



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 January 2025 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 25 November 2024 (page 3).

4. **Police Update**

To receive an update from Dorchester's Neighbourhood Police Sergeant Ian Schofield.

5. **Presentations, Communications and Motions**

- a) To receive a presentation from Councillor David Taylor and Claire Meyer, Trustees of the GAP project.
- b) To receive communications from the Mayor and Town Clerk.
- c) To receive motions 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	2 December 2024	Page 6
Planning & Environment Committee	8 January 2025	Page 10
Management Committee	13 January 2025	Page 14
Policy Committee	20 January 2025	Page 21

7. **Update from Dorset Council Members**

To receive updates from Councillors R. Major, R. Biggs, A. Canning, S. Jones and L. Fry
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
22 January 2025

**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

25 November 2024

Present: The Mayor (Councillor R. Potter) and Councillors R. Biggs, S. Biles, P. Farmer, L. Fry, J. Germodo, W. Gibbons, F. Hogwood, G. Jones, S. Jones, F. Kent-Ledger, D. Leaper, V. Lloyd-Jones, R. Major, K. Reid, M. Rennie, R. Ricardo and D. Taylor.

Apologies: Councillor J. Hewitt.

In Attendance:

T. Harries and D. Holmes in respect of Minute No. 39.

C. Dixon, Executive Director, Dorset Museum in respect of Minute No. 41.

38. Declarations of Interest

There were no declarations of interest.

39. Minutes

The minutes of the meetings of the Council held on 30 September 2024 and 28 October 2024 were confirmed and signed by the Mayor as a correct record.

The Mayor reported that the recipients of Honorary Citizenship were Tim Harries, for his long service as a Town Councillor, Alistair Chisholm for his service as Town Crier and Dennis Holmes for his long service as Dorchester Town Clerk. It was noted that a joint ceremony would be arranged in the New Year.

Tim Harries and Dennis Holmes both addressed the meeting and thanked the Council for the honour.

40. Police Matters

The Council had before it a report from Sgt Anneka Stone on policing in the town over the past two months.

Members felt that it was important for a Police representative to be in attendance at the meeting.

41. Presentations, Communications and Motions

The Committee received a presentation from Claire Dixon, Executive Director, Dorset Museum. She reported that visitor numbers had improved significantly, the Victorian Hall required roofing repairs, there was still insufficient storage space and the existing

accommodation was not suitable and the funded national exhibitions that would be coming to the museum over the next few years starting with a gladiator exhibition early in 2025.

The Director responded to Members detailed questions.

Councillor M. Rennie reported that today was “White Ribbon Day” which denoted and reminded everyone that 35 years ago men in Canada marched to campaign to raise awareness to keep campaigning to end the abuse of women and girls.

This was now a Global campaign with 16 days of action against this abuse and awareness raising of the wide range of services available to support all genders and all ages.

Nobody should live in fear and all should be safe in their own homes. Everyone should be treated with respect, not be threatened or hurt. Members were encouraged to wear the white ribbon to show their support and raise awareness.

It was noted that the Town Council was flying the white ribbon flag as an expression of support for the campaign and to show the Council’s desire to help all who lived in fear.

The Mayor reported on the many events that he had attended over the past two months.

No motions had been submitted.

42. Planning and Environment Committee – 7 October 2024

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

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 7 October 2024 be adopted.

43. Planning and Environment Committee – 4 November 2024

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

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 4 November 2024 be adopted.

44. Management Committee – 11 November 2024

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 11 November 2024 be adopted.

45. **Policy Committee – 18 November 2024**

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

Resolved

(1) That the assessed high level Strategic and Operational risks included in the Risk Register be approved and that the Risk Registers, as a whole, be approved.

(2) That the minutes of the meeting of the Policy Committee held on 18 November 2024 be adopted.

46. **Dorchester Joint Heritage Committee – 15 October 2024**

The minutes of the meeting of the Dorchester Joint Heritage Committee be noted.

47. **Update from the Dorset Council**

Dorset Councillors updated the Council on the following matters:-

- Dorset Council were looking at improving WiFi at Fairfield car park after the original equipment had been disconnected.
- Local Plan Advisory Board had started to meet.
- Further investment in Dorset Innovation Park.
- Transformation was looking at working more closely with Town and Parish Councils.
- People should be encouraged to apply for pension credit, take up was low.
- Additional Foster Carers were still needed.
- Dorset Council was facing significant funding challenges.

Council rose at 7.58pm.

Public Question Time

The Chairman of the Dorchester Area CLT thanked the Council for the £9,500 funding and reported that she had been trying, without success, to establish what was going to happen to 50 South Street.

Mayor

Dorchester Town Council
Minutes of the Planning and Environment Committee
2 December 2024

Present: Councillors R. Potter (the Mayor ex-officio & Vice Chairman), S. Biles, P. Farmer, L. Fry, J. Germodo, F. Hogwood, S. Jones, F. Kent-Ledger, D. Leaper, V. Lloyd-Jones, R. Major, K. Reid, M. Rennie and R. Ricardo (Chairman).

Apologies: J. Hewitt and D. Taylor

Also in attendance: Cllr William Gibbons

33. Declarations of Interest

Councillors L. Fry and R. Major stated that as members of Dorset Council's Northern 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.

