



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 27 March 2023 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 registerable interests where appropriate. A Member who declares a registerable interest must leave the room unless a dispensation has been granted. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

3. **Minutes**

To confirm the Minutes of the meeting of the Council held on 30 January 2023 (page 3).

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 Rosie Dilke, Strategic Estate Programme Manager, Dorset County Hospital NHS Foundation Trust.
- b) To receive communications from the Mayor and 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	6 February 2023	Page 16
Planning & Environment Committee	6 March 2023	Page 20
Management Committee	13 March 2023	Page 26
Mayoral Selection Committee	20 March 2023	Page 33
Policy Committee	20 March 2023	Page 34

To note the Minutes of the following Joint body

Dorchester Markets Informal Joint Panel

25 January 2023

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7. **Update from Dorset Council Members**

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



Steve Newman
Town Clerk
22 March 2023

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

Meeting of the Dorchester Town Council held in the Council Chamber

30 January 2023

Council commenced at 7.00pm

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

Apologies: Councillors B. Armstrong-Marshall, R. Biggs and A. Canning.

In Attendance

Three representatives from the Dorchester Youth Council.

44. Minutes

The minutes of the meeting of the Council held on 28 November 2022 were confirmed and signed by the Mayor as a correct record subject to the inclusion of Councillor D. Taylor in those Members present.

45. Declarations of Interest

There were no declarations of interest reported.

46. Police Matters

The Council was circulated with a report setting out the crime statistics for Dorchester during December. Members asked whether some more information could be provided in respect of the timings of the assaults.

47. Presentations, Communications, Questions and Motions

The Mayor presented a certificate of congratulations to Samuel Craddock who had won a silver medal at the first ever British Swimming Championships for people with Downs Syndrome.

The Council welcomed representatives from the new Dorchester Youth Council who expressed their support for a scheme to improve Cornhill with additional seating, hanging baskets etc. The group also suggested additional ideas and a willingness to be involved in working up the scheme.

The Mayor update the Council on activities that she had been involved with over the Christmas period.

The Mayor informed Members that her end of year event was to take place on Saturday 13 May 2023 and would be followed by an event based around the showing of the Eurovision Song Contest in the Corn Exchange.

There were no Questions or Motions.

48. **Planning and Environment Committee – 5 December 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 5 December 2022 be adopted.

49. **Planning and Environment Committee – 9 January 2023**

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

Minute No. 55 - The Town Clerk agreed to circulate the Dorset Council presentation on proposals for Fairfield Road, Dorchester.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 9 January 2023 be adopted.

50. **Management Committee – 16 January 2023**

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

Resolved

That the minutes of the meeting of the Management Committee held on 16 January 2023 be adopted.

51. **Policy Committee – 23 January 2023**

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

Minute No. 24(1) – The Council considered who to appoint to the Cornhill Improvements Task and Finish Group. Members felt that the Youth Council representatives should also be involved.

Resolved

(1) That the Medium Term Financial Strategy and Revenue Budget 2023-24, as set out in the Appendices 1 to 4 of these Minutes, be adopted, to include: -

- A Council Tax Band D charge of £206.21, an increase of £4.04 (2%)

- A precept of £1,668,507, an increase of 5.4%
- (2) That The Mayor and Councillors F. Hogwood, S. Hosford, S. Jones and R. Major be appointed to the Cornhill Improvements Task and Finish Group.
 - (3) That the Calendar of Meetings 2023-24, as set out in Appendix 5 to these Minutes, be agreed.
 - (4) That the arrangements for the informal Annual Town Meeting be agreed.
 - (5) That the minutes of the meeting of the Policy Committee held on 23 January 2023 be adopted.

52. **Dorchester Markets Informal Joint Panel – 3 August 2022**

The minutes of the Joint Panel meeting were noted.

In response to a question the Town Clerk reported on maintenance responsibilities for the Market area.

53. **Dorchester Heritage Joint Committee – 17 January 2023**

The minutes of the Joint Committee meeting were noted.

54. **Update from the Dorset Council**

Dorset Councillors updated the Council on the following matters:-

- Since the last meeting Dorset Council had been focussing on budget matters.
- The Mockingbird Programme which aimed to increase the number of foster carers and to help deliver sustainable foster care.
- New pay machines were to be installed in the car parks – the machines to take cash, card and work with Apps. It was noted that the car park charges were to become standardised across the County.
- It was reported that a new Chief Constable had been appointed.
- Work was still ongoing with the hospital multi-storey car park, particularly in relation to lighting at night. Charging was due to commence at the end of March.
- The old Damers School was due to be demolished and it was hoped that some form of charity event could be held there before that happened.
- It was reported that a question submitted to Dorset Council in respect of an article in the West Dorset Magazine on the proposal for a 4,000 home development north

of Dorchester approved by two Dorset Councillors and the Director of Place had been rejected as frivolous. Members felt that clarification should be sought from Dorset Council as to whether these Councillors were now pre-determined in this matter.

Resolved

That the Town Clerk write to Dorset Council seeking clarification as to whether these Councillors were now pre-determined in the matter of the proposed north Dorchester development.

Council rose at 8.22pm.

Mayor

Appendix 1

	2021/22	2022/23	2023/24
	Actual	Budget	Budget
CORPORATE & DEMOCRATIC	£	£	£
Members Allowance	22,176	22,800	23,500
Members Training (inc CRB) & Travel	774	500	400
Civic & Ceremonial Expenses	1,124	1,000	1,000
Mayoral Expenses	10,361	12,600	12,850
Town Crier	552	600	600
Entertaining & Gifts	46	400	408
Youth Council & Democracy Day	0	200	600
Office Team	200,246	209,839	229,249
Met by Precept on Taxpayer	235,279	247,939	268,607
OTHER SERVICES			
Tourism Development	26,396	8,000	8,000
Sawmills rent	8,600	8,600	8,600
To Public Realm Reserve	53,600	54,700	10,000
To Development Reserve	90,000	0	0
Dorchester Heritage Joint Committee	0	3,000	3,000
Citizens Advice	0	8,000	8,887
Dorchester Youth & Community Centre	20,800	21,200	21,200
Dorchester Cricket Club	2,000	0	0
Apprenticeships	6,262	15,000	15,000
Videographer	5,000	5,200	5,500
Debt Charges	39,116	27,578	16,752
Staff - Community Development	44,436	97,942	113,813
Total Expenditure	296,210	249,220	210,752
Treasury Interest	-4,972	-5,000	-20,000
Sawmills rent recharged	-4,300	-4,300	-4,300
Market Income	-19,544	-15,000	-15,000
Total Income	-28,816	-24,300	-39,300
Met by Precept on Taxpayer	267,394	224,920	171,452

