



Dorchester Town Council

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You are summoned to the **adjourned meeting** of the **Dorchester Town Council** in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 20 May** at **7.00pm**, to conduct the following business: -

1. **Apologies**

2. **Minutes**

To read, confirm and sign the Minutes of the meetings of the Council held on 25 March 2014 (page 3) and 22 April 2014 (page 6).

3. **Communications and Questions**

- a) To receive communications from the Mayor or the Town Clerk.
- b) To receive questions from Members in accordance with Standing Order 12(3).

4. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning and Environment Committee	31 March 2014	Page 8
Selection Committee	22 April 2014	Page 16
Planning and Environment Committee	28 April 2014	Page 20
Management Committee	6 May 2014	Page 27
Policy Committee	13 May 2014	Page 44

5. **Appointment of Chairmen and Vice Chairman of Committees**

To make appointments to the Management, Planning & Environment and Policy Committees

6. **Bank Mandate Signatories**

To authorise appropriate Members to operate the Council's Bank Mandates

7. **Report of the Police Inspector for Dorchester**

To receive a report regarding recent policing issues.

A handwritten signature in black ink, appearing to be 'A. Stuart'.

Town Clerk 14 May 2014

A Democratic Half Hour, which offers an opportunity for members of the public to address the Council, will commence at the conclusion of the Council meeting.

Dorchester Town Council

Meeting of the Council

25 March, 2014

Present: The Mayor S. Jones, and Councillors V. Allan, K. Armitage, D. Barrett, C. Biggs, R. Biggs, A. Canning, T. Harries, S. Hosford, T. James, G. Jones, T. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, P. Mann, R. Potter, M. Rennie, and D. Roberts.

In attendance: Mr A. Jenkins, Neighbourhood Justice Panel Co-ordinator. Members of the Dorchester Youth Council.

Apologies: Councillor D. Taylor.

49. Minutes

The Minutes of the meeting of the Council held on 28th January 2014 were taken as read and were confirmed and signed by the Mayor as a correct record.

In relation to minute 39 a Councillor asked for an update regarding the relocation of the Church as a result of the Charles St development. The Chairman of Planning & Environment identified that she understood that discussions were taking place regarding the relocation of the Church to Poundbury.

50. Communications

The Mayor provided details of the unveiling of a bench in memory of the late Dennis Maggs, past Mayor of Dorchester, by the Holbaek Society, in the Borough Gardens on the 26th April at 3pm.

The Mayor announced that an event would be held to commemorate the 40th anniversary of the Town Council on 8th May in the Municipal Buildings to which all councillors and past councillors would be invited.

A member of the Youth Council provided feedback regarding issues to be considered later on the agenda. The Youth Council were supportive of the approach to the introduction of a fob-activated system at the Borough Gardens tennis courts, but were not supportive of the proposed refurbishment of railings in South Walks Road due to the visual appearance of the railings and the cost of refurbishment.

51. Questions

No questions had been received in accordance with Standing Order 12(3).

52. **Planning and Environment Committee – 3 February 2014**

It was proposed, seconded and

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 3rd February 2014 be adopted.

53. **Selection Committee –11 February 2014**

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

A Councillor asked that consideration be given to retaining the appointment of representatives to the Dorset Playing Fields Association and Sports Council and the Dorset Broadcasting Action Group. Another Councillor asked that consideration be given to retaining the appointment of a representative to RELATE. On being put to the vote it was

Resolved

(1) That the Town Council does not make appointments to the following outside bodies from May 2014: -

Dorchester Stop the Drop
Promote Dorchester Community Interest Company
PACT Steering Group
RELATE – Dorset Marriage Guidance Council
Dorset Broadcasting Action Group
Dorset Playing Fields Association and Sports Council
Age UK Dorchester

(2) That 2 members are appointed to the Community Justice Steering Group from May 2014.

(3) That the minutes of the meeting of the Selection Committee held on 11th February 2014 be adopted.

54. **Planning and Environment Committee – 3 March 2014**

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

A Councillor requested that the Town Council contact West Dorset District Council with regard to its policy of approving developments in the town centre with insufficient car parking spaces. The Chairman of the Committee identified that the issue was being investigated.

It was

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 3rd March 2014 be adopted.