34. Minutes

The minutes of the meeting of the Committee held on 4 November 2024 were signed by the chairman.

35. Parking in Dorchester

The Committee discussed town-wide priorities for parking enforcement and managing residents parking with Dorset Council's Service Manager for Parking Services Economic Growth and Infrastructure, Michael Westwood.

The Committee heard that Dorset Council's main priorities were safety on the highways and reducing congestion. It was recognised that additional parking enforcement officers were required and the committee were informed that there was a current recruitment process for additional parking enforcement officers underway.

The Dorset Council recognised that a number of local residents were having difficulty parking and that many of the existing resident parking schemes were heavily subscribed.

The Committee expressed concerns about the parking of campervans in residential streets, some of which did not move for long periods and occupied multiple spaces.

Members of the Committee expressed concerns about the following areas:

Monmouth Road
Alfred Road
Cromwell Road
Fordington
North Square
Icen Way

High East Street / Church Street traffic light area
Wessex Road
Wessex Way
Poundbury Crescent

The committee were concerned that there were some areas within the Town which had parking restrictions which did not meet the needs of residents. The Committee agreed to highlight and review these areas at a later date.

The Committee heard that from having additional parking enforcement officers in the area that it was hoped that additional enforcement would help alleviate the problems experienced by some residents and highlight areas that needed further review.

Resolved

That the Committee highlight and review parking areas of concern at a later date.

36. Request for Parking Restrictions – Fourgates Road

The Committee considered a request for additional double yellow lines in Fourgates Road and supported the request for referral to Dorset Council.

Resolved

That Dorset Council be asked to action the request for additional double yellow lines in Fourgates Road.

37. Planning Applications for Comment

The Committee considered the planning applications referred by Dorset Council to the Council for comment.

Resolved

That the comments on the various planning applications, as set out in Appendix 1, be submitted to Dorset Council.

38. Minute Update Report

There were no minute updates to report.

39. Planning Issues to Note

There were no Planning Issues to note.

Appendix 1

Dorchester Town Council Planning & Environment Committee – 2 December 2024 Planning Applications for Comment

East Ward (Councillors P. Farmer, S. Jones, F. Kent-Ledger, R. Major and K. Reid)

E1. P/HOU/2024/06632 20 Prince Of Wales Road Dorchester DT1 1PW

Demolish single storey side extension and replace with single storey side extension.
Demolish rear conservatory and erect new single storey rear infill extension and external alterations to main dwelling. Modify the existing vehicular access and off road parking.

No objection.

North Ward (Councillors S. Biles, A. Canning, V. Lloyd-Jones & D. Taylor)

N1. P/FUL/2024/06135 38 South Street & 5A Trinity Street Dorchester DT1 1DF

38 South Street – Install new shop front including new external door and steps to serve flat above shop. Demolish and re-build first floor rear extension. Remove and replace roofs. Carry out external alterations.
5A Trinity Street – Remove and replace roof and carry out external alterations.

No objection.

N2. P/HOU/2024/06628 13 Wessex Road Dorchester DT1 2NU

Erect single storey rear extension.

No objection.

N3. P/FUL/2024/05933 & P/LBC/2024/06486 (Listed Building Consent) 22-23 South Street Dorchester DT1 1DA

Install 102 x 570w PV array solar panels on the roof.

No objection.

N4. P/LBC/2024/06872 29 High West Street Dorchester DT1 1UP

Replace glazed conservatory roof with pitched roof formed in manufactured slates with conservation style roof lights.

No objection.

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

W1. P/HOU/2024/06439 93 Damers Road Dorchester DT1 2LB

Erect Front Porch.

No objection.

W2. P/FUL/2024/06651 44 Maiden Castle Road Dorchester DT1 2ES

Change of use from guesthouse to a self-contained residential dwellinghouse with associated parking.

No objection.

South Ward (Councillors R. Potter and M. Rennie)

S1. P/HOU/2024/06480 5 Grosvenor Crescent Dorchester DT1 2BA

Erect two storey rear extension.

Objection.

The proposed development by reason of its bulk and height would be out of keeping and incongruous feature within the area. The scale of the proposed development would have a detrimental impact on the neighbouring property to the West of the development. It is therefore contrary to policy ENV12 of the adopted local plan.

As Grosvenor Crescent is predominantly comprised of bungalows, a two storey rear extension would not 'contribute positively to the maintenance and enhancement of local identity and distinctiveness' of the crescent, thus contravening ENV10 of the adopted local plan.

Poundbury Ward (Councillors R. Biggs, F. Hogwood and D. Leaper)

P1. P/HOU/2024/06316 37 Liscombe Street Poundbury DT1 3DF

Erect single storey rear extension with roof lantern.

No objection.

P2. P/VOC/2024/06706 Sectors 4.22, 4.24 and 4.25 North West Quadrant Poundbury

Access; appearance; landscaping; layout and scale for the erection of 205 dwellings, 473m² of non-residential development & associated roads, drainage & other infrastructure – matters reserved for further approval by outline planning permission ref. 1/D/09/001363 (revised description) (With variation of condition 1 of planning permission WD/D/20/002764 to amend dwelling designs in relation to Sectors 4.22, 4.24 & 4.25).