	2021/22	2022/23	2023/24
	Actual	Budget	Budget
OFFICES TEAM	£	£	£
Salaries	232,378	280,058	303,041
Employers National Insurance	22,952	29,788	30,377
Employers Superannuation	51,166	61,613	66,669
Training Courses	4,543	1,200	7,000
Travel & Subsistence	4,782	1,100	2,500
Subscriptions (Professional Bodies)	3,337	3,600	3,800
Cleaning Materials	146	1,200	1,000
Rates	7,236	7,300	7,236
Gas	1,623	1,250	2,000
Electricity	1,867	3,000	4,500
Water	302	500	550
Repairs & Maintenance	251	2,700	3,400
Financial Services	7,754	8,500	8,670
Employment Law and H & S	3,024	3,000	3,225
Legal & Professional Fees, Advertising	6,705	1,000	500
Insurance	29,703	34,000	34,000
Printing & Stationery	430	1,000	1,000
Newsletter	4,274	4,200	5,415
Office Equipment & IT	7,251	5,500	10,500
New Website			3,000
Telephones	2,038	1,900	2,000
Photocopier Charges	401	500	600
Postage	126	500	550
Total Expenditure	392,287	453,409	501,533
Recharge to Dorchester Markets Panel	-1,689	-1,800	-1,800

Net Expenditure recharged to Services	390,598	451,609	499,733
Recharged to			
Corporate & Democratic Management	200,246	209,839	229,249
Allotments	3,781	3,749	12,408
Development	44,436	97,942	113,813
Cemeteries	26,938	26,571	44,417
Parks & Open Spaces	58,354	56,863	63,836
Municipal Buildings	42,546	41,884	20,181
Cultural Activity & Twinning	14,297	14,760	15,830
	390,598	451,608	499,733

REVENUE BUDGET 2022/23	2021/22	2022/23	2023/24
	Actual	Budget	Budget
	£	£	£
Parks & Open Spaces	533,058	569,661	654,307
Allotments	4,130	131	15,045
Municipal Buildings	318,606	408,645	406,996
Cemeteries	65,122	59,614	68,006
Cultural & Twinning Activities	74,400	70,760	83,330
Corporate & Democratic	235,279	247,939	268,607
Other Services	267,394	224,920	171,452
Operational Budget	1,497,989	1,581,670	1,667,743
Precept	1,516,277	1,581,669	1,668,507
Transfer to General Reserves	18,288	-1	764
Subjective Analysis of Revenue			
Employees	710,018	816,210	885,665
External Payments	564,271	488,412	579,206
Transfers to Earmarked	308,500	370,600	325,100
Capital Financing Costs	39,116	27,578	16,752
Income	-123,915	-121,130	-138,980
Transfer from Earmarked	0	0	0
Operational Budget	1,497,989	1,581,670	1,667,743
General Reserve			
Opening Balance at 1 April	128,408	128,408	100,000
Transfer from Ops Budget	21,180	-1	764
To Corporate Projects Reserve	0	-1	764
Closing Balance at 31 March	149,588	128,408	100,000
Earmarked Reserves			
Opening Balance at 1 April	1,899,451	1,583,369	1,323,957
Transfer from Revenue	440,060	871,500	430,102
Other Income & Transfers	459,767	0	0
Expenditure from Reserves	1,247,980	816,044	535,466
Closing Balance 31 March	1,551,298	1,638,825	1,218,593
All Reserves held at year end	1,700,886	1,767,233	1,318,593
Tax Base	7,650.00	7,823.30	8,091.30
Band D Charge	196.64	202.17	206.21
O/s PWLB Debt at 31 March	128,000	94,000	56,000

					Appendix 3
Medium Term Financial Strategy	22/23	23/24	24/25	25/26	Yoy %
Revenue Budget	£000	£000	£000	£000	Chang
Employees	816	886	903	921	2.00
External Payments	488	579	591	603	2.00
Transfers to Earmarked	371	325	332	338	2.00
Capital Financing Costs	28	17	16	15	-
Income	-121	-139	-142	-145	2.00
New/Transferred Services	0	0	0	0	
Operational Budget	1,582	1,668	1,700	1,733	
Precept	1,669	1,669	1,702	1,736	
Transfer to General Reserves	87	1	2	3	
General Reserve					
Opening Balance at 1 April	118	100	100	100	
Transfer from/to Operational Budget	0	1	0	0	
Transfer to Corporate Projects Reserve	18	1	0	0	
Closing Balance at 31 March	100	100	100	100	
Earmarked Reserves					
Opening Balance at 1 April	1,551	1,324	1,219	1,150	
Transfers/Payments in to Reserves	1,628	430	332	338	
Payments/Transfers out from Reserves	1,855	535	400	400	
Closing Balance 31 March	1,324	1,219	1,150	1,088	
All Reserves held at year end	1,424	1,319	1,250	1,188	
Corporate Project Unallocated at Year End	109	369	594	594	
Outstanding Debt at Year End	£k	70	56	42	28
Council Tax	£k	202	206	210	215

Tax Base	7,823	8,091	8,091	8,091
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Notes

1. Precept assumes Council Tax rises @ 2.00% from 2022/23, no Tax Base growth
2. Any CIL receipts credited to Corporate Projects Reserve
3. Best estimate of new or transferred services, driven by cuts in other tiers
4. Operational surplus is transferred to Corporate Projects Reserve to pay for MB works
5. Earmarked Reserves expenditure reflects best available knowledge
6. General Reserve set at £100k
7. Further limited savings may be identified in budgets during ongoing review processes

Appendix 4

RESERVES	Cttee	Balance		Paid In		Spend		Balance		Reason for holding Reserve
		Mar 22	£	22/23	£	23/24	£	23/24	£	
Earmarked Reserves			£		£		£		£	
Infrastructure & Equipment										
Cemeteries	Man	63,936		18,100		225		81,811		57,911 Buildings/infrastructure refurb.
MB Repairs & Maintenance	Man	3,795	1,168,581	1,126,706		45,670		10,000		10,000 Building works/refurb
MB Front of House works	Man	0	250,000	250		249,750		0		
Parks Premises	Man	47,329	5,300	261		52,368		10,368		Buildings/infrastructure refurb.
Play Equipment	Man	28,467	10,000	21,615		16,852		27,852		Equipment replacement
Tree Reserve	Man	0	0	0		30,000		30,000		Tree Works
Public Realm	Pol	400,758	54,700	0		455,458		10,000		Infrastructure refurb
Vehicles & Equipment	Man	69,557	19,900	0		89,457		20,000		Fleet & equipment replacement
Cultural										
Arts, Culture & Sport										
Christmas Lights	Man	3,607	2,000	0		5,607		0		Replace lights
Tourist Information	Pol	18,603	100	7,000		11,703		5,000		TIC Replacement Projects

