



Dorchester Town Council

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You are summoned to a meeting of the **Dorchester Town Council** to be held in the Council Chamber, the Municipal Buildings, High East Street, Dorchester, DT1 1HF on **Monday 25 September 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 31 July 2023 (page 3).

4. **Police Update**

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

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

- a) To receive communications from the Mayor and Town Clerk.
- b) 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	7 August 2023	Page 7
Planning & Environment Committee	4 September 2023	Page 15
Management Committee	11 September 2023	Page 20
Policy Committee	18 September 2023	Page 24

7. **Update from Dorset Council Members**

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

A handwritten signature in black ink that reads "Steve Newman". The signature is written in a cursive style with a horizontal line underneath the name.

Steve Newman
Town Clerk
20 September 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

31 July 2023

Present: The Mayor (Councillor A. Chisholm) and Councillors R. Biggs, A. Canning, L. Fry, J. Hewitt, F. Hogwood, S. Hosford, F. Kent-Ledger, D. Leaper, R. Major, R. Potter, K. Reid, M. Rennie, R. Ricardo and D. Taylor.

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

1. Minutes

The minutes of the meetings of the Council held on 22 and 23 May 2023 were confirmed and signed by the Mayor as a correct record.

2. Welcome to New Councillor

The Council congratulated Councillor K. Reid on being elected to the Council to fill the casual vacancy which had arisen in the Dorchester East Ward.

3. Declarations of Interest

There were no declarations of interest reported.

4. Police Matters

It was reported that Sergeant Matt Whetham had moved posts and that Sergeant Matt Bradley had temporarily stepped into that position.

The Council received a written report on the crime statistics for Dorchester and recent activity. Members expressed concern regarding the recent spate of catapult attacks on wildlife and property.

5. Presentations, Communications, Questions and Motions

The Mayor reported on a number of events and communications as follows:-

- The unveiling of a plaque and the opening of Duke of Edinburgh Garden at Poundbury by King Charles III and Queen Camilla.
- A very successful Thomas Hardy Victorian Fair.
- A civic visit from Lubbecke.
- Love Parks and raising the Green Flag.
- Keep 106 Community Radio's 5th anniversary.
- The Mayor to write congratulating the Dorchester BID on its very successful ballot.

No motions or questions had been submitted.

6. Planning and Environment Committee – 5 June 2023

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

The Council expressed its concern regarding central Government making it more difficult for Councils to make 20mph zones. It was noted that the Dorset Council 20mph policy was not straightforward and limited.

Resolved

- (1) That The Mayor and Councillors J. Hewitt, F. Hogwood, F. Kent-Ledger, M. Rennie and D. Taylor be appointed to the Fairfield Road Task and Finish Group.
- (2) That Dorset Council be informed of this Council's view that the existing 20mph policy is too complex and consideration should be given to a 20mph area wide speed limit.
- (3) That the minutes of the meeting of the Planning and Environment Committee held on 5 June 2023 be adopted.

7. Planning and Environment Committee – 3 July 2023

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 3 July 2023 be adopted.

8. Management Committee – 17 July 2023

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

In respect of the arrangements for D-Day 80, which would include the lighting of a beacon, the Council discussed whether it would be possible to move the beacon to a location that was more visible such as Centenary Field at Poundbury. It was noted that the existing beacon at Salisbury Field was in a historical location and that there were several rules governing the location of beacons.

Resolved

- (1) That a report be presented to the next Management Committee on the issues related to establishing a new beacon in place of the existing one at Salisbury Fields.
- (2) That the minutes of the meeting of the Management Committee held on 17 July 2023 be adopted.

9. **Policy Committee – 24 July 2023**

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

Resolved

- (1) That The Mayor and Councillors S. Jones, D. Leaper, R. Major, M. Rennie and K. Reid be appointed to the New Councillor Task and Finish Group.
- (2) That The Mayor, Chair / Vice Chair of the Informal Markets Joint Committee, Town Council BID representative, Chair of the Planning and Environment Committee and Councillors L. Fry, F. Hogwood and D. Taylor be appointed to the Town Centre Working Group.
- (3) That the minutes of the meeting of the Policy Committee held on 24 July 2023 be adopted.

12. **Update from the Dorset Council**

Dorset Councillors updated the Council on the following matters:-

- Dorset Council Director Peter Hopkins was leaving the authority.
- There was an urgent need for more fosterers in the area. There was a fostering stand that could attend events.
- Two heavyweight financial experts had been co-opted onto the Audit and Governance Committee.
- Dorset Council felt a TRO in respect of camper vans at Poundbury was not necessary.
- Further work had been undertaken to the netting at Damers Road railway bridge to stop pigeons from nesting.
- There was to be a scrutiny review of the National Grid.
- The old Damers School had now been demolished.
- Dorset Council was presently consulting on housing need – please respond to the consultation.
- There was to be a review of the Dorset Pension Fund investments.
- The refugee barge had been located at Portland.
- The car park strategy was to be reviewed.
- The Council was updated on the Reablement Centre at DCH.
- People were still ignoring the TRO around St Osmund’s Middle School.