55. Management Committee - 11 March 2014

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

The Mayor asked Members to assist with the temporary display of posters created by local school children in areas prone to the problem of dog fouling. On receipt of a question from a Councillor, Councillor James explained the different processes for the Dog Fouling and Stop the Drop Litter poster projects.

The Chairman noted the comments of the Youth Town Council regarding railings in South Walks Road and identified that the Committee would review its decision before implementing it. It was

Resolved

That the minutes of the meeting of the Management Committee held on 11th March 2014 be adopted.

56. Mayoral Selection Committee – 18 March 2014

It was proposed, seconded and

Resolved

- (1) That Councillor P. Mann be invited to fill the office of Town Mayor during the 2014-15 Council Year.
- (2) That Councillor S. Jones be invited to fill the office of Deputy Town Mayor during the 2014 – 15 Council Year.
- (3) That the minutes of the meeting of the Mayoral Selection Committee held on 18th March 2014 be adopted.

57. Policy Committee – 18 March 2014

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

The Chairman noted that the Corporate Plan was still in draft form, and would be discussed later in the meeting. He also identified that the appraisals of the Town Clerk and Deputy Town Clerk were in progress. It was

Resolved

That the minutes of the meeting of the Policy Committee held on 18th March 2014 be adopted.

58. Police Matters

Mr A. Jenkins, the Neighbourhood Justice Panel (NJP) co-ordinator provided a progress report regarding the creation of a Panel in Dorchester. He identified that 2 new facilitators had been trained for the Dorchester area and thanked the Council for its grant and in kind support.

He explained the merits of the informal approach to justice as delivered by NJPs, giving the victim a chance to confront offenders with the impacts of their actions but also allowing them the chance to recognise the random nature of many incidents, while for the offender the opportunity to recognise the impact of and apologise for their actions, while at the same time maintaining a clean criminal record. Thus far the scheme in Bridport had received over 90% positive feedback from those involved as victims.

59. Corporate Plan

The Town Clerk identified the process that had resulted in the second draft Corporate Plan being in front of Council. Council considered and endorsed the draft vision for Dorchester and identified a number of members who were willing to undertake a review of the detailed wording of the Plan prior to its formal adoption prior to consultation at the May Council meeting. The Town Clerk identified that a consultation strategy would be developed for the May meeting.

The Council rose at 7.45pm.

Mayor

Dorchester Town Council

Special Meeting of the Council

22 April 2014

Present The Mayor S. Jones, and Councillors V. Allan, K. Armitage, C. Biggs, R. Biggs, A. Canning, S. Hosford, G. Jones, T. Jones, A. Lyall, P. Mann, R. Potter, M. Rennie and D. Roberts.

Apologies Councillors D. Barrett, T. Harries, T. James, F. Kent-Ledger and D. Taylor.

60. **Local Government Boundary Commission for England: Review of Electoral Arrangements for Dorchester Town Council**

Council considered the report of the Town Clerk regarding proposals included in the LGBCE's report on electoral arrangements in West Dorset.

Council considered that, over the period that the proposals were likely to cover, from May 2015 to the end of the May 2019 Council, the proposal from the LGBCE for Dorchester, of 8 members for North ward and 4 in each of the other three wards, failed to meet the key electoral fairness test, whereby votes from different parts of the town carry equal weight in the final make-up of the Council, as it favoured electors from the North ward of the town.

Members considered but dismissed an option of 22 Councillors (7 in North Ward and 5 in each of West, East and South Wards) on the same grounds of electoral fairness. They then considered two other options that would meet the electoral fairness test, each of which had its merits.

One option was based on 23 members, with 8 in North ward and 5 each in the other 3 wards. The advantages of this approach was that based on current predictions it was electorally fair, and created additional councillors to deal with the workload associated with a growing town, and the likely transfer of functions that might arise voluntarily through agreement with the District Council and County Council.

A second option was based on 18 members, with 6 in North ward and 4 each in the other 3 wards. Members recognised this option to be consistent with the approach being adopted to reduce councillor numbers at the District Council and noted there would be a financial saving of around £7,500 compared to the 23 councillor option.