Miscellaneous Reserves										
New Corporate Projects	Pol	661,192	98,848	650,768	109,272	260,000	0	369,272	0	Own or partner capital projects
Apprenticeship Reserve	Pol	9,815	0	2,250	7,565	0	0	7,565	0	
Planning Advice Reserve	Pol	21,844	0	2,055	19,789	0	10,000	9,789	0	Local Plan & other advice
Climate Emergency Reserve	Pol	88,427	0	18,666	69,761	75,002	50,000	94,763	0	Own or partner Climate projects
Development Reserve	Pol	75,002	0	0	75,002	0	75,002	0	0	Development Assistant
	Pol									
Treasury	Pol	15,000	0	15,000	0	0	0	0	0	To offset losses on asset sale
Graves In Perpetuity	Man	14,092	0	0	14,092	0	44	14,048	0	Maint. and flowers on 6 graves
Total Earmarked Reserves		1,551,298	1,627,529	1,854,870	1,323,957	430,102	535,466	1,218,593		
General Reserve	Pol	118,288	-1	18,287	100,000	0	0	100,000	0	General Emergency Fund
Total Reserves		1,669,586	1,627,528	1,873,157	1,423,957	430,102	535,466	1,318,592		

CALENDAR OF MEETINGS 2023-24

	2023												2024				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY				
COUNCIL	22 MM 23 (Tu)		31		25		27			29			20 MM 21 (Tu)				
POLICY	15		24		18		20			22	18 MS@ 1830		+				
MANAGEMENT	9 (Tu)		17		11		13			15			+				
PLANNING AND ENVIRONMENT	2 (Tu)	5	3	7	4	2	6	4	8	5	4	2 (Tu) & 29	-				
MARKETS JOINT PANEL		*							*								
HERITAGE JOINT COMMITTEE			25 (Tu)			17 (Tu)			23 (Tu)			16 (Tu)					
SITE VISITS		6 @ 9.30AM		8 @ 9.30AM								9 @ 9.30PM					
CIVIC EVENTS	23 ATM	Hardy Sun 4					Remem Sun 12						21 ATM				
BANK HOLIDAYS	1, 8, 29			28				25, 26	1		29	1	6, 27				

MM Mayor Making MS Mayoral Selection Committee

ATM Formal Annual Town Meeting (it is proposed to hold an 'informal' ATM prior to the Community Lunch the week before the formal ATM)
Meetings will ordinarily take place at 19.00 in the Council Chamber, Municipal Buildings.

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

+ 2024 is an election year, as per 2019 it is proposed not to hold the May Policy and Management Committees with any urgent items going direct to the Council meeting.

Dorchester Town Council
Minutes of the Planning and Environment Committee
6th February 2023

Present: The Mayor (Councillor J. Hewitt) and Councillors R Biggs, S. Hosford, S. Jones, F. Kent-Ledger, R. Major, R. Potter (Chairman), R. Ricardo (Vice-Chairman) and D. Taylor.

In Attendance

Claire Mayer and Pat Garrett (Gap Project).

Apologies: Councillors L. Fry, M. Rennie, T Harries, D Leaper.

61. Declarations of Interest

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

Councillor David Taylor declared an interest in Planning Application E1, Land North of Lubbecke Way, Dorchester in that he was a member of the Gap Project but did not have any pecuniary interest. He would remain silent for the duration of the discussion and not vote.

62. Minutes

The minutes of the meeting of the Committee held on 9 January 2023 were confirmed and signed by the Chairman.

63. Town Centre Masterplan and Local Plan Update

The Chairman reported on the local plan in general terms and informed the committee that a meeting was to take place with County Planners at which himself, The Town Clerk and Committee Clerk would attend with the intention of discussing the likely future of the local plan.

Resolved

That the Committee Clerk contacts Dorset Council to arrange a meeting.

64. Request for Parking Restrictions – Herringston Road

Members discussed the request and recognised the problems currently existing. It was noted that the proposed lining if agreed would have the potential to move the problem of parked cars further along the road and onto adjacent roads such as Mellstock Avenue.

Resolved

That the request be supported and Dorset Council asked to produce a considered scheme which avoids the problem of simply relocating the parked cars to further along Herringston Road and also to consider extending the existing southbound carriageway pedestrian footpath of Herringston Road from where it terminates at the allotments to just past the Bridge over the main Dorchester Relief Road where a public footpath access gate is located.

65. Planning Applications for Comment

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

66. Minute Update Report

None

67. Planning Issues to Note

A member reported a complaint from a member of the public regarding the failure of the traffic calming build outs located at the eastern end of Maiden Castle Road to actively slow traffic. It was also noted that traffic entering Maiden Castle Road from Weymouth Avenue gained speed very quickly before turning into Celtic Crescent as there are no effective traffic calming measures in place. Members discussed this matter and noted that the cycleway located further to the west on Maiden Castle Road helped to calm traffic on that stretch of the road.

Resolved

That the Clerk contacts Dorset Council highways to request an examination of the traffic calming in the eastern section of MCR and its effectiveness and to also suggest that the existing cycleway could be extended from its current end in Maiden Castle Road in an easterly direction to the junction with Weymouth Avenue.

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

- E1. **P/FUL/2022/04191 Land North of Lubbecke Way Dorchester**
Change of use of land to eco therapy and horticultural gardens. No Objection
- E2. **P/HOU/2022/07216 & 07217 (LBC) The Oasthouse St Georges Road Dorchester Dorset DT1 1PB**
Install 26 panel roof mounted domestic solar panels. No Objection
- E3. **P/LBC/2023/001651 (LBC) Old Mill Flats Holloway Road Dorchester DT1 1LQ**
Install external handrail. No Objection
- E4. **P/HOU/2023/00249 22 Alington Road Dorchester Dorset DT1 1NT**
Install bi-fold doors. Replacing flat roof and insert roof lights. No Objection
- E5. **P/LBC/2023/00396 (Listed Building Consent) Max Gate Alington Avenue Dorchester DT1 2AB**
Lift two sections of modern tarmac driveway to lay two trial areas of a new self-bonded gravel surface. No Objection

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

- N1. **P/FUL/2022/08028 Princes House Princes Street Dorchester Dorset DT1 1TP**
Change of use of commercial, business and service (Class E) to form 9 No. residential flats (Class C3). No Objection

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

- W1. **P/HOU/2023/00138 44 Coburg Road Dorchester DT1 2HR**
Replace a rear Conservatory and lean to roof with a new flat roof structure. No Objection

W2. P/ADV/2023/00210 31 Great Western Road Dorchester Dorset DT1 1UF

Display 1 No. externally illuminated fascia sign, 1 No. non-illuminated fascia sign and 2 No. non-illuminated notices.