13. **Appointments to Committees and Vacancies**

The Council considered appointments to the vacancies on the Management Committee and the Dorchester Markets Informal Joint Panel.

Resolved

- (1) That Councillor K. Reid be appointed to the Management Committee for the remainder of the 2023-24 Council year.

- (2) That Councillor K. Reid be appointed to the Dorchester Markets Informal Joint Panel for the remainder of the 2023-24 Council year.

Council rose at 8.23pm.

Mayor

Public half hour

The Chair of STAND asked the Council how it might take forward its opposition to the proposed Dor13 Policy in respect of housing north of Dorchester. The Council and members of the public discussed the matter for some time and it was felt that it would be worth holding a special Planning and Environment Committee at some point in the near future to consider the matter further.

Dorchester Town Council
Minutes of the Planning and Environment Committee
7 August 2023

Present: Councillors R. Biggs, L. Fry, J. Hewitt, D. Leaper, R. Potter (Vice - Chairman), Ricardo (Chairman) and D. Taylor.

Apologies: Cllrs. S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, R. Major, and M. Rennie.

Also in attendance: Councillor F. Hogwood

6. Declarations of Interest

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

7. Minutes

The minutes of the meeting of the Committee held on 3 July 2023 were noted.

8. Pre Consultation On new Puffin Crossing on Weymouth Ave (South) and Maumbury Cross Improvement Update

The Committee received a presentation on Dorset Council's proposal for a new proposed Puffin Crossing between Edward Road and Queens Avenue, along Weymouth Avenue and update on the Maumbury Cross improvements from Emma Baker and Roger Derrick from the Dorset Council's Highways Improvements Team.

The Committee were asked and agreed to support the proposal for a new Puffin Crossing between Edward Road and Queens Avenue, along Weymouth Avenue.

Resolved

That the Committee support the proposal for a new Puffin Crossing between Edward Road and Queens Avenue, along Weymouth Avenue.

9. Reports of Speeding at Kings Road, Dorchester

The Committee considered the concerns of a resident of Kings Road regarding speeding in the area.

Members were asked to consider if they wish to request a speed survey for Kings Road with a mind to fund a SID should the site meet the required speed criteria or if they wish to recommend that the complaint be reported to Dorset Police for enforcement.

It was agreed that it should be recommended to the Policy Committee that a speed survey should be commissioned for Kings Road and that the Clerk to the Committee should write

to Dorset Police in the meantime and request that they enforce the speed limit in the area.

Resolved

- i) That it be recommended to the Policy Committee that a speed survey be commissioned for Kings Road.

- ii) That the Clerk to the Committee should write to Dorset Police in the meantime and request that they enforce the speed limit in the area.

10. Dropped Kerb Requests

The Committee considered two requests received for dropped kerbs in Fourgates Road and Alice Road , the Committee agreed to support both proposals.

Resolved

That the Committee supports the proposal for dropped kerbs in Fourgates Road and Alice Road.

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

Minute 13. Dorset Council Car Park Electronic Information Signage – 3 July 2023

The Committee heard that a response had been received from the Dorset Council and it was believed that some of the inaccuracies reported on the electronic information signage had been caused through connectivity issues to the 3g / 4g network. It was hoped that an update that was due to be rolled out would alleviate some of the issues.

13. Planning Issues to Note

There were no planning issues to note.

Dorchester Town Council

Planning & Environment Committee – 7 August 2023

Planning Applications for Comment

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

E1. P/HOU/2023/03465 6 South Walks Road Dorchester Dorset DT1 1ED

Installation of photovoltaic (PV) panels to single storey garage.

No objection.

E2. P/FUL/2023/02510 11A St Georges Road Dorchester DT1 1PA

Erect 2 No. dwellings (demolish garages/store).

No objection.

North Ward (Councillors A. Canning, A. Chisholm & D. Taylor)

N1. P/FUL/2023/02590 Dorchester Islamic Centre Commercial House The Barracks, Barrack Road Dorchester DT1 1YG

Install uPVC windows.

No objection.

N2. P/FUL/2023/03306 Dorchester Town Hall High East Street Dorchester Dorset DT1 1HF

External alterations to windows on South and West elevations.

As Dorchester Town Council is the applicant, no comment will be made on this application.