The Council was unclear whether there was a specific mandate for LGBCE to reduce councillor numbers at the Town Council, and without this information were unable to select one option above the other. Consequently it was

Resolved

That the Town Clerk identify to the LGBCE that the Town Council considered that options based on 23 members and 18 members were both significantly more electorally fair than that proposed in the report, and asked that the LGBCE select an option based on one of these options

The Council rose at 7.20pm.

Mayor

Dorchester Town Council

Planning & Environment Committee

31 March 2014

Present Chairman S. Hosford, Mayor S. Jones and Councillors V. Allan, K. Armitage, C. Biggs, R. Biggs, A. Canning, T. Jones, F. Kent-Ledger, M. Rennie, D. Roberts and D. Taylor

Apologies Councillors T. Harries and R. Potter

85. Minutes

The Minutes of the Meeting of the Committee held on 3 March 2014, adopted by Council on 25 March 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

86. Minute Update Report

Minute 4/13 Road Safety – Vicinity of Dorchester Middle and Thomas Hardy Schools

A Member reported that construction work on the Thomas Hardy School site was due to finish in September and the School was looking at the provision of additional parking at the Dorchester Rugby Club.

Minute 79.c)/13 Car Parking Guidance Signs

The Committee noted that there were improvements to the accuracy of the car parking guidance signs in the Town but considered that it was important for the public to have confidence in the accuracy of the information they provided.

Minute 82/13 Dorchester Transport and Environment Plan (DTEP)

A Member advised that the next meeting of the DTEP Group would be held shortly and it was intended to consider the appointment of a second Dorchester Town Council representative at that meeting.

Minute 83/13 Decision on Planning Applications (High East Street)

The Committee noted that the consistency of West Dorset District Council's approach to planning enforcement appeared to be improving.

Minute 83.1/13

A Member advised that she understood that West Dorset District Council might have the resources to provide planning training in the future. Planning and Environment Committee members commented on the success of a recent planning training event.

Minute 80/13 Request for Parking Restriction

The Committee Clerk reported that the relevant section of road in Millers Close was unadopted highway. However, DCC had advised that the Town Council could still request parking restrictions, although DCC would have to consult with the owners of the road which could create some difficulties. Therefore, a formal request had been submitted.

87. Presentation from the Environment Agency and Dorset County Council

Stephen Malpass from the Environment Agency and Brian Richards, Flood Risk Manager, Dorset County Council attended the meeting to update Members on progress being made in respect of flooding in the Town.

Mr Malpass circulated a graph showing data about the flood event in July 2012 and explained what this date indicated and how the Agency used the information. Since that time, the Agency had been gathering further information to draw up a flood model of the River Frome catchment that would form the basis of a report, to be finalised in May, providing a way forward. Some routine maintenance work had been carried out and the Agency continued to work with Dorset County Council regarding drainage and surface water runoff. All options for flood risk management were now dealt with on a partnership approach and these had to be financially viable. The Agency needed the support of people on the ground, such as flood wardens and local flood plans, and he encouraged the Town Council and public to get involved.

Mr Richards spoke about the reasons for the flood event in July 2012 and the Flood Action Plan resulting from this. Some de-silting work had since been carried out in the Mill Stream although issues remained with the Hangman's Sluice Gate. The County Council had now received the 'Flood Model' report and was formulating its response to the Environment Agency.

Members commented on the updates provided and while accepting that flooding had not been so bad recently, there seemed to be little evidence of any visible improvements being made. Local residents had expressed their concerns and Members were anxious that regular maintenance, including ditch clearance, continued as well as long term solutions being put in place.

Mr Malpass gave further information about the routine maintenance work undertaken and how the outcome of 'Flood Model' report would inform action to be taken in the future. There was discussion on how the Town Council and others would be involved in any consultation regarding the action plan resulting from 'Flood Model' report. Officers stressed the importance of partnership working and advised that there was expert analysis of data included within the report.

Mr Element, a local resident, addressed the Committee. His property had been flooded previously and he had been in close contact with the Environment Agency and Dorset County Council. He considered that communications, by both parties,

needed improvement and he questioned why progress against the July 2012 Flood Action Plan had not been updated on the relevant web sites.