No Objection: Subject to a restriction on times of illumination to only when the premises is open and to light levels not being intrusive to those living opposite. Light fittings should be of the same design as adjacent buildings.

W3. P/HOU/2023/00329 32 Treves Road Dorchester DT1 2HE

Erect two storey rear and side extension. Erect single storey lean-to extension and Internal alterations.

No Objection

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/FUL/2022/07651 Unit 3 5 Kings Point House Queen Mother Square Poundbury DT1 3BW

Extend plant enclosure to rear of store by 2.9m to house stand-by generator.

No Objection

Notice of Appeal

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

A1. P/HOU/2022/04421 101 Damers Road, Dorchester, DT1 2LB

Form a new vehicle access onto road and parking space to front of property.

An appeal has been made to the Secretary of State against the Appeal Against Refusal of Dorset Council.

Dorchester Town Council
Minutes of the Planning and Environment Committee
6 March 2023

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

Apologies: Councillors D. Leaper and T. Harries.

Also in attendance: Robert Acland of Brewery Square Development Company Ltd and Eddie Hill of Halo Developments Ltd.

68 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.

Councillor R. Biggs declared a pecuniary interest in **FI1. P/CLP/2023/00737 20 Bridport Road Dorchester DT1 1RS** – A notification for information purposes of a certificate of lawful use proposed.

69 Minutes

The minutes of the meeting of the Committee held on 6 February 2023 were confirmed and signed by the Chairman.

70 Presentation on Applications P/FUL/2022/05673 & P/LBC/2022/05674 (Listed Building Consent

The Committee received a presentation from Robert Acland of Brewery Square Limited and Eddie Hill of Halo Developments Ltd regarding planning applications P/FUL/2022/05673 & P/LBC/2022/05674 (Listed Building Consent. The Committee asked a number of questions before considering the applications and making the following comments **(It should be noted that the Mayor, Councillor Janet Hewitt left the meeting prior to any comments being made):**

While the Committee appreciated the efforts of the developers to respect the listed building, it was felt that the Eastern extension to the building was somewhat overbearing. It may also have a negative impact on the amenity of residents of Prince of Wales Road due to its height and position to the South of those houses and gardens.

The Committee were concerned about the lack of natural light to some of the units.

The Committee welcomed the community space that would be provided for the benefit

of residents.

The Committee requested that the application be considered by the Dorset Council's Northern Area Planning Committee.

71 Town Centre Masterplan and Local Plan Update

The Committee noted the Town Centre Master Plan and Local Plan update.

72 Neighbourhood Plan

The Committee gave consideration to the development of a neighbourhood plan for Dorchester. The Committee discussed the advantages and disadvantages of a neighbourhood plan and agreed that further consideration should be given to whether a neighbourhood plan would be beneficial for Dorchester.

Recommendation

That Dorchester Town Council give consideration as to whether to progress with a neighbourhood plan at the next meeting of Dorchester Town Council.

73 Fairfield Road Improvements Consultation

The Committee noted the Fairfield Road Improvements Consultation and agreed that the Chairman of the Committee should complete the consultation on behalf of the Committee with the assistance of the Committee Clerk.

Resolved

That the Committee Chairman complete the consultation on behalf of the Committee with the assistance of the Committee Clerk.

74 Dorchester South Train Station

The Committee heard that a small group including Cllrs R. Potter, M.E Rennie and Alistair Chisholm had met with Stephen Booth, Purbeck Community Rail Officer, who also looks after Dorchester South Train Station to discuss improvements at the Train Station.

It was noted that a 'wish list' had been created for various improvements which were dependent on funding and future development of the site. Members were concerned about a request for scooters and requested that it be removed from the list for safety purposes.

Councillors heard that it was hoped that a meeting will be arranged with Andrew Ardley (Regional Development Manager South Western Railway) to discuss the wish list and receive an update on funding application.

75 Planning Applications for Comment

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

76 Minute Update Report

There were no minute updates to report.

77 Planning Issues to Note

There were no planning issues to note.

Dorchester Town Council

Planning & Environment Committee – 6 March 2023

Planning Applications for Comment

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

- E1. P/LBC/2023/00773 & P/LBC/2023/00815 Max Gate Alington Avenue Dorchester Dorset DT1 2FN
Repairs to lintel and strengthening over double doors to coach house.
No objection.
- North Ward (Councillor A. Canning & D. Taylor)
- N1. P/HOU/2022/07431 49 Wessex Road Dorchester DT1 2NU
Remove an existing section of hipped rear roof, and create new second floor accommodation.
No objection.
- N2. P/FUL/2023/00576 25 High East Street Dorchester DT1 1EZ
Part change of use of ground floor retail unit to a flat and work unit.
No objection.
- N3. P/HOU/2023/00338 2B Normandy Way Dorchester DT1 2PP
Erect first floor extension over garage. Convert garage into workshop. Erect porch & utility/bathroom. Increase drop kerb width to form access to new hardstanding for off street parking.
No objection.
- N4. P/HOU/2023/00880 3 Millers Close Dorchester DT1 1SS
New off-road parking bay and external steps.
No objection.
- N5. P/FUL/2023/00965 16-17 Cornwall Road Dorchester Dorset DT1 1RU
Removal of two stacks to rear elevation.
No objection.

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

W1. P/HOU/2023/00157 16 Treves Road Dorchester DT1 2HE

Erect rear and side single storey extension. Erect new front porch.

No objection.

W2. P/HOU/2023/00493 23 James Road Dorchester DT1 2HB

Erection of garage/outbuilding in rear garden.

No objection.

W3. P/HOU/2022/07531 47 Queens Avenue Dorchester DT1 2EP

Erect single storey rear extension, dormer alterations and internal alterations.

No objection.

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

S1. P/FUL/2022/05673 & P/LBC/2022/05674 (Listed Building Consent) The Maltings and Maltings Mews Pope Street / Eldridge Street Dorchester Dorset

Change of use & conversion of The Maltings to create flexible commercial (Use Class E)/community (Use Class F2)) uses & parking purposes at basement floor & for residential (Use Class C3) at ground to fifth floors (46 flats); with external alterations, extension to existing basement & erection of side extensions up to six storeys. Erection of five-storey building (Malting Mews) with parking at ground floor & residential use (Use Class C3) at first to fourth floors (30 flats).

While the Committee appreciated the efforts of the developers to respect the listed building, it was felt that the Eastern extension to the building was somewhat overbearing. It may also have a negative impact on the amenity of residents of Prince of Wales Road due to its height and position to the South of those houses and gardens.

The Committee were concerned about the lack of natural light to some of the units.

The Committee welcomed the community space that would be provided for the benefit of residents.

The Committee requested that the application be considered by the Dorset Council's Northern Area Planning Committee.