N3. P/RES/2023/03565 Dorset County Hospital Williams Avenue Dorchester Dorset DT1 2JY

Reserved matters submission for approval of access, appearance, landscaping, layout and scale for New Hospitals Project including a new Emergency Department, a new 24 bed Critical Care Department and replacement helipad at roof level submitted following grant of outline planning permission number P/OUT/2022/02976 for partial demolition of onsite buildings and structures and the consolidation and expansion of healthcare facilities including up to 10,920 sq.m of net additional floorspace (including an extension to the emergency department and intensive care unit, expansion of medical and health services including a primary care health hub and a new hospital support centre) green infrastructure and other ancillary works including changes to site access arrangements.

No objection.

- N4. P/PACD/2023/03638 Location: 46 South Street Dorchester DT1 1DQ**
 Change of use of upper floors from Commercial, Business and Service to 2 No. dwellings (Use Class C3)
Considered via email.
 No objection.
- N5. P/FUL/2023/02371 37 High West Street Dorchester DT1 1UP**
 Sub-division of flat into 2 flats including minor external alterations.
 No objection.
- N6. P/FUL/2023/01305 & P/LBC/2023/01306 57 High West Street Dorchester DT1 1UT**
 Erect second floor extension.
Dorset Council have received amended plans or additional information relating to the above planning application. – Do DTC wish to make any additional comments?
 No objection.
- N7. P/FUL/2023/03396 Christchurch Court The Grove Dorchester Dorset DT1 1TD**
 Erect storage facility for mobility scooters.
 Considered via email, No objection, however it was noted that DFT guidance ‘Inclusive Mobility’ Guide and Best Practice recommends that maximum walking distances should not be greater than 50 mts some properties are over 80 Mts from the store.
- N8. P/HOU/2023/03490 14 St Helens Road Dorchester DT1 1SD**
 Erect front porch.
 Considered via email – No objection.
- N9. P/FUL/2023/03689 & P/LBC/2023/03690 (Listed Building Consent) Former Military Hospital Millers Close Marabout Industrial Estate Dorchester Dorset DT1 1YA**
 Change of use and conversion of Military Hospital to form 3 No. dwellings (use Class C3).
 Objection.
 The Committee questioned the validity of the Water Quality Neutrality Statement with its claims for improvement over hospital use, as the site has not been used as a hospital site since the 1960’s, as is recognised by the applicant in the Design, Access and Heritage Statement:

'The Depot Barracks ceased to be used in 1958 when the Dorsetshire Regiment and Devonshire Regiment amalgamated, and regimental headquarters were relocated to Exeter.

Many of the buildings which had formed the barracks were sold to Royal Mail and Dorset County Council in the early 1960s, so it is likely that this was the fate of the hospital.'

And has, instead been used as commercial/industrial urban land, as recognised in the applicant's previous applications P/FUL/2021/00826 and P/LBC/2021/00827:

'We do know however that the building has in the relatively recent past been in office use –we understand its last use was as offices for Bere Regis Coaches. Confirmation of this is available in the 'History of Bere Regis Bus Co 1929 -1995'(www.bereregis.org) which states

'from April 2001 the headquarters of the Bere Regis firm- which had been in Dorchester for many years , firstly at Bridport Rd and then in the old barracks on the Grove trading estate–were closed.'

We also know that the offices had been empty since 1995 –when the company ceased trading as an independent concern.'

(Supporting Statement & Heritage Assessment, Richard Burgess MA; MSc; MRTPI, 2021).

The Committee still has concerns about the change of use in this location and requests that the application go before the Dorset Council Northern Area Planning Committee so that the validity of the Water Quality Neutrality Statement in particular be considered.

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

W1. P/HOU/2023/03827 195 Damers Road Dorchester DT1 2JP

External alterations to rear conservatory.

No objection.

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

S1. P/HOU/2023/03853 98 Monmouth Road Dorchester Dorset DT1 2DQ

Replace existing first floor dormer window with first floor extension. Single storey extension.

No objection.

S2. P/HOU/2023/03425 3 Grosvenor Road Dorchester DT1 2BB

Erect single storey rear extension.

No objection.

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

P1. P/FUL/2023/03684 Flats 1 - 6, 2 Wadebridge Street Poundbury Dorset DT1 3AT

Install 6 No. air source heat pumps.

No objection.

P2. P/FUL/2023/03685 Flats 1 - 6, 6 Ladock Green Poundbury Dorset DT1 3AU

Install 6 No. air source heat pumps.

No objection.

P3. P/FUL/2023/03686 Flats 1-4, 2 Buttermarket Poundbury Dorset DT1 3AZ

Install 4 No. air source heat pumps.

No objection.

P4. P/FUL/2023/03688 Flats 1-4, 5 Buttermarket Poundbury Dorset DT1 3AZ

Install 4 No. air source heat pumps.

No objection.

For Information

FI1. P/CLP/2023/03639 192 Bridport Road Poundbury Dorchester Dorset DT1 3BN

Install air source heat pump to rear.