No objection.

Dorchester Town Council
Minutes of the Planning and Environment Committee
7 January 2025

Present: Councillors R. Potter (the Mayor ex-officio & Vice Chairman), R. Biggs, S. Biles, A. Canning, P. Farmer, L. Fry, J. Hewitt, F. Hogwood, S. Jones, F. Kent-Ledger, D. Leaper, V. Lloyd-Jones, K. Reid, M. Rennie, R. Ricardo (Chairman) and D. Taylor

Apologies: Cllr R. Major

Also in attendance: Cllr William Gibbons

40. Declarations of Interest

Councillor L. Fry stated that as a member of Dorset Council's Northern 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.

41. Minutes

The minutes of the meeting of the Committee held on 2 December 2024 were signed by the chairman.

42. Knightsford Neighbourhood Plan

The Committee noted that a Neighbourhood Plan for Knightsford had been submitted by Knightsford Parish Council.

43. Planning Applications for Comment

The Committee considered the planning applications referred by Dorset Council to the Council for comment.

Resolved

That the comments on the various planning applications, as set out in Appendix 1, be submitted to Dorset Council.

44. Minute Update Report

There were no minute updates to report.

45. Planning Issues to Note

- i) A Committee member raised concerns about the closure of lower South Street due to the fire at the Gorge Café.
- ii) A Committee member raised concerns about the poor condition of 43 High East Street.

Dorchester Town Council

Planning & Environment Committee – 7 January 2025

Planning Applications for Comment

East Ward (Councillors P. Farmer, S. Jones, F. Kent-Ledger, R. Major and K. Reid)

E1. P/HOU/2024/06691 & P/LBC/2024/06692 (Listed Building Consent) 70 High Street Fordington Dorchester DT1 1LB

Erection of a single storey orangery and greenhouse. Install and replace rooflights. Install and reinstatement windows and alter existing doorway. Demolish chimney and greenhouse.

No objection.

E2. P/FUL/2024/04757 Land And Buildings At Fordington Farm Alington Avenue Dorchester

Demolish existing farm buildings. Erect 7 custom/self-build dwellings with associated garages & parking. Form new vehicular access (*Amended Plans*)

No objection.

E3. P/HOU/2024/05665 21 Icen Way Dorchester DT1 1ER

Form a new vehicular access and hardstanding in the front garden, remove existing wall and form retaining wall.

Objection.

The Committee opposed the removal of the wall and excavation of the front garden to make room for a parking space as the property's frontage contributes significantly to the character and appearance of the street scene (of this part of the Dorchester Conservation Area which is recognised under the Dorchester Article 4 Direction). Its demolition would be detrimental to the character and appearance of this area. The proposal contravenes ENV4 of the West Dorset, Weymouth & Portland adopted local plan.

The Committee also felt that the proposal contravened COM7 as it would have a detrimental effect on road safety due to its proximity to the traffic island which provides a safe crossing point for pedestrians and the Icen Way / South Walks Road traffic junction.

E4. P/HOU/2024/07110 21 Icen Way Dorchester DT1 1ER

Erect rear single storey extension.

No objection.

North Ward (Councillors S. Biles, A. Canning, V. Lloyd-Jones & D. Taylor)

N1. P/HOU/2024/07038 47 Prospect Road Dorchester DT1 2PF

Erect infill single storey extension with rooflight.

No objection.

N2. P/FUL/2024/02800 2 Wessex Road Dorchester DT1 2NT

Erect 1no. dwelling.

No objection.

N3. P/FUL/2024/07281 Baileys Court High East Street Dorchester DT1 1HN

Construction of bin storage and cycle storage units.

No objection.

N4. P/FUL/2024/07410 & P/LBC/2024/07409 51 High West Street Dorchester DT1 1UT

Retain works to reinstate original brick facade between ground level and first floor level on south elevation.

No objection.

N5. P/LBC/2024/07483 57 High West Street Dorchester DT1 1UT

Remodel southern parapet gutter and install new downpipe on south elevation.

No objection.

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

W1. P/HOU/2024/07039 4 Great Western Road Dorchester DT1 1UF

Form a new pedestrian ramped access to front of property.

No objection.

W2. P/FUL/2024/07256 Former garage block site Garfield Avenue Dorchester

Erection of 1no. dwelling, detached garage with ancillary accommodation & office. Creation of swimming pool & associated off road parking (demolition of existing garage blocks).

No objection.

W3. P/FUL/2024/07610 Great Western Court Great Western Road Dorchester

Erect 1no. mobility scooter storage unit.

No objection.

South Ward (Councillors R. Potter and M. Rennie)

S1. P/FUL/2024/07190 10 Manor Road Dorchester DT1 2AU

Erect bungalow with associated access and parking.

Objection.

The Committee determined that the proposed creation of an access drive along the boundary of the property would likely result in undue nuisance to adjacent neighbours. Furthermore, the construction of a bungalow within the back garden was deemed to constitute over-development, contrary to the established character of the neighbourhood, contravening ENV12 of the adopted local plan. The Committee also expressed concerns regarding the shared use of a single driveway and access point onto Manor Road by the two properties. Overall, the Committee concluded that the proposal represents an over development inconsistent with the character of the residential area.