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

P1. P/HOU/2023/00887 1 Dewsall Place Poundbury Dorset DT1 3SA

Erect single storey kitchen extension.

No objection

For information

FI1. P/CLP/2023/00737 20 Bridport Road Dorchester DT1 1RS

Erect single storey extension & install solar panels on rear elevation.

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

Dorchester Town Council

Management Committee

13 March 2023

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

In Attendance

Councillors R. Biggs, S. Hosford and G. Jones.

Apologies: Councillors D. Leaper, A. Lyall and D. Taylor.

51. Minutes

The Minutes of the Meeting of the Committee held on 16 January 2023, adopted by Council on 30 January 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

52. Declaration of Interests

Minute No. 60(4) - Councillors R. Biggs and R. Potter declared a non-pecuniary interest as Council appointees to Dorset Climate Action Network.

53. Management Arrangements

The Committee considered a report from the Assistant Town Clerk Outdoor Services updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee. Members were updated in respect of the proposed extension to the facilities building and progress with carbon reduction options for the Borough Gardens House.

Members noted that the Friends of the Borough Gardens had not attended the Committee for some time. It was also requested that the operators of the kiosk in the Gardens be reminded of where to park.

Resolved

That the Outdoor Services Team update be noted.

54. Lubbecke Twinning Anniversary

Members considered the notes of the Task and Finish Group held on 13 February 2023, attached at Appendix 1, established to consider the arrangements for the fiftieth anniversary of the Council's twinning with Lubbecke.

It was noted that the Council's representatives on twinning societies should be invited to meetings which involved the twin towns.

The Committee requested a report to the next meeting exploring the option of a Twinning Panel rather than ad hoc task and finish groups.

Resolved

(1) That the notes of the Lubbecke Twinning Anniversary Task and Finish Group held on 13 February 2023 be agreed.

(2) That a report be presented to the next meeting of the Committee exploring the possibility of establishing a Twinning Panel.

55. Council Chamber

The Committee considered whether to establish a Task and Finish Group to look at improvements that could be made to the Council Chamber now that the structural work had been completed. Members felt that the Group should be established and that it should also look at options for refurbishing the Town Hall.

Resolved

(1) That a Council Chamber and Town Hall Improvements Task and Finish Group be established to consider improvements which could be made to the Council Chamber and Town Hall.

(2) That the Group consist of five Councillors. Those Members who were interested in sitting on the Group to inform the Town Clerk.

(3) That the Policy Committee be invited to appoint a representative to the Task and Finish Group.

56. Communication / Mood Boards for Play Areas

The Committee considered a report by the Town Clerk on a proposal to install Communication Boards in play areas so as to enable non-verbal children to communicate and express how they were feeling.

Members were supportive of the proposal and agreed to trial the boards at The Great Field and Borough Gardens, if successful the boards should be rolled out to all of the play areas.

It was also felt that the Youth Council could be asked for its views on the boards and to help evaluate the trial prior to any additional boards being installed.

Resolved

- (1) That the Communication Boards be trialled at The Great Field and Borough Gardens play areas.
- (2) That the Youth Council be asked for its views on the boards and to help evaluate the trial prior to any additional boards being installed.

57. Bayeux Visit

Members were reminded that at the last meeting of the Committee it was reported that the Bayeux Society had organised for visitors from Bayeux, to include the Deputy Mayor, to visit Dorchester over the weekend of 8 to 11 September 2023. The event was being hosted and organised by the Bayeux Society. A request had been received for some form of civic greeting on the morning of Saturday 9 September. The Corn Exchange was unavailable that day but Dorset Museum was free and would be able to provide coffee and cake at £6 a head.

Resolved

That the Council host a coffee and cake civic greeting at the Dorset Museum on the morning of Saturday 9 September 2023.

58. Alington Avenue Allotments – Request to Vary Rules

The Committee was informed that at the last meeting of the Committee a request was received from the Dorset Volunteer Centre to erect a 7m long polytunnel at Alington Avenue Allotments. It was agreed that further discussion take place with the Volunteer Centre to try and identify a more appropriate structure.

All Members of Council had been invited to attend an open event run by DVC to look at the allotment and the work being undertaken by DVC and its volunteers.

Having discussed options with DVC it would seem that a polytunnel would be the best option as it would be used not only for shelter but also for propagation meaning that a shed or similar would not work. It was suggested however that one option that might help would be for the erection of a shed with a smaller polytunnel next to it with access between the two.

The Committee felt that the polytunnel was too large and too prominent on the site and that the rules should not be varied so as to enable it to be erected.

Resolved

That the request to vary the allotment agreement not be agreed.

59. **Sandringham Sports Pitches**

Members were informed that Dorchester Town Youth Football Club presently managed the pitches at Sandringham Sports Centre. DTYFC had 29 football teams and this number was increasing with particular growth in the number of female teams. The club used the Sandringham pitches and the Dorchester Town Football Club artificial pitch and 1610. However it was getting increasingly difficult to find sufficient pitches to accommodate the existing teams and to grow further.

DTYFC were looking at options that might be available to them and had asked whether the Council would be open to DTYFC investigating the possibility of installing an artificial pitch at Sandringham Sports Centre.

Resolved

That DTYFC be given permission to explore the possibility of installing an artificial pitch at Sandringham Sports Centre.

60. **Grant Applications**

The Committee considered various requests for financial assistance.

Resolved

- (1) That the grant application from Activate Performing Arts in the sum of £500, be agreed.
- (2) That the grant application from Maiden Castle House Care Home be not agreed.
- (3) That the grant application from the Repair Café Dorchester, in the sum of £250, be agreed.
- (4) That the grant application from Dorset Climate Action Network, in the sum of £60, be agreed.

61. **Dorchester Bowls Club**

The Committee noted a recommendation from the Council's internal auditor that the indexation applied to the Dorchester Bowls Club lease was CPI and not RPI.

Resolved

That the indexation applied to the Dorchester Bowls Club lease was CPI and not RPI was noted.

62. **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 at Dorchester Cemetery, since the last meeting of the Committee had been circulated with the agenda. For future meetings Members requested that consideration be given as to how this information was provided to the Committee.

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 5323 to 5331 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

63. **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.

64. **Edward Road Play Area**

The Committee considered a report from the Town Clerk .

Resolved

That a request be made to extend the play area lease for a further period of 25 years.

Chairman.....

DORCHESTER TOWN COUNCIL

NOTES OF THE 50th ANNIVERSARY OF LUBBECKE TWINNING TASK AND FINISH GROUP

13 FEBRUARY 2023

Present: Councillors S. Jones, R. Major and M. Rennie.
Plus: Tess James, Chairman on the Lubbecke Society

Officers: S. Newman, Town Clerk.