The Chairman said that it appeared that community involvement was a key element in handling flooding problems and the Town Council should look at encouraging the establishment of flood wardens for the Town. Mr Malpass offered the Agency's support in this and also in drawing up a Town Flood Plan. The Chairman thanked the Officers for their updates which had given the Committee points for further consideration.

88. Parking in the Queen's Avenue Area

Several local residents addressed the Committee about traffic and parking issues in Queen's Avenue and adjoining roads. They gave examples of specific problems they had experienced and raised a number of concerns including accessing the junction of Lime Close and Queen's Avenue, parking on both sides of the road creating a bottleneck, the negative impact of the residents' permit scheme in Coburg Road, the safety of children in a school zone, traffic speeds, volume of traffic, consideration of introducing a 20mph speed limit, introducing limited waiting, the need for effective restrictions, the responsibility of the appropriate Council to provide adequate and affordable, if not free, off street parking, the need for a balanced solution and the overall urgency of the situation.

The Chairman accepted the wider issues raised but reminded Members that while a number of important points had been raised the main focus was on parking. The Committee had previously been made aware of a lot of these issues and it was now trying to take a more strategic approach in liaison with the other Councils covering Dorchester.

Members commented on the possible benefits of 20 mph zones, the impact of the residents' permit scheme in Coburg Road, the concerns of the Dorchester Youth Council about parking problems in Queen's Avenue, the responsibility of local employers in providing employee parking, increasing Park and Ride facilities and consideration of alternative parking schemes and options.

One of the Dorset County Councillors on the Committee reported further about the drop in sessions for local residents and how these were influencing DCC thinking on addressing traffic issues in the whole Victoria Park area. DCC were currently gathering data and evidence to inform future action. It would be important to engage with and get the support of local schools, the Hospital, West Dorset District Council in producing a viable parking strategy for the whole Town. There was now a raised awareness of the many parking problems affecting Dorchester, including the Queen's Avenue area, and the Town Council needed to make representation to DCC to get a solution prioritised.

The Committee agreed that a holistic, well evidenced approach to resolving the Town's parking problems was needed and, accordingly, the Town Council should make representation to DCC.

It was

Resolved

That the Town Council sends a letter to Dorset County Council supporting the widespread concerns of residents regarding parking, traffic speeds and children's safety in the area of Queen's Avenue, Clarence Road and Lime Close. Additionally, the Town Council will offer its support and co-operation in working towards finding viable and affordable solutions to these problems, requesting professional advice from Dorset County Council in progressing action over the coming financial year.

89. Review of West Dorset District Council's Planning Application Requirements Checklist

The Committee commented on the revised checklist and some concerns were raised about the proposal to remove certain assessments and statements, such as the environmental statement and the tree plan. Members agreed that further discussion was needed and this was delegated to a small group of Committee members.

It was

Resolved

That the Committee Chair, Vice Chair and Councillors V. Allan and F. Kent-Ledger will consider the revised local validation checklist requirements further and make a recommendation to the Planning and Environment Committee on 28th April 2014 as to the comments to be submitted by the Town Council.

90. Decisions on Planning Applications

The Committee noted the decisions made by West Dorset District Council on planning applications (contrary to Dorchester Town Council's comments) and withdrawn applications.

Councillor S. Jones left the meeting.

91. Planning Applications

The Committee considered planning applications referred to this Council for comment by West Dorset District Council and Dorset County Council and it was

Resolved

That West Dorset District Council and Dorset County Council be notified of the comments agreed on the various planning applications as set out at Appendix 1 to these minutes.

92. Urgent Items

There were no urgent items.

Chairman

Planning Applications considered by the Planning and Environment Committee on 31 March 2014

1. **WD/D/14/000486**
INTEGRATED PHOTOMATRIX LTD, PACEYCOMBE WAY, POUNDBURY, DORCHESTER, DT1 3SY
Change of use of building from B1 to dual B1/B8 (storage) use
No Objection. The Committee hoped that if planning permission was granted it would improve the viability of the site and bring it back into use.