Poundbury Ward (Councillors R. Biggs, F. Hogwood and D. Leaper)

No applications received to date.

Notice of Appeal

A1. Appeal Reference: APP/D1265/W/24/3355612

Application: P/FUL/2024/03073 Flat 1 1 Kings Road Dorchester DT1 1NJ

Retain brick wall with brick piers and capping, & reduce height of timber gate (remove timber fence). Existing unsafe wall demolished.

An appeal has been made to the Secretary of State against the Dorset Council's refusal of the above application.

Dorchester Town Council

Management Committee

13 January 2025

Present: The Mayor (Councillor R. Potter) and Councillors P. Farmer, L. Fry, W. Gibbons, J. Hewitt, F. Hogwood, S. Jones, F. Kent-Ledger (Vice Chairman), D. Leaper (Chairman), R. Major and M. Rennie.

Apologies: None

In attendance:

Councillors S. Biles, R. Biggs, J. Germodo and K. Reid.

Officers: Tony Hurley (Assistant Town Clerk – Corporate), Carl Dallison (Assistant Town Clerk – Outdoor Services) and Nigel Hayes (Responsible Financial Officer).

41. Declaration of Interests

There were no declarations of interest.

42. Minutes

The Minutes of the Meeting of the Committee held on 11 November 2024, adopted by Council on 25 November 2024, were taken as read and were confirmed and signed by the Chairman as a correct record.

43. Revenue Budget 2025-26

The committee received the report from the Responsible Financial Officer on the proposed revenue budget for 2025-26 relating to services overseen by Management Committee. Cllr Fry raised a query with regard to staffing for the Municipal Buildings and the council's grant to Dorchester Arts and the Responsible Financial Officer explained that any decreases in town council staffing in the Municipal Buildings would result in an increase in the grant to Dorchester Arts. Cllr Kent-Ledger asked whether the potential devolution of services from Dorset Council might affect the budget but officers stated that this might be the case for the 2026-27 budget.

Cllr Gibbons queried the increase in staffing costs for Outdoor Services and was informed that this was to enable the appointment of new markets officer if the transfer of responsibility for Dorchester markets to the Town Council went ahead. In response to a query from Cllr Biles, the Assistant Town Clerk (Outdoor Services) informed the committee that the increase in spending on training related to the need for the renewal of qualifications every four years.

Resolved:

- a) That the Policy Committee be informed that the draft Estimates for 2025-26 be approved so far as this Committee is concerned.
- b) That with effect from 1 April 2025, the Cemetery fees and hire charges for the Borough Gardens House, the Tennis Courts and other council land be as set out in Appendix 1.

44. Outdoor Services – Update Report

The committee received the update report from the Assistant Town Clerk (Outdoor Services). Cllr Hogwood asked about problems with recruitment and officers informed her that these problems were due to various factors including the difficulty to arrange apprenticeships and higher salaries in the private sector.

Resolved:

That the Outdoor Services update report be noted.

45. Borough Gardens Carpet Bed Design Options 2025

The committee received the report from the Assistant Town Clerk (Outdoor Services) on the results of an open invitation for suggestions for the design of the carpet bed. The commemoration of the 80th anniversary of VE was mentioned as a potential subject but Cllr Rennie stated that the council's Twinning & Cultural Activities Panel was keen instead to see a public bench dedicated to this anniversary. It was agreed that the 80th anniversary of the Dorchester Civic Society should provide inspiration for the design.

Resolved:

That the Borough Gardens' carpet bed design for 2025 should celebrate the 50th anniversary of the Dorchester Civic Society.

46. Fordington Cemetery: Holloway Road wall update

The committee received the update report from the Assistant Town Clerk (Outdoor Services) and were informed that the slope and surrounding walls were now stable. Officers stated that a structural engineer was now producing a design for the replacement wall which would handle any build-up of water. The Assistant Town Clerk stated that not all of the costs for the rebuilding of the wall would be covered by the council's insurance.

Resolved:

That the update report on the Fordington Cemetery Holloway Road wall be noted.

47. **Draft policy on hire of council land for events**

The committee received the report from the Assistant Town Clerk (Corporate) that set out a draft policy to guide future decisions on the hire of council land for events. Cllr Jones requested that the policy should include a requirement that event organisers be responsible for the provision of additional temporary toilets where needed.

Resolved:

That the draft policy on the hire of council land for events, as set out in the report, be agreed.

48. **Review of 2024 events programme and proposals for events in 2025**

The committee received the update report from the Assistant Town Clerk (Corporate) and were informed of events likely to take place on council land in 2025. Cllr Rennie asked that future reports should highlight the expenditure that the council incurs in supporting events organised by others, either through grants or facilities. Cllr Fry also suggested that reports could include an estimate of the amount of funding raised for good causes by events on council land.

Members discussed the management of traffic and parking for events on The Great Field with particular regard to St John's Way.

The application of the council's hire charges was discussed and it was agreed that larger community events such as the Dorchester Cider Festival should pay the Concessionary rate given the demand that they placed on council facilities and staff.