1. Dates of Commemoration Celebrations

It was noted that the Town Council's representative on the Lubbecke Society had not been invited to the meeting and it was felt that the representative should be invited to any future meetings.

It was also noted that the Councillor R Major had not been invited to any meetings of the Bayeux Society meetings even though he was the Council's representative on the Society.

The Group agreed that it would be appropriate to invite representatives from Lubbecke to Dorchester over the weekend of the Thomas Hardy Victorian Fair. Representatives to arrive on Friday 2 June and depart on Monday 5 June 2023.

The Chairman of the Lubbecke Society proposed that the Lubbecke Mayor and Mayoress plus the Officer responsible for Twinning Roland Kelle or his equivalent. The Group agreed that this would form the official party and that accommodation would be provided for them.

2. Invitation to the Mayor of Dorchester to visit Lubbecke

It was noted that an invitation was to be received for the Mayor of Dorchester to visit Lubbecke and attend its Town Festival from 11 to 13 August 2023.

It was agreed that Lubbecke be thanked for the invitation and that the dates would be put into the Mayoral diary but that a formal acceptance could not be given until the 2023-24 Mayor had been identified.

3. Proposed Itinerary

The Group considered a first draft itinerary as follows:-

Friday 2 June	Saturday 3 June	Sunday 4 June	Monday 5 June
Arrive – settle in evening meal	Heritage Walk possible led by Steve Wallis – start at the RTH Brewery Square Borough Gardens Nothe Fort and Fish and Chips	THVF 3 x Museums Attend TH Wreathlaying followed by a civic reception at the Town Hall	Depart

4. Civic Event Guest List

The Civic event guest list to include:-

- Councillors
- Lubbecke Society
- Bayeux Society
- Durnovaria Silver Band
- United Church
- Dorchester Choral Society
- Director of Dorchester Arts

5. Next Meeting

To be arranged as and when necessary.

Steve Newman
Town Clerk

Dorchester Town Council

Mayoral Selection Committee

20 March 2023

Present: Councillors S. Hosford, (Chairman), R. Potter and M. Rennie.

Apologies: The Mayor (Councillor J. Hewitt) and Councillors R. Biggs, A. Canning, T. Harries, G. Jones, S. Jones, M. Rennie and D. Taylor.

1. Minutes

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

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

3. Selection of Town Mayor – 2023-24

The Town Clerk reported to the meeting on behalf of the Deputy Mayor.

Recommended

That the Members named at the meeting be invited to prepare to fill the offices of Town Mayor and Deputy Town Mayor of Dorchester during the 2023-24 Council Year.

Chairman

Dorchester Town Council

Policy Committee

20 March 2023

Present: Councillors B. Armstrong-Marshall, R. Biggs, S. Biles, A. Chisholm, F. Hogwood, S. Hosford (Chairman) and G. Jones.

Apologies: The Mayor (Councillor J. Hewitt) and Councillors T. Harries and G. Jones.

In Attendance

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

29. Minutes

The Minutes of the Meeting of the Committee held on 23 January 2023, adopted by Council on 30 January 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

30. Declaration of Interests

Minute No. 31 Councillor A. Chisholm declared an interest in respect of 2.2 of the internal audit report.

Minute No. 37 – Councillor A. Chisholm declared an interest as an unpaid Director of Keep106. He addressed the Committee and then left the meeting whilst the matter was considered.

Minute No. 40 - Councillors R. Biggs and M. Rennie declared a non-pecuniary interest as Council appointees to Dorchester Youth Community Centre. They addressed the Committee and then left the meeting whilst the matter was considered.

31. Finance Update

Members considered a report by the Finance Officer which updated them on the financial position of the Council as at end of February 2023. The report also confirmed that there was no debt over 30 days and gave details of the payments list from 1 January 2023 to 28 February 2023. The Finance Officer reported that the March underspend was now likely to be around £40,000.

Resolved

- (1) That the payments list, totalling £247,940.02, be approved.
- (2) That the internal audit report and officer comments be noted.

32. **Cornhill / South Street Task and Finish Group**

Members considered the notes of the Task and Finish Group held on 13 March 2023, attached at Appendix 1, established to consider improvements to Cornhill and South Street.

Resolved

That the notes of the Cornhill / South Street Task and Finish Group held on 13 March 2023 be agreed.

33. **Interview Panel**

The Committee was informed that the Interview Panel had now concluded its work and had appointed Mr Tony Hurley to the post of Assistant Town Clerk (Corporate). Mr Hurley would be taking up his post on 1 May 2023.

Resolved

That the appointment be welcomed.

34. **Management Committee Extract**

The Committee considered an item referred to it from the Management Committee requesting a representative from the Committee to join the Council Chamber / Town Hall Improvements Task and Finish Group.

Resolved

That those Members who were interested in sitting on the Group to inform the Town Clerk and the final membership be agreed at Full Council.

35. **Council Offices 19 North Square**

The Committee had before it a report from the Town Clerk which set out a number considerations in respect of delaying the disposal of the Council Offices at 19 North Square.

Recommended

(1) That the disposal of the Council Offices at 19 North Square not go ahead at present and remain the operational base for office staff. To be reviewed in three years.

(2) That the existing Municipal Buildings lease between the Council and Dorchester Arts be amended to make clear that the Council has no rights over the office accommodation or Council Chamber.

(3) That a report be brought to a future Committee meeting on measures that could be undertaken to reduce the carbon impact of 19 North Square.

36. New Website for the Town Council

The Town Clerk reported that the Corporate Plan identified the need for an improved and accessible Town Council website. Some funding had been set aside for this project in the 2023-24 budget and the Committee was asked to consider establishing a small Task and Finish Group to help guide this work.

Resolved

- (1) That a Council Website Task and Finish Group be established.
- (2) That the Group consist of three Councillors. Those Members who were interested in sitting on the Group to inform the Town Clerk and the final membership be agreed at Full Council.

37. Keep 106 Funding

Members were reminded that the Committee had previously agreed an annual grant of £2,500 to Keep 106. The grant was in recognition of the provision of PA equipment at a number of Council and Community events plus technical advice to the Council. The Committee considered correspondence from Keep 106 requesting an increase in its annual grant which had remained unchanged for three years.

Resolved

- (1) That an annual grant of £5,000 per year be awarded to Keep 106 to be reviewed in three years.
- (2) That the grant be uplifted annually in accordance with CPI.
- (3) That a written grant agreement be put in place with Keep106.

38. Holiday and Food Programme

The Committee considered a report by the Community Development Officer on the Council's involvement with the Holiday and Food Programme.

Resolved

That the report be noted.

39. Sawmills Development Association

Members considered a request from the Sawmills Development Association asking whether the Council would be willing to make two appointments to the SDA's Management Committee in place of Trevor Jones and Len Heath both of whom were retiring from the Committee.