2. **WD/D/14/000475 Listed Building Consent (Retrospective)**
11 HIGH EAST STREET, DORCHESTER, DT1 1HS
Remove existing signage and erect new signage to shop frontage
Recommend Refusal. It is considered that the advertisement by reason of its modern style, modern materials and inappropriate external illumination detracts from the amenity of the application site, which is a Grade II listed building and is situated within the Dorchester Conservation Area. As such the development is considered to be unacceptable and contrary to Policies DA7, DA9, SA19, SA20 and SA21 of the West Dorset District Local Plan (2006), Policies ENV4, ENV10 and ENV14 of the Emerging West Dorset and Weymouth and Portland Local Plan and Parts 7 and 12 of the NPPF (2012).

3. **WD/D/14/000187**
3 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PW
Replacement of upvc windows with timber windows
No Objection

4. **WD/D/14/000514 Listed Building Consent**
8 HIGH EAST STREET, DORCHESTER, DT1 1HS
Render Gable Wall
Recommend Refusal. Rendering the gable wall would adversely affect the character and exterior of the building. This development neither preserves nor enhances the Conservation Area or this Listed Building. The Committee would recommend that the gable wall is repointed, with like for like materials, to maintain its appearance and the red brick finish. The development is considered to be unacceptable and contrary to Policies DA7, SA19 and SA21 of the West Dorset District Local Plan (2006), Policies ENV4 and ENV10 of the Emerging West Dorset and Weymouth and Portland Local Plan and Section 12 of the NPPF (2012).

5. **WD/D/14/000546**
27 WEYMOUTH AVENUE, DORCHESTER, DT1 1QY
New external signage and lighting for BREWHOUSE AND KITCHEN (formerly The Station PH) on Weymouth Avenue in Dorchester.
No Objection

6. **WD/D/14/000325**
 ALLOTMENTS, PENINSULA WAY, POUNDBURY
 Erection of implement & allotment garden equipment store at Great Cranford Street allotments in Poundbury, Dorchester
 No Objection
7. **WD/D/14/000256**
 16 BALMORAL CRESCENT, DORCHESTER, DT1 2BW
 Removal of existing full brick rear garden wall and replace with part brick, part fence panel rear garden wall, extending to boundary of garden at rear and side. Wall to extend partway along the side of the house, leaving open garden area at the front. Recommend refusal. The introduction of part brick and part fence garden wall to the boundary of the garden at rear and side, so close to the pavement, would create a dominant and incongruous feature in the street scene that would be out of keeping with the predominately open character of the remaining estate. This would be further exasperated by the prominent corner position. As such the fence would be contrary to Policies DA5 and DA7 of the West Dorset District Local Plan (2006) and Policy ENV 11 of the Emerging West Dorset and Weymouth and Portland Local Plan and Sections 7 and 11 of the NPPF (2012).
8. **WD/D/14/000235**
 13 DIGGORY CRESCENT, DORCHESTER, DT1 2SP
 Rear two storey extension
 Recommend refusal. Having regards to its size and position, it is considered that the proposed development would result in significant adverse effects on the living conditions of neighbouring occupiers and an overbearing impact contrary to Policy DA6 of the West Dorset Local Plan.
9. **WD/D/14/000397 Listed Building Consent**
 6A HIGH EAST STREET, DORCHESTER, DT1 1HS
 The rectification of various defects including windows, chimney, external facade and roof structure, alongside fire proofing works as specified by the fire officer
 No Objection. The Committee were pleased to see the improvements being made to the building.
10. **WD/D/14/000474**
 BENNETTS COURT CAR PARK, COLLITON STREET, DORCHESTER DT1 1XH
 Erect 2 dwellings
 Recommend Refusal. Having regards to its size and position, it is considered that the proposed development would be overdevelopment of the site and it would result in significant adverse effects on the living conditions of neighbouring occupiers, in relation to overlooking, contrary to Policy DA6 of the West Dorset Local Plan and Section 12 of the NPPF (2012). The Committee were concerned that the distance to 1 and 2 Trinity Cottages is detailed, in the Design and Access Statement, as being 18 metres whereas the normal guidelines for separation distances is 20 metres. The Committee questioned whether the accuracy of separation distance quoted by the

applicant were robust.

11. **WD/D/14/000591**

NORTH EAST QUADRANT (SECTOR 3.01C AND 3.28/3.29) POUNDBURY PHASES 3 AND 4, PEVERELL AVENUE EAST, POUNDBURY

Erect 505 dwellings, 6,254 sq. m. of commercial floorspace together with associated garages, roads, accesses and open space with minor material amendment to design of the scheme previously approved (reference 1/D/12/000082) with variation to condition 1 to reflect amended drawings

No Objection.