Resolved:

- a) That the council should ensure it charges the Concessionary rate for the hire of council land for large-scale community events such as the Dorchester Cider Festival.
- b) That the Committee notes the review of the 2024 events programme and agrees the proposals for event and festivals in 2025.

49. **Grant Application**

The Committee considered various requests for financial assistance and it was

Resolved:

That the decision to award a grant of £256 to the Dorchester Opportunity Group be delegated to the Assistant Town Clerk in consultation with the Chairman and Vice Chairman of the Committee subject to the receipt of satisfactory information on the project details and the Group's accounts.

Members noted the previous grant awarded to People Need Nature to help with the cost of swale management at The Great Field and asked for an update on the activity.

50. **Notes of Twinning & Cultural Activities Panel meeting on 11th November 2024.**

The minutes of the Panel were considered by members. Cllr Rennie highlighted the Honorary Citizen Ceremony that will be held on 9th February 2025 and urged all members to attend.

Resolved:

That the minutes of the Panel be noted.

51. **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 5450 – 5455 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

52. **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.

53. **Boxing club at Weymouth Avenue Pavilion**

The committee received a report from the Assistant Town Clerk (Corporate) setting out the recommendations of the member working group set up to select a new tenant for the boxing club space in Weymouth Avenue Pavilion. After an open application process, the

working group was recommending that Launchpad Dorset, a local community interest company, be offered a five-year lease on the boxing club room.

Resolved:

The Committee agreed that Launchpad Dorset CIC (company no. **15137782**) be offered an initial five-year agreement to occupy the boxing club room in Weymouth Avenue Pavilion for a rent of £6,000 per annum.

Chairman.....

APPENDIX 1 – FEES & CHARGES

CEMETERIES FEES:

Interments	1 Apr 24	1 Apr 25
a) An infant under 2 years or stillborn	Nil	Nil
b) A person aged 2 years or older	£745	£750
c) A casket of ashes	£205	£210

Scattering of ashes

a) In a previously used plot or in the Poundbury Pavilion chamber	£66	£68
b) In the Garden of Remembrance	£34	£35

Exclusive rights of burial in earthen graves

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£1000	£1025
End of term Renewal for 25 years	£850	£855
b) Ashes plots and infant under 2 years	£670	£675
End of term Renewal for 25 years	£525	£530

Additional Interment, Scattering and Exclusive Rights fees will be charged for:

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herrington, within previous 10 years or previously resident for at least 25 years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

Monuments, gravestones, tablets and monumental inscriptions

Right to erect or place a headstone, footstone, tablet, flat stone, plaque, or monument in any other form at any site not subject to Exclusive Right of Burial	£235	£240
Additional inscription on a gravestone or other memorial (for each deceased)	£115	£120

BOROUGH GARDENS COMMUNITY ROOM HIRE FEES:

es include VAT. Performing Rights Fee may also be payable.	Per Session £	Hourly Rate £	Hourly from 5.00pm £
Voluntary and Community Organisations	61	29	41
Other Non-Commercial or Private Events	71	31	46
Commercial	97	41	66

Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only).

TENNIS FEES:

Annual Membership	£50
Dorchester Resident Discount	- £15

FEES FOR HIRE OF COUNCIL LAND:

Fee Category	Fee 2025-26
Commercial rate: for hire of land by commercial organisations for a commercial purpose.	£500 per day plus VAT
Concessionary rate: for hire of land by a charity/commercial organisational for an event aimed at family / children or other community benefit (as judged by the Town Clerk).	£250 per day plus VAT
Community rate: for hire of council land by social enterprise, charity, or community group for a free-to-enter community event.	No fee

* Town Clerk to be authorised to offer discounts on the above rates for repeat/regular bookings and to attract new events.

Dorchester Town Council

Policy Committee

20 January 2025

Present: The Mayor (Councillor R. Potter) and Councillors R. Biggs, S. Biles (Chair), J. Germodo, G. Jones, K. Reid and R. Ricardo.

In Attendance

Councillors J. Hewitt, W. Gibbons, D. Leaper and M. Rennie.

Apologies: Councillors V. Lloyd-Jones and D. Taylor.

42. **Minutes**

The Minutes of the Meeting of the Committee held on 18 November 2024, adopted by Council on 25 November 2024, were taken as read and were confirmed and signed by the Chairman as a correct record.

43. **Declaration of Interests**

There were no declarations of interest.

44. **Finance Update**

Members considered a report by the Finance Officer which updated them on the financial position of the Council as at end of December 2024, the level of debt over 30 days and gave details of the payments list from 1 November 2024 to 31 December 2024.

Resolved

- (1) That the payments list, totalling £539,647.08 be approved.
- (2) That the report as a whole be noted.

45. **Medium Term Financial Strategy and Revenue Budget 2025-26**

The Committee considered a report of the Finance Officer covering the draft budget for the Policy Committee, the overall Revenue Budget, the Medium-Term Financial Strategy and levels of Reserves.

The Finance Officer responded to Members detailed questions.

Recommended

That the Medium Term Financial Strategy and Revenue Budget 2025-26, as set out in the Appendices 1 to 4 of these Minutes, be adopted, to include: -

- A Council Tax Band D charge of £214.54, an increase of £4.21 (2%)
- A precept of £1,822,939, an increase of 5.5%

46. **Council Terminology**

The Committee agreed that in the interest of equality and to encompass gender nonconformity, the Council move to using the terms Chair and Vice Chair instead of Chairman and Vice Chairman on Council policies, documents and correspondence.