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

FI2. P/CLP/2023/03640 194 Bridport Road Poundbury Dorchester Dorset DT1 3BN

Install air source heat pump to rear.

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

FI3. P/CLP/2023/03641 196 Bridport Road Poundbury Dorchester Dorset DT1 3BN

Install air source heat pump to rear.

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

FI4. P/CLP/2023/03642 14 Inglescombe Street Poundbury Dorchester Dorset DT1 3BD

Install air source heat pump to rear.

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

FI5. P/CLP/2023/03643 16 Inglescombe Street Poundbury Dorchester Dorset DT1 3BD

Install air source heat pump to rear.

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

FI6. P/CLP/2023/03644 18 Inglescombe Street Poundbury Dorchester Dorset DT1 3BD

Install air source heat pump to rear.

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

FI7. P/NMA/2023/04238 PLOT 469, SECTOR 3.61/64 OF POUNDBURY PHASES 3 AND 4 Poundbury

Non material amendment to P/NMA/2023/01019 (Non-material amendment - changes to site levels / floor levels; design of dwellings, garages and other structures; and changes to boundary treatments; to Reserved Matters Approval No. WD/D/16/001590 (Access; appearance; landscaping; layout and scale for 380 houses and flats and 68.4 sq.m. of non-residential floorspace).) to propose alterations to Plot 469 at Poundbury 3.61/64 to suit existing road levels on site resulting in the loss of two ground floor windows on the West Sydenham Street elevation as detailed on drawing no. 23008-3.61-3.64-469-601-D. The loss of windows is required to satisfy Highways levels. Railing added to Plot 469 to reflect Plots

along West Sydenham Street. Soft landscaping added to Plot 469 to provide an architectural feature following the loss of the ground floor windows

Dorchester Town Council
Minutes of the Planning and Environment Committee
4 September 2023

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

Apologies: Cllr D. Leaper

Also in attendance: Councillors F. Hogwood and K. Reid.

25. Declarations of Interest

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

26. Minutes

The minutes of the meeting of the Committee held on 7 August 2023 were noted.

27. Community Safety in Dorchester

The Committee received a presentation on community safety issues (including CCTV) in Dorchester from John Newcombe, Dorset Council's Licensing & Community Safety Manager.

Dorset Council was considering a bid to the Home Office's Safer Streets funding stream in order to invest in CCTV infrastructure and fibre connectivity, along with 24-hour monitoring. If the infrastructure could be improved, John Newcombe asked if the town council would consider an annual contribution of £6,000 to enable daytime monitoring of the CCTV feed. At present, the focus for monitoring is on the 4.00pm to 4.00am period. However, Dorchester is generally considered to be a very safe area based on crime data. Some other town councils do contribute to the cost of CCTV monitoring. In general, Dorset Council was trying to build a partnership approach to investing in CCTV and crime prevention.

Cllr Fry stated that there should be a partnership between all local authorities in order to benefit the local economy. Both Cllr Potter and Cllr Harries expressed concerns about the current state of the CCTV infrastructure and John Newcombe indicated that there perhaps had been less investment in the systems in Dorchester due to low crime rates and the need to tackle crime and ASB in other areas of the county. John Newcombe stated that although there were not CCTV cameras in other areas of the town, such as Poundbury, there were other systems in operation such as mobile speed cameras for road safety.

Cllr Major asked that if the town council contributed £6,000 annually to the cost of daytime monitoring would Dorset Council guarantee to invest in the camera infrastructure and connectivity. John Newcombe indicated that the cost of capital investment would be significant and that the contribution of £6,000 should be seen a good will gesture. Cllr Rennie suggested that Dorset Council should submit a formal request for this funding to the town council and Cllr Jones asked that this request be supported an assessment of the current state of the CCTV infrastructure.

Cllr Kent-Ledger also raised the issue of shop window ‘wrapping’ which obscured views into shops. There was a concern that such wrapping could hinder the prevention of illegal sales or other unwanted activities. John Newcombe stated that Dorset Council did use techniques such as test purchases and other investigations to prevent such activity – and the issue of shop front wrapping could be dealt with via the licensing process.

28. DTAG Streets Alive Update

The Committee received a presentation from Giles Watts of Dorchester Transport Action Group on the forthcoming Streets Alive event. Cllr Jones asked if DTAG would like volunteers to help with the event and, if so, then names could be passed to Emma Scott to pass to DTAG.

Giles Watts also indicated that the group wishes to give all children who participated in the event a free hi-visibility vest and it was suggested by members that a grant application for the cost of these should be submitted to Management Committee as soon as possible.

29. Planning Applications for Comment

The committee consider and commented on the planning applications received from Dorset Council (Appendix 1 attached).

30. Minute Update Report

There were none to report.

31. Planning Issues to Note

Cllr Rennie mentioned a previous planning application for a development on St George’s Road and queried whether neighbours had been sufficiently informed via the display of site notices.

