. It was noted that the local farmer who had worked the land for many years had a significant amount of local knowledge about this area and some oral history would be very worthwhile.
- The Linneys at Fairfield Market site had a great deal of interesting history and could be refurbished for many different uses.
- It was noted that the WW1 POW camp hut at Northernhay looked as though it was no longer in use and could usefully be Listed.

RESOLVED

That the ideas set out above be noted for possible future actions.

19. **BENCH AT SALISBURY FIELDS AND MOULE BLUE PLAQUE**

M. Chutter requested that the bench next to the information board at Salisbury Fields could do with refurbishing and that the wording on the Moule plaque was incorrect.

RESOLVED

That the bench be added to the list for refurbishment and that M. Chutter supply revised wording so as to enable a new blue plaque to be fabricated.

20. **QUESTIONS**

No questions had been received.

The representatives from the Keep Military Museum and Shire Hall reported that they would welcome members of the Committee to attend their venues for a tour.

21. **URGENT ITEMS**

No urgent items.

Chairman.....