Resolved

That the request from Sawmills Development Association for two Council representatives be included on the list of annual outside bodies appointments which was due to be reviewed in May.

40. Section 106 Requests

The Committee considered a report by the Town Clerk on Section 106 funding requests received by Dorset Council. It was noted that the Dorset Council S106 Panel had now met and had agreed, subject to comments from the Town Council, that the applications from Dorchester Youth and Community Centre and the GAP Project be agreed.

Resolved

That the S106 funding applications to Dorset Council from the Dorchester Youth and Community Centre and the GAP Project be supported.

Chairman.....

Cornhill Task and Finish Group Meeting Notes

Date: 13.03.23

Attending:

- Susie Hosford, Councillor
- Stella Jones, Councillor
- Rory Major, Councillor
- Janet Hewitt, Councillor
- Frances Hogwood, Councillor
- Matilda Manley, Tourism Development Officer
- Emma Scott, Community Development Officer

1. Purpose of Task and Finish Group.

Group agreed that the purpose of the group is to:

- Explore options for the Cornhill/Town Pump area.
- Decide on way forward for this site (keeping in mind the other identified sites and how they could link holistically).
- Oversee works on the site and ensure that work starts as soon as possible.

2. Involvement of others in the decision-making process.

The group felt that Ferial had already done quite a lot of community consultation to find out how people would like to use the space and what they would like to see there.

The group considered possible consultation fatigue by community and businesses around Cornhill if they were consulted before the design process again.

The group felt they had enough information to come up with a design and plan for Cornhill first and then go out to consultation on this.

The group valued the comments and views the Youth Council had expressed in advance of the meeting about Cornhill and agreed to invite two representatives from the Youth Council to join the task and finish group. The group would also like to invite the Youth Council to join them at Cornhill for a site visit at some point in the future.

Action: Emma to invite two representatives from the Youth Council to join the task and finish group.

3. Elements to consider in the design of the space at Cornhill.

The group agreed that they will look at the following elements to plan the space:

1. Vehicle access restrictions in the space
2. How the design compliments/interacts with the Cornhill market
3. What experiences people want to have in the space/ what do they want to use the space for?
4. Paving/surface
5. Seating
6. Planting
7. Lighting
8. Overhead

The group agreed that the access and environmental impact of the design should be considered throughout the design process.

The group then started to consider these elements in turn.

3.1 Vehicle access restrictions in the space

The group discussed what the traffic restrictions are and felt it was unclear who should be enforcing this, what the status is and whether this could be altered.

Action: Emma to speak with Dorset Highways to clarify the traffic regulations and what the access requirements are.

Matilda and Emma to find out how pedestrianised shopping streets are managed in other towns such as Sherborne.

3.2 How the design compliments/interacts with the Cornhill market

The group are keen for the design to compliment and enhance the Cornhill market and not to negatively impact on it. Group would like to involve Grant who manages the Cornhill markets in the planning, speak to him about the project now and invite him to a future meeting at some point.

Action: Matilda to speak to Cornhill markets manager about the Cornhill project to ensure design complements the market

3.3 What experiences people want to have in the space/ what do they want to use the space for?

The group looked at the following list of experiences that people could have in the space, created by the Tourism Development Officer:

- Meeting point

- Takeaway consumption
- Rest - people watch
- Chat - with friends and passers by
- Bike parking
- Maps and navigation
- Busking and live music
- Feel proud of our town
- Feel connected to heritage and nature
- Use to change seasonally
- Play
- Shelter
- Charge devices
- Instagram opportunity
- New Year Celebration meeting point
- Outdoor theatre
- Outdoor art exhibitions

The group agreed with all apart from outdoor theatre and outdoor art exhibitions, which some felt the current space would be too small for.

The group felt that the Cornhill area shouldn't focus on heritage as this is done in lots of other places around the town already and its nice to do something different.

Traffic noise along High West Street was mentioned as an issue for rest and relaxation in the Cornhill area – plants and trees were suggested to soften this.

The idea from Feria to create a water feature at the Town Pump was discussed. It was decided that this could be hard to maintain and that installing the water source could be too costly.

The group discussed trialling some different pop-up events and experiences this summer to see how they go down/how they fit in the space.

Action: Matilda to look at running some pop-up events and experiences in Cornhill area this summer to see how they go down/how they fit in the space.

3.4 Paving/surface

Altering the paving in the Cornhill area was suggested by the Tourism Development Officer as an opportunity to celebrate the town and its heritage, zone areas for different uses, improve accessibility and bring colour and vibrancy. The group were shown some examples of street mosaics and other colourful resurfacing options. The following was agreed:

- The paving should not be colourful as this can make the space look smaller and reduce the flexibility of the space. Colour paving could possibly also be an issue with visually impaired. The group felt that colour could be brought in with plants, planters, banners and temporary murals etc. rather than permanent paving.

- The group thought the paving should be replaced in the area, but not too patterned or colourful. Instead, the new paving should focus on accessibility and zoning a performance/entertainment/Christmas tree area.

Action: Matilda to research suitable paving fitting the brief above.

3.5 Seating

For seating, the group would like to re allocate the current seating at Cornhill to elsewhere in the town and start again with new seating.

The group agreed that they would like the seating to be:

- Ergonomic and supportive for older generation.
- Hard wearing and easy to maintain.
- Sociable and maintain flexibility of the space.
- Not anti-homeless seating

The group like the look of the curved heritage benches shared at the meeting and also discussed how they liked the bench that used to be placed outside Waitrose in Dorchester.

The group would like the seating to be high quality. They are willing to explore both iron heritage or bespoke artistic options but they need to compliment the planters and townscape.

Modular, moveable or flexible seating that could be used in different arrangements for different events were discussed.

The group discussed installing solar charging benches for phones and electric bikes but would like to find out more about costs.

Action: Matilda to research costings for heritage benches, charging benches and bespoke seating.

Matilda to scope possible seating layouts to share at next meeting.

3.6 Planting

For planting, the group would like to see trees in large pots that can provide some shelter and shade. They would like to see native shrubs and trees that are easy to maintain and provide year-round interest rather than colour. They would like to focus on drought resistant planting. They do not want to install anything that the Town Council cannot commit to maintaining itself.

Using trees at the High West end of Cornhill to frame the view down the meadows and also soften the noise and harshness of the adjoining road was agreed.

The group felt that avenues of trees are such a feature of Dorchester and would like to explore extending this feel along South Street intermittently.

The group did not have time to look at lighting or overhead at this meeting.

4. Next steps and project milestones.

At the next meeting (to be held just after Easter) the group would like to:

- Hear an update on actions
- Plan with the model and look at layout options
- Visit Cornhill area as a group as part of the meeting.