Recommended

That, the Council move to using the terms Chair and Vice Chair instead of Chairman and Vice Chairman on Council policies, documents and correspondence.

47. **Calendar of Meetings 2025-26**

The Town Clerk presented a draft calendar of meetings for 2025-26.

The Committee discussed the format of the informal Annual Town Meeting and agreed that it should be arranged in the same format as the 2024 meeting for one more year. It was suggested that the new boxing club and grant recipients be invited.

Recommended

- (1) That the Calendar of Meetings 2025-26, as set out in Appendix 5 to these Minutes, be agreed.
- (2) That an informal Annual Town Meeting be held in the Corn Exchange on a date to be agreed in May 2025.

48. **Discretionary Annual Core Grants – Citizens Advice Central Dorset**

Further to Minute No. 22/2024 the Committee considered a three year annual core grant application from Citizens Advice Central Dorset.

Resolved

That the annual grant to Citizens Advice Central Dorset continue at the existing level for a further three years, CPI linked.

49. **Dorchester Literary Festival – 18 – 25 October 2025**

The Committee gave consideration to sponsoring the eleventh annual Dorchester Literary Festival. It was noted that other sponsors included Dorchester BID, Thomas Hardy Society and the Duchy of Cornwall.

Members felt that the event should be supported and that the Council be a 'Headline Sponsor' at a cost of £500. It was felt that the Town Clerk should agree the event that the Council was sponsoring so as to ensure it aligned with the Council's general philosophy.

Resolved

That the Council become an 'Headline Event Sponsor' of the Dorchester 2025 Dorchester Literary Festival at a cost of £500.

50. Strengthening the Standards and Conduct Framework - Consultation

The Town Clerk reported that the Ministry of Housing Communities and Local Government had published a consultation document entitled Strengthening the standards and conduct framework for local authorities in England.

The consultation sought views on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

Specific proposals being consulted upon for legislative change included:

- the introduction of a mandatory minimum code of conduct for local authorities in England
- a requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- the introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
- a new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- a role for a national body to deal with appeals

In addition, the consultation sought views on how to empower victims affected by councillor misconduct to come forward and what additional support would be appropriate to consider.

Members were generally supportive of the proposals and agreed that the Town Clerk should respond on behalf of the Council subject to consultation with the Mayor, Chair and Vice Chair of the Committee.

If Members had any specific comments they wanted included in the response they should email them to the Town Clerk.

Resolved

That the Town Clerk respond to the consultation on behalf of the Council subject to consultation with the Mayor, Chair and Vice Chair of the Committee.

51. **Dorset Council Draft Street Trading Policy**

Members had before them a draft Dorset Council Street Trading Policy.

The Committee was pleased to note that formal markets established by charter or order were exempt but felt it important that community activities such as jumble trails and community events generally were not included within the policy. Clarification regarding whether a community event that charged a pitch fee to help cover the cost of putting on the event was also required.

Resolved

That the comments set out above be forwarded to Dorset Council.

Chairman.....

APPENDIX 1

	2023/24	2024/25	2024/25	2025/26
	Actual	Budget	6 Months	Budget
	£	£	£	£
CORPORATE & DEMOCRATIC				
Members Allowance	23,412	24,440	11,748	24,440
Members Training & Travel	27	2,500	470	500
Civic & Ceremonial Expenses	1,246	1,000	1,260	1,500
Mayoral Expenses	10,365	13,107	4,313	13,369
Town Crier	600	600	300	600
New Town Crier Expenses		5,000	4,598	0
Election Costs	6,353	15,000		0
Entertaining & Gifts	17	420	307	428
Youth Council & Democracy Day	629	1,000	1,838	1,000
Office Team	219,462	244,257	118,139	257,365
Met by Precept on Taxpayer	262,111	307,324	142,973	299,202
OTHER SERVICES				
Tourism Development	8,618	8,000	5,410	8,160
Sawmills rent	8,600	8,600	4,300	8,600
To Public Realm Reserve	10,000	5,000	5,000	5,000
To Arts & Cultural Reserve - DBC	20,000	0		0
Dorchester Heritage Joint Committee	3,130	3,000	3,000	3,000
Citizens Advice	8,471	9,065	8,793	9,246
Dorchester Youth & Community Centre	21,200	21,200	10,600	28,000
Dorchester Ballet Club	0	0	10,894	
Apprenticeships	14,807	12,000	3,708	0
Videographer	551	5,500	1,335	2,000
Footfall Counter				3,400
Debt Charges	16,752	16,104	7,000	15,457

Staff - Tourism/Community/Assistant	108,956	126,068	60,975	160,780
Total Expenditure	221,084	214,537	121,015	243,643
Treasury Interest	-94,005	-50,000	-50,305	-65,000
Sawmills rent recharged	-4,300	-4,300	0	-4,300
Market Income	-25,978	-25,000	-25,698	-26,000
Total Income	-124,283	-79,300	-76,003	-95,300
Met by Precept on Taxpayer	96,801	135,237	45,012	148,343