12. **WD/D/14/000687 Listed Building Consent**

UNIT 2, ANTELOPE WALK, DORCHESTER, DT1 1BE

Store name change from Monsoon to Accessorize, therefore signage name change only.

No Objection

Dorchester Town Council

Selection Committee

22 April 2014

Present: The Mayor S. Jones and Councillors R. Biggs, A. Canning, T. Jones, A. Lyall, P. Mann, R. Potter and M. Rennie.

In attendance: Councillors K. Armitage, C. Biggs, S. Hosford, G. Jones and D. Roberts.

Apologies: Councillors D. Barrett, T. Harries and F. Kent-Ledger.

6. Minutes

The minutes of the meeting of the Committee held on 11 February 2014, approved by Council on 24 March 2014, were confirmed and signed by the Chairman as a correct record.

7. Appointment of Committees

The Committee considered member preferences for Committees. It was

Recommended

That Committee membership for the 2014-15 Council year should be as laid out in Appendix 1.

8. Representatives on Outside Bodies

The Committee considered member expressions of interest in representing the Council on Outside Bodies, and it was

Recommended

- (1) That Representatives should be appointed as laid out in Appendix 2
- (2) That the Town Council does not make an appointments to the Dorchester Community Nursery School

Chairman

APPOINTMENT OF COMMITTEES

DORCHESTER TOWN COUNCIL COMMITTEES

Management Committee (12 members)

K. Armitage	D. Barrett	C. Biggs	S. Hosford	T. James	S. Jones
F.Kent-Ledger	T. Loakes	A. Lyall	R. Potter	M.Rennie	D. Taylor

Policy Committee (7 members)

V. Allan	R. Biggs	A. Canning	T. Harries	G. Jones	T. Jones
D. Roberts					

Planning & Environment (no limit)

V. Allan	K. Armitage	C. Biggs	R. Biggs	A. Canning	T. Harries
S. Hosford	S. Jones	T. Jones	F. Kent-Ledger	T. Loakes	R. Potter
M.Rennie	D.Roberts	D. Taylor			

As Mayor, Cllr P. Mann will be ex officio to all Committees

JOINT BODIES

Dorchester Markets Informal Joint Panel (6 members)

D. Barrett	A. Canning	S. Hosford	T. Jones	A. Lyall	M. Rennie
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Heritage Committee (3 members)

T. James	F. Kent-Ledger	D. Roberts
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REPRESENTATION ON OUTSIDE BODIES

Body or Organisation	Representative(s)
Ashley Churchill & Thorner Trust	C. Biggs (to May 2015) R. Potter (to May 2015)
Citizen's Advice Bureau Management Committee	P. Mann
Dorchester Arts Centre	T. James
Dorset Neighbourhood Justice Steering Group	T. James K. Armitage
Dorchester Association for Research into Local History and Archaeology	D. Taylor
Dorchester-Bayeux Society	V. Allan
Dorchester-Lübbecke Society	T. Harries
Dorchester-Holbæk Society	S. Jones
Dorchester BID Board	M. Rennie
Dorchester Crime Prevention Panel	V. Allan K. Armitage T. Harries
Dorchester Local Area Partnership	T. James
Dorchester Municipal Charities	S. Hosford (to May 2015) F. Kent-Ledger (to May 2016) P. Mann (to May 2016) M.Rennie (to May 2016)
Dorchester Transport & Environment Plan Member Working Group	G.Jones
Dorchester Youth and Community Centre Management Committee	A. Lyall
Dorset Association of Parish and Town Councils	R. Potter
Footpaths Liaison Officer	D. Roberts
The Heart of Wessex Rail Partnership	G. Jones
St Osmund's Community Sports Centre Sub-Committee	S. Jones

Body or Organisation	Representative(s)
Thomas Hardy Society Limited	P. Mann
Transition Town Dorchester	F. Kent-Ledger
Volunteer Centre Dorset	R. Potter

Dorchester Town Council

Planning and Environment Committee

28 April 2014

Present Councillor M. Rennie in the chair, and Councillors V. Allan, K. Armitage, C. Biggs, R. Biggs, T. Harries, T. Jones, R. Potter, and D. Roberts

Apologies Mayor S. Jones and Councillors A. Canning and S. Hosford

93. Minutes

The Minutes of the Meeting of the Committee held on 31st March 2014 were confirmed and signed by the Chairman as a correct record.