Dorchester Town Council
Planning & Environment Committee – 4 September 2023
Planning applications considered

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

- E1. P/FUL/2023/04258 Dorchester Sewage Treatment Works St Georges Road Dorchester Dorset DT1 1PE**
Installation of two containerised cabin buildings to be positioned in the South East area of Dorchester Water Recycling Centre.
No objection.
- E2. P/HOU/2023/04465 5 Syward Road Dorchester Dorset DT1 2AJ**
Install new window on South Elevation.
No objection.
- E3. P/HOU/2023/04720 36 Casterbridge Road Dorchester DT1 2AQ**
Erect two storey front extension. Erect carport with first floor side extension over.
No objection.
- E4. P/HOU/2023/04062 14 Prince Of Wales Road Dorchester DT1 1PW**
Erect ancillary building to the rear of the property.
No objection.

North Ward (Councillors A. Canning, A. Chisholm & D. Taylor)

- N1. P/VOC/2023/04303 Dorset County Hospital Williams Avenue Dorchester Dorset DT1 2JY**
Partial demolition of onsite buildings and structures and the consolidation and expansion of healthcare facilities including up to 10,920 sq.m of net additional floorspace (including an extension to the emergency department and intensive care unit, expansion of medical and health services including a primary care health hub and a new hospital support centre) green infrastructure and other ancillary works including changes to site access arrangements (application for outline planning permission with all matters reserved except vehicular access onto Damers Road) (with variation of condition 14 of planning permission P/OUT/2022/02976 to allow alteration of tree removal requirements as defined in the Barrell Tree Consultancy drawings and reports approved under Condition 14)

Objection.

The Committee discussed the application and were concerned about the environmental impact of the removal of existing trees and hoped that a tree planting scheme will be incorporated into the plans to ensure the provision of more trees.

- N2. P/FUL/2023/04026 Palace Court Durngate Street Dorchester DT1 1EU**
Install replacement windows to communal areas.
No objection.
- N3. P/LBC/2023/04561 Barclays 10 South Street Dorchester DT1 1BT**
Install bird spikes to the rear of the property.
No objection.
- N4. P/LBC/2023/04595 & P/ADV/2023/04667The Corn Exchange High East Street Dorchester DT1 1HF**
Display 2no. non illuminated vertical banners to the south elevation.

As Dorchester Town Council is the applicant, no comment will be made on these applications.

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

- W1. P/HOU/2023/04356 165 Damers Road Dorchester Dorset DT1 2JP**
Erect single storey rear extension, (demolish existing). Erect flat roofed link garage, (demolish existing).
No objection.

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

- S1. P/LBC/2023/04125 Drgnfly 2 Brewery Square Dorchester DT1 1HX**
Display 2no. Printed Banners, 1no. Resin Logo sign and Individual Foamax lettering.
No objection.
- S2. P/ADV/2023/04120 Drgnfly 2 Brewery Square Dorchester DT1 1HX**
Display signage.
No objection.
- S3. P/FUL/2023/04329 10 Manor Road Dorchester DT1 2AU**
Erect bungalow with associated access and parking.

Objection.

The Committee considered that the council should object to the application on the basis that it is contrary to Local Plan policies ENV10 (townscape setting), ENV12 (design and positioning of buildings) and COM7 (safe transport network). Members considered that the creation of an access drive alongside the boundary of the property would cause nuisance to the adjacent neighbours and would represent over-development contrary to the character of the neighbourhood. Members were also concerned about the two properties sharing one driveway and access onto Manor Road. In addition, the proposal would represent over-development of a residential neighbourhood.

- S4. P/HOU/2023/04464 2 Mellstock Avenue Dorchester Dorset DT1 2BE**

Convert garage to residential accommodation.

Objection.

The Committee discussed the application and objected on the basis that it may allow the property to become two separate residences. If the application is granted consent, then the Committee requested that a planning condition is included restricting the occupation of the building for the purposes which form an integral part of the planning unit known as 2 Mellstock Avenue.

S5. P/HOU/2023/04375 88 Weatherbury Way Dorchester DT1 2EG

Convert detached Garage/ Workshop to annexe and extend to link to host dwelling.

Objection.

The Committee decided to object to this planning application on the basis that its design will be detrimental to the appearance of the streetscene. Members consider the application to be contrary to Local Plan policies ENV 10 (townscape setting) and ENV 12 (design), particularly given that the design will not be in harmony with the appearance of the other properties in this area of Weatherbury Way. Members were also concerned that the proposal may subdivide the property into two residences. If the application were approved, therefore, the Committee requested that a planning condition be added restricting the occupation of the building for the purposes which form an integral part of the planning unit known as 88 Weatherbury Way.

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

No applications received to date.