APPENDIX 1 (Continued)

	2023/24	2024/25	2024/25	2025/26
	Actual	Budget	6 Months	Budget
OFFICES TEAM	£	£	£	£
Salaries	291,564	318,853	147,615	356,773
Employers National Insurance	28,323	32,523	14,264	45,266
Employers Superannuation	64,144	70,148	32,647	78,490
Training Courses	8,309	8,000	6,283	9,000
Travel & Subsistence	1,356	3,000	1,189	3,000
Subscriptions (Professional Bodies)	3,155	3,800	2,298	3,800
Cleaning Materials	564	750	101	500
Rates	5,614	5,614	5,614	5,614
Electricity	4,404	4,500	2,056	4,500
Gas			-227	0
Water	381	550	336	600
Repairs & Maintenance	4,531	3,400	906	3,400
Financial Services inc Audit, Bank & Sage	7,921	8,843	6,170	9,020
Employment Law and H & S	3,701	3,800	3,907	4,000
Legal & Professional Fees, Advertising	1,279	500	656	500
Insurance	32,466	35,000	21,321	40,000

Stationery & Equipment	1,156	1,000	1,385	1,200
Newsletter	4,804	5,415	2,218	5,415
IT, Printing & Copying	9,627	12,000	632	12,000
New Website	3,000	0	0	0
Mobile Phones	1,925	2,000	793	600
Photocopier Charges	907	600	501	0
Postage	950	600	402	600
Total Expenditure	480,082	520,896	251,069	584,278
Recharge to Dorchester Markets Panel	-1,688	-1,800	0	-1,800
Net Expenditure recharged to Services	478,394	519,096	251,069	582,478
Recharged to				
Corporate & Democratic Management	219,462	244,257	118,139	257,365
Allotments	11,878	12,924	6,251	16,307
Development	108,956	126,068	60,975	160,780
Cemeteries	42,521	45,654	22,081	50,477
Parks & Open Spaces	61,111	56,156	27,161	60,117
Municipal Buildings	19,319	17,565	8,496	19,252
Cultural Activity & Twinning	15,154	16,472	7,967	18,181
	478,401	519,096	251,069	582,478

APPENDIX 2

REVENUE BUDGET 2025/26	2023/24	2024/25	2024/25	2025/26
	Actual	Budget	6 Month	Budget
	£	£	£	£
Parks & Open Spaces	665,348	724,429	406,908	807,390
Allotments	17,492	22,598	17,760	28,477
Municipal Buildings	427,558	400,308	345,617	382,509
Cemeteries	44,555	55,855	39,074	67,898
Cultural & Twinning Activities	77,328	80,019	44,142	89,029
Corporate & Democratic	262,111	307,324	142,973	299,202
Other Services	96,801	135,237	45,012	148,343
Operational Budget	1,591,193	1,725,770	1,041,487	1,822,848
Precept	1,668,507	1,726,115	1,726,115	1,822,939
Transfer to General Reserves	77,314	345	684,628	91
Subjective Analysis of Revenue				
Employees	893,690	965,728		1,069,658
External Payments	549,695	597,503		610,536
Transfers to Earmarked	365,100	345,600		343,582
Capital Financing Costs	16,752	16,104		15,457
Income	-234,045	-199,166		-216,385
Transfer from Earmarked	0	0		0
Operational Budget	1,591,193	1,725,769	0	1,822,848
General Reserve				
Opening Balance at 1 April	132,065	177,000		100,000
Transfer from Ops Budget	77,000	345		91
To Corporate Projects Reserve	32,065	77,000		0
Closing Balance at 31 March	177,000	100,345		100,091
Earmarked Reserves				
Opening Balance at 1 April	1,304,510	1,379,688		1,157,365
Transfer from Revenue	434,165	345,600		343,582
Other Income & Transfers	35,371	0		0
Expenditure from Reserves	285,661	386,087		512,422
Closing Balance 31 March	1,488,384	1,339,201		988,525
All Reserves held at year end	1,665,383	1,439,546		1,088,615
Tax Base	8,091.30	8,206.70		8,497.10
Band D Charge	206.21	210.33		214.54
O/s PWLB Debt at 31 March	70,000	42,000		28,000

APPENDIX 3

Medium Term Financial Strategy	23/24	24/25	25/26	26/27	27/28
	Actual	Budget	Budget	Forecast	Forecast
	£000	£000	£000	£000	£000
Revenue Budget					
Employees	894	966	1,070	1,091	1,113
External Payments	550	598	611	623	635
Transfers to Earmarked	365	346	344	353	360
Capital Financing Costs	17	16	15	15	16
Income	-234	-199	-216	-221	-225
Operational Budget	1,591	1,726	1,823	1,862	1,899
Precept	1,669	1,726	1,823	1,859	1,897
Transfer to General Reserves	77	0	0	-2	-2
General Reserve					
Opening Balance at 1 April	132	177	100	100	100
Transfer from/to Operational Budget	0	0	0	0	0
Transfer to Corporate Projects Reserve	32	77	0	0	0
Closing Balance at 31 March	100	100	100	100	100
Earmarked Reserves					
Opening Balance at 1 April	1,305	1,488	1,157	989	1,042
Transfers/Payments in to Reserves	470	1,068	344	353	360
Payments/Transfers out from Reserves	286	1,399	512	400	200
Closing Balance 31 March	1,488	1,157	989	942	1,202
All Reserves held at year end	1,588	1,257	1,089	1,042	1,302
Corporate Project Unallocated at Year End	755	755	505	255	255
Outstanding Debt at Year End	£k	56	42	28	14
Council Tax	£k	206	210	215	219
Tax Base		8,091	8,207	8,497	8,497