The group would like to have a definite plan for the Cornhill area by the Summer that can be taken to committees etc. early Autumn. They would like the works to be carried out this Winter.

Action: Matilda to look at committee schedules to help calculate more definitive project milestones

Meeting notes written by Tourism Development Officer. Notes yet to be agreed by Task and Finish Group members.

DORCHESTER MARKETS INFORMAL JOINT PANEL

MINUTES OF MEETING HELD ON WEDNESDAY 25 JANUARY 2023

Present: Cllrs Fiona Kent-Ledger, Laura Beddow, Stella Jones, Janet Hewitt, Nick Ireland, Molly Rennie and Roland Tarr

Apologies: Cllrs Mary Penfold, Susie Hosford, Tony Lyall, Dave Bolwell, Simon Gibson, Jane Somper and John Worth

Officers present (for all or part of the meeting):

Graham Duggan (Head of Community & Public Protection), Kate Critchel (Senior Democratic Services Officer), Joshua Kennedy (Apprentice Democratic Services Officer), Kevin Evans (Senior Accountant (Place)), Hannah Massey (Lawyer - Regulatory), Christopher Peck (Principal Planning Officer) and Steven Newman (Town Clerk)

2. Minutes

The Head of Community and Public Protection assured the Panel that the Daryl Chambers report would be circulated to members after the meeting.

The minutes of the last meeting held on 3 August 2022 were confirmed as a correct record and signed by the Chairman.

3. Declarations of Interest

There were no declarations of interest to report.

4. Public Participation

There was no public participation.

5. Improving Fairfield Road Travel Safety

The Principal Transport Planner delivered a report on the proposed works for improving the road safety of Fairfield Road.

Members were informed that Fairfield Road formed the signed pedestrian route between the railway stations, and was an important pedestrian link in the town, but no footways exist. This made it unfit for current use. The need for a safer road had arisen after a series of incidents along the road, including three pedestrian injuries, - two of them serious - in the last 5 years. This was due to the poor layout of the road and junction, with all three injuries a result of vehicles turning out of Fairfield Road. As a result, Dorset Council's Highways had recently received funding from

central Government's Active Travel Fund to help improve conditions for road and travel safety.

The Principal Transport Planner informed the committee of several possible options that were being considered to improve the safety of the road.

- The creation of a footpath next to the road.
- The potential addition of 'Keep Clear' markings at the Maumbury Road/Fairfield Road junction, to make it easier to turn at busy times.
- The pedestrianisation of the area, through the use of park benches, planters and cycle parking.
- The installation of removable bollards to control access to the road.

It was hoped that the timescale for completion of the intended works would be before the school summer holidays, however if this was not possible then works would be delayed until later in the year, to minimise disruption to the area.

In response to a question regarding the new route that drivers would have to take, the Principal Transport Planner explained that initially there would likely be some confusion for drivers, who were used to using Fairfield Road, however there was significant public interest in the scheme as it would benefit pedestrians and the additional traffic diverted onto Upper Fairfield Road would be negligible.

Members were supportive of the scheme and recognised the need for an improvement in the safety of the area, in particular they supported the additional amenities of benches and planters, as this would make the area more attractive for pedestrians and improve the shopper experience for market users.

The Panel unanimously supported the proposal of this work as a benefit to public safety and for the purpose of the improvement of the market. Members looked forward to the launching of the public consultation process.

A copy of the proposal would be made available to members after the meeting.

6. Market Activities and Progress

The Head of Community and Public Protection delivered a report, providing an update on the market activities and progress to date.

Following a site visit on 23 November 2022, issues with infrastructure on the site had been noted and the market operator had been made aware of the unauthorised storage on site.

Members acknowledged that the current market lease would end in 2026 and progress now needed to be made in respect of the procurement process and tender for the next market operator.

The Head of Community and Public Protection also informed the Panel of research being undertaken to look into other companies, who ran markets nationally, and offered members the possibility of presentations on how they operated markets. It was agreed that a task & finish group would be established,

proportional to the Panel's membership, to start procurement preparations. The Town Clerk and the Head of Community and Public Protection would prepare a set of terms of reference for the group.

The Conservation Officer and Area Planning Lead Officer had recently been contacted by the Panel's Lawyer and they had both expressed an interest in working on restoring the Linney's and improving the market site in general.

Members also received an update on the Cornhill market site, noting that a meeting had been arranged with the market co-ordinator to discuss the recent fall in business levels and how the councils could support the co-ordinator going forward.

Proposed by Cllr Kent-Ledger and seconded by Cllr Jones.

Decision: That a task & finish group be established to progress the procurement of a new market operator, with the membership of the group to be determined by the Chairman and Vice-Chairman of the Panel.

7. Financial Out-turn Projection 2022/23 & Proposed Budget 2023/24

The Senior Accountant for Place delivered a report on the financial out-turn projection for 2022/23. He noted that in regard to expenditure, there was only a slight overspend compared to the expected figures, this was largely due to an increase in general utility costs.

In terms of income, the forecasted projections were lower than anticipated, however only the accounts for the first quarter had been received to date, so the rest of the year's accounts had been extrapolated from the data available. While the Cornhill accounts were showing a forecasted deficit of approximately £13,000, this was largely due to an agreed rental reduction with the operator. Other income sources, including from the café and car parking, were set to be as expected.

The Senior Accountant for Place also delivered a report on the proposed budget for 2023/24, noting a slight increase in the budget's expenditures compared to 2022/23, due to following Dorset Council's recommended action to freeze all budget lines other than utilities. In terms of income, there was also a slight increase, due to following Dorset Council's recommended 5% uplift on fees and charges. While there was a healthy repairs and maintenance reserve available.

Proposed by Cllr Kent-Ledger and seconded by Cllr Ireland.

Decision: That the current projected outturn position for 2022/23 be noted and the 2023/24 budget proposal be approved.

Post meeting note: The 2023/24 income budget in relation to the Cornhill Market was amended (The Head of Community and Public Protection confirmed that the reduced rent had been agreed and covered a period of 2 financial years). The amended budget setting document was attached as an appendix to these minutes.

8. Car Boot Sale Fund

The Dorchester Town Clerk delivered an update on the car boot sale fund, noting that there were 21 successful applicants to the fund and a total of £23,250 had been awarded in grants. Members were also informed that there was an 83% success rate out of the organisations, who applied for a grant.

In response to a concern raised by a member, the Dorchester Town Clerk assured the Panel that the reason for the rejected applications was largely due to those organisations being located outside of the funding area or not being an eligible charity, rather than for failing to complete the paperwork correctly.

9. **Urgent Items**

There were no urgent items.

10. **Exempt Business**

There was no exempt business.

2023/24 Budget Setting Document

Duration of meeting: 2.30 - 3.58 pm

Chairman

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