For Information

FI1. P/NMA/2023/04640 5 Caernarvon Close Dorchester DT1 2EH

Non material amendment to planning permission P/HOU/2021/05743 (Erect single storey side and front extension with air conditioning unit over and two storey extension) to lower a section of blockwork and reduce number of windows to office and change porch from brick to stone walls.

FI2. P/NMA/2023/04883 Scout Association Lubbecke Way Dorchester Dorset DT1 1QL

Non material amendment - to change some of the timer fence boundary treatment to a brickwork wall to planning permission P/FUL/2021/02056. (Change of use from a former scout hut to 1 No. dwelling. Create new vehicular and pedestrian access and 2 No. additional parking spaces).

Dorchester Town Council

Management Committee

11th September 2023

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

In Attendance:

Councillors J. Hewitt, S.Hosford and F.Hogwood.

Apologies: None.

10. **Declaration of Interests**

None.

11. **Minutes**

The Minutes of the Meeting of the Committee held on 17th July 2023, adopted by Council on 31st July 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

12. **Issues relating to play equipment at The Great Field**

The chairman invited members of the public, including local residents, to speak on the matter. Ms Becker stated that the problems generated by the proximity of the play equipment to properties on Dukes Parade were more than just 'teething problems' and adversely affected the quiet enjoyment of their homes. Ms Becker urged the committee to consider options (c) and (d) as set out in the report.

Members discussed the feasibility and benefits of relocating certain pieces of play equipment and whether further assistance could be sought from the police and Dorset Council's community safety team. Cllr Rennie stated that Dorset Council had considered the matter when the issues were first raised. Cllr Jones urged consultation with young people as part of the discussion about solutions. Cllr Major did not consider that relocation of the equipment was viable and that incidents of anti-social behaviour tended to move around over time. Cllr Chisholm stated that the activities provided by the play equipment were enjoyed by young people.

Members discussed the potential for the deployment of temporary CCTV in the play area and whether this could be discussed again with Dorset Council. Cllr Ricardo considered that the use of CCTV may be a deterrent and more feasible than the relocation of equipment.

In summary, the Chairman stated that the preferred ways forward, based on the committee's discussion were to explore the potential to 'locking up' the Queen Swing equipment at night and the convening of a meeting with the key agencies to discuss solutions including the

police, Dorset Council, Duchy of Cornwall and local residents. Cllr Hosford also suggested inviting the Youth Centre's outreach worker.

Resolved:

- 1) That a meeting be convened to explore a solution to the concerns of anti-social behaviour at The Great Field play area and involving the police, Dorset Council, Duchy of Cornwall, local residents, and the youth outreach worker.
- 2) That officers explore the feasibility and practicality of locking up the Queen Swing equipment at night to prevent its use.

13. Outdoor Services – late summer update report

The Assistant Town Clerk (Outdoor Services) reported that a key focus of the service's work over the last few months had been on refresher training for staff across a range of skills. Cllr Major asked if it would be possible to adapt the fence along the tennis courts to make it removable so that the area could be better used for special events – and create more space. The Assistant Town Clerk stated that he would investigate the feasibility of this proposal and report back to the committee. The issue of new tree planting at Maumbury Rings was raised and the Assistant Town Clerk stated that he would discuss with Historic England.

Resolved:

That the Outdoor Services Team update be noted.

14. Options for a new beacon.

The Mayor stated that if the residents in Poundbury wished to install a new beacon then that would be for them to drive forward but his preference was for the existing beacon to remain at Salisbury Field. Cllr Taylor confirmed that his research had not revealed any historical location for a beacon in the town and Cllr Jones confirmed that the beacon had been placed in Salisbury Field to make better use of that greenspace. Members generally felt that it would not be helpful or value for money to relocate the existing beacon. The Assistant Town Clerk (outdoor Services) confirmed that the coat of arms plaque was ready to be installed on the beacon.

Resolved:

That the beacon should remain at Salisbury Field.

15. Trees on Frome Terrace.

The Assistant Town Clerk presented the report and explained the necessity for removing the diseased trees. The report was noted, with sadness, by the committee.

Resolved:

That the proposals for the removal of trees adjacent to Frome Terrace be agreed.

16. Grant Applications

Members discussed the grant applications.

Resolved:

- (1) That a decision on the award of a grant of £150 to Damian Clark Creative for the Dorset Dulcimer Weekend be delegated to the Chairman subject to the receipt of satisfactory clarification as to the duration of each session, target age group, and anticipated number of participants.
- (2) That a grant of £500 be awarded to Dorset Poverty Action Group for its school uniform assistance project.
- (3) That no grant be awarded to Life Education Wessex.
- (4) That the application from the Art In Poundbury CIC for an art exhibition in the Jubilee Hall in May 2024 be deferred to a future meeting once further information had been received regarding whether it was open to artists from across Dorchester and details of the expenses the grant would be used to offset.
- (5) That a grant of £500 be awarded to Dorset Transport Action Group for the purchase of hi-visibility vests for young people attending the Streets Alive event.