Notes

1. Precept assumes Council Tax rises @ 2.00% from 2026/27, no Tax Base growth
2. Any operational surplus and CIL receipts credited to Corporate Projects Reserve to pay for the front of house works.
3. 26/27 includes a contribution to a new earmarked reserve for Election Costs, £3k a year.
4. Best estimate of new or transferred services, driven by cuts in other tiers
5. Earmarked Reserves expenditure reflects best available knowledge
6. General Reserve set at £100k
7. Further limited savings may be identified in budgets during review processes

RESERVES	Cttee	Balance	Paid In	Spend	Balance	Paid In	Spend	Balance	Reason for holding Reserve
		Mar 24 £	24/25 £	24/25 £	Mar 25 £	25/26 £	25/26 £	Mar 26 £	
Earmarked Reserves									
Infrastructure & Equipment									
Cemeteries	Man	87,326	6,100	93,000	426	10,000	0	10,426	Buildings/infrastructure
MB Repairs & Maintenance	Man	49,653	12,500	50,192	11,961	20,000	0	31,961	Building works/refurb
MB Front of House works	Man	238,167	587,000	825,167	0	0	0	0	
Parks Premises	Man	12,789	9,000	11,735	10,054	19,000	0	29,054	Buildings/infrastructure refurb.
Play Equipment	Man	18,715	11,000	0	29,715	1,000	0	30,715	Equipment replacement
Great Field Reserve	Man	0	2,000	0	2,000	2,500	0	4,500	
Tree Reserve	Man	8,598	20,000	20,000	8,598	20,000	10,000	18,598	Tree Works
Tennis Courts Reserve	Man	7,000	0	0	7,000	0	0	7,000	
19 North Square Refurb	Pol	11,000	0	0	11,000	0	11,000	0	
Public Realm	Pol	435,310	5,000	5,000	435,310	5,000	200,000	240,310	Infrastructure refurb
Vehicles & Equipment	Man	97,007	20,000	60,000	57,007	22,000	40,000	39,007	Fleet & equipment replacement
Cultural									
Arts & Culture	Man	42,933	11,335	54,268	0	0	0	0	
Christmas Lights	Man	4,420	0	0	4,420	0	0	4,420	Replace lights
DTC Website & IT	Man	10,000	0	10,000	0	0	0	0	£3k DTC Website, £4,651.87 IT
Tourist Information	Pol	5,599	0	4,207	1,392	0	1,392	0	TIC Replacement Projects
Miscellaneous Reserves									
Corporate Projects	Pol	385,165	369,794	239,000	515,958	244,082	250,000	510,040	Own or partner capital projects

Apprenticeship Reserve	Pol	16,565	0	0	16,565	0	0	0	16,565	Local Plan & other advice
Planning Advice Reserve	Pol	18,499	0	20	18,479	0	0	0	18,479	Own or partner Climate projects
Climate Emergency Reserve	Pol	25,609	13,790	25,909	13,490	0	0	0	13,490	Maint. and flowers on 6 graves
Graves In Perpetuity	Man	14,019	0	30	13,989	0	30	13,959	988,525	
Total Earmarked Reserves		1,488,374	1,067,519	1,398,528	1,157,365	343,582	512,422	100,000	1,088,525	
General Reserve	Pol	177,314	0	77,314	100,000	0	0	0	100,000	General Emergency Fund
Total Reserves		1,665,688	1,067,519	1,475,842	1,257,365	343,582	512,422	100,000	1,088,525	

CALENDAR OF MEETINGS 2025-26

	2025												2026				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY				
COUNCIL	19 MM 20 (Tu)		28		29		24		26		30		18 MM 19 (Tu)				
POLICY	12		21		22		17		19		23 MS@ 1830		11				
MANAGEMENT	6 (Tu)		14		15		10		12		16		5 (Tu)				
PLANNING AND ENVIRONMENT	28 April	2	7	4	1	6	3	1	7 (Wed)	2	2	7 (Tu) & 27	-				
MARKETS JOINT PANEL	29 1400																
HERITAGE JOINT			22 (Tu) 17.30			14 (Tu) 17.30			20 (Tu) 17.30			14 (Tu) 17.30					
SITE VISITS		3 (Tu) 09.30			2 (Tu)												
CIVIC EVENTS	20 ATM 31 (Sat) Hardy 17.00						Remem Sunday 9						19 ATM				
BANK HOLIDAYS	5, 26			25				25, 26	1			3, 6	4, 25				

MM Mayor Making MS Mayoral Selection Committee
 ATM Formal Annual Town Meeting (it is proposed to hold an 'informal' ATM on a date to be agreed prior to 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.