17. 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, and the use of the South Chapel, at Dorchester Cemetery since the last meeting of the Committee had been circulated with the agenda.

Resolved:

That the report on the Grants of Exclusive Right of Burial and Interments and Burial of Ashes since the last meeting of the Committee be noted.

(b) Headstones and Inscriptions

The Committee received and noted applications for the design of headstones and inscriptions.

Resolved:

That the action of the Town Clerk in approving designs numbered 5359 to 5366 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

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. **Low carbon heating and PV system for Borough Gardens**

The Assistant Town Clerk (Outdoor Services) presented a report on the outcome of the procurement process for the new system and summarised the bids that had been received. It was explained that there would be no batteries installed as part of the system as demand would be entirely during the daytime.

Resolved:

That the submission from G.R. Edwards be accepted for the scheme.

Chairman.....

Dorchester Town Council

Policy Committee

18 September 2023

Present: The Mayor (Councillor A. Chisholm) and Councillors B. Armstrong-Marshall, R. Biggs (Chairman), J. Hewitt, S. Hosford and G. Jones.

Apologies: Councillors S. Biles, T. Harries and F. Hogwood.

In Attendance

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

15. Minutes

The Minutes of the Meeting of the Committee held on 24 July 2023, adopted by Council on 31 July 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

16. Declaration of Interests

There were no declarations of interest.

17. Finance Update

Members considered a report by the Finance Officer which updated them on the financial position of the Council as at end of August 2023. The report also set out the level of debt over 30 days and gave details of the payments list from 1 July 2023 to 31 August 2023.

Resolved

That the payments list, totalling £253,670.06, be approved.

18. Working from Home Policy

Members considered a new Working from Home Policy. It was noted that the Policy only related to office staff based at North Square and that this should be made clear on the document. It was reported that there were online videos available to view in respect of Display Screen Equipment assessments.

Recommended

That the Office Based Staff Working from Home Policy, as set out in Appendix 1 to these Minutes, be adopted.

19. **ICT Update**

The Committee considered a report by the Town Clerk on the re-use and disposal of redundant ICT equipment.

Resolved

That the protocol for re-use / disposal of redundant ICT equipment be agreed.

20. **Review of Community Priorities 2023 - 2028**

Members had before them a report by the Community Development Officer which set out a high-level review of the Council’s progress in helping the community to achieve the previous Community Plan aims and aspirations. The report also set out the new Community Priorities Review which was supported by a more detailed Community Implementations Plan.

The Committee made the following comments:-

- That the Community Implementation Plan be tied in with the Corporate Plan and be monitored by the Committee on a regular basis.
- Violence against women and girls should be included within priority 4.
- The Plan should be available on the new Council website.
- Kingston Maurward College and DTAG should be included in the list of partners.
- Important to promote both South and West railway stations.

Members also requested that a feedback report on the Community Fridge project be presented to a future meeting of the Management Committee.

Recommended

That, subject to the comments set out above, the Community Priorities Review and the Community Implementation Plan 2023 – 2028 be agreed.

Chairman.....

Dorchester Town Council

Office Based Staff - Home Working Policy

1. Purpose

This policy aims to provide a framework within which the council can manage and assess requests from office based staff to work from home (or somewhere other than a council property). It also provides information and a risk assessment for staff to use to ensure that they can work safely and effectively in a non-office environment.

The council recognises the benefits of occasional homeworking in terms of staff welfare and retention. In particular, this flexible approach to work can offer the following advantages:

- Helping with a better work/life balance – particularly where it reduces time spent commuting and make the council a more attractive employer.
- Providing the opportunity for a quiet workspace in order to concentrate on a particular task.
- Reduce staff commuting and thereby reduce carbon emissions.
- Take advantage of new technology to ensure service delivery.

2. Definition

This policy is applicable where an employee wishes to work from home (or another location outside of the usual workplace) on an ad hoc or regular basis. Working from home is a discretionary benefit offered by the council rather than a contractual obligation. A request by a member of staff to work from home may be refused where it would have an adverse effect on service delivery and colleagues.

As working from home is not a requirement of the council, there is no tax relief on outgoings or expenses incurred.

Working from home or other remote locations will also fall within the council's Lone Working risk assessment and staff should familiarise themselves with this assessment and apply the recommended mitigation measures.

This policy also compliments the council's flexi-time policy.

3. Maintaining service standards

Working from home should not adversely affect the ability of the council to deliver services to the public nor should this type of working place an unfair burden on colleagues. This may particularly be the case where adequate staff cover is required to respond to customers at the council offices reception given that the council employs a small office-based workforce.

In addition, given that many of the council's workforce are unable to work from home (e.g. the Outdoor Services team), maintaining productive working relationships across the whole council is important.

Where staff need to attend face-to-face meetings with colleagues, members or the general public, then this should not be prevented by a desire to work from home.

It is expected the staff working from home will still be available to be contactable via phone or TEAMS.

4. Health & Safety

Employees must undertake a risk assessment (see **Appendix A**) of the area at home (or other location) where they intend to work frequently and submit to their manager. If a safe working environment cannot be created, then working from home may not be permitted.

Whilst working from home can help with quiet concentration on complex tasks, staff must make sure that they take rest breaks.

Where staff are going out to attend site meetings with members of the public whilst working from home, then the Lone Working Risk Assessment should be used to ensure safe working practices.

5. Employer's role and responsibilities

- a) The council will respond in a timely manner to any requests to work from home.
- b) The council will provide laptop computers with connectivity to the council's network so as to enable home working.
- c) The council will continue to support the introduction and deployment of new technology to make flexible working easier.
- d) Whilst working from home (or remotely), staff are covered by the council's Employer's Liability insurance.
- e) The council will not cover any expenses incurred by staff as a result of working from home (e.g. heating and lighting).

6. Employee's responsibilities

- a) The employee must request their line manager's permission to work from home in advance.
- b) Staff will be responsible for the good care of their equipment when working from home as they are in the workplace.
- c) The employee must complete the Risk Assessment (Appendix A) prior to working from home and submit to their manager for approval – accompanied by a photograph of their 'workstation' at home.
- d) The employee should discuss their desire to work from home with immediate colleagues to help ensure that they aren't inconvenienced or burdened with additional duties as a result.
- e) The employee should use the available technology to receive incoming phone calls when working at home to ensure that colleagues in the office aren't inconvenienced or burdened, and service standards are maintained for the benefit of the public.
- f) Meetings with members of the public must not take place at the employee's home.

- g) Working from home should not be used to simultaneously fulfil an employee's caring duties. However, it is recognised that working from home can make it easier for staff to take time off for private appointments and family commitments.
- h) Whilst working from home staff should, where possible, keep to their usual pattern of working hours to make it easier for colleagues and the public to contact them.
- i) The employee must ensure that the confidentiality of any work-related data or information whilst accessing it from home.
- j) Any accidents or 'near misses' must be reported to the line manager as in the case with incidents in the workplace.

END

Appendix A: Risk Assessment (to be undertaken by employee at home and submitted to manager for approval) – please use the following as prompts to help the assessment:

Questions	Yes / No	Comments
1. General		
<ul style="list-style-type: none"> • Completed a DSE assessment? 		
2. Chair		
<ul style="list-style-type: none"> • Is the chair height adjustable? • Is the back rest adjustable in height & tilt? • Does the chair have a five-staff base? • Is the chair comfortable? • Do you need a footrest? 		
3. Desk / work-surface		
<ul style="list-style-type: none"> • Is the area large enough for all the equipment and the full range of tasks to be undertaken there? • Is there sufficient clearance beneath the area for thighs and knees and to stretch the legs? • Have you sufficient space to access your desk as well as more space around it? • If you use a document holder is it positioned at same height and distance as your monitor? 		
4. Keyboard		
<ul style="list-style-type: none"> • Is there sufficient space in front of the keyboard to place a wrist rest? • Are all the keys present and in working order? 		
5. Mouse		
<ul style="list-style-type: none"> • Is there sufficient space adjacent to the keyboard for the mouse to be used comfortably? • Is it positioned close to the keyboard to prevent over-extending or cramping of the wrist? • Do you need a mousemat? 		
6. Screen		

<ul style="list-style-type: none"> • Is the monitor positioned firstly in front of you? • Is the monitor positioned at the correct height? <i>(when looking horizontally eyes should be resting just below the top of the screen)</i> • Does the screen tilt and swivel easily? • Is the image on the screen clear and stable? 		
6. Environment		
<ul style="list-style-type: none"> • Are there any manual handling issues relating to you working from home? • Is the work area free from trip hazards – including the tidying of cables and leads? • Does the route to your workplace involve using a loft ladder? • Are there access problems if you carry large or heavy items? • Is the general lighting adequate? • Can you eliminate strong light sources / reflections? • Is the temperature and ventilations adequate and free from draughts? • Is the work area free from distracting noise? • Will your home working activities involve significant use of the telephone? • Are you intending to use a mobile phone for this purpose or will you have access to a land line? • In relation to your electrical equipment is there any evidence of damage to plugs or leads? • Is there any evidence of overheating? • Are combustible materials kept away from sources of heat? • Do you have a smoke alarm fitted? • Do you know what action to take in the event of a fire? 		
7. I.T. Equipment		
<ul style="list-style-type: none"> • Do you have a suitable and secure broadband internet connection. 		