(a) Minute 86 (a)/13 – Road Safety, Vicinity of Dorchester Middle and Thomas Hardy Schools

The Chairman advised that the Thomas Hardy School was already using the Dorchester Rugby Club for additional parking.

(b) Minute 79.(c)/13 – Car Parking Guidance Signs

A Member commented on the continuing discrepancies and inaccuracies with the car parking guidance signs in the Town. The Committee agreed that this was an unacceptable situation and that Dorset County Council should be asked to provide an explanation as to why there were ongoing problems and how these would be resolved. Also it was suggested that, if necessary, DCC would be asked to send an officer to a future Committee meeting to answer Members' questions.

It was

Resolved

- (1) That Dorset County Council be asked to provide a satisfactory explanation as to why there were continuing discrepancies and inaccuracies with the car parking guidance signs in the Town.
- (2) That, if necessary, a DCC officer would be asked to attend a future Planning and Environment Committee to answer Members' questions about the car parking guidance system.

(c) Minute 91/13 – Planning Applications

The Committee Clerk reported that planning applications WD/D/14/000256 and WD/D/14/000235 had now been approved.

94. Minute Update Report

(a) Minute 82/13 – Dorchester Transport and Environment Plan

A member of the Working Group reported that the work of the Group was moving along and it was considering a shortlist of future options. Cllr. G. Jones had been appointed as the additional Town Councillor on the Group.

(b) Minute 80/13 – Request for Parking Restrictions in Millers Close

Further to the advice given by DCC regarding the introduction of parking restrictions on unadopted roads, the Committee agreed that if it received any future requests for parking restrictions on unadopted roads it should not get involved and would leave it to the person making the request to deal directly with the owner of the road. It was

Resolved

That the Town Council will only consider requests for parking restrictions on adopted highway.

95. Dorchester Area Community Partnership

Cllr. T. James attended the meeting to present the Dorchester Area Community Partnership report and said that the Partnership now intended to be a partner in the Safer Routes to School project rather than leading on this. She invited Members to attend the Partnership's Annual Assembly and the CommuniTea event and answered questions about the cycle route to Broadmayne.

The Committee agreed, with the Partnership's agreement that the Town Council should now receive twice yearly reports from the Partnership. It was

Resolved

That the Dorchester Area Community Partnership provides the Town Council's Planning and Environment Committee with twice yearly reports on its work and at least one member of the Partnership attends the committee meeting at which the report is discussed.

96. Prohibition of Cycling – Druids Walk, Dorchester

Mr Tarr, a local resident and representative of the local Cyclist Touring Club, addressed the Committee. He spoke about the key location of Druids Walk in providing access between Castle Park and Weymouth Avenue/the Sawmills site. It created a link between the school sites across the Town and was well used by both pedestrians and cyclists although the installation of fencing had made the Walk

unsafe for joint use. He said that a lot of people were concerned about the impact of this proposed Traffic Regulation Order (TRO) and it was surprising to be considering banning cycling at a time when the Government was promoting it. He questioned whether cyclists would adhere to the restriction and whether it would be enforced. If this route was closed to cyclists, a suitable and practical alternative needed to be found. The Cyclist Touring Club would be submitting a formal objection to the proposed Traffic Regulation Order.

A member of the Committee had been particularly involved with the proposed TRO and he spoke about the implications of the Order not being made. He said that the present state of affairs was not acceptable and that DCC needed to find another route.

Members discussed the situation and while understanding the need for the TRO, they were not convinced that the TRO would resolve the existing problems or whether cyclists would take notice of it. They accepted that the TRO was needed to move the situation forward but considered that this was not an ideal outcome. It was agreed that DCC should make every effort to secure an alternative route as soon as possible and it was noted that DCC appeared to be positive about finding a solution.

It was

Resolved

That, with great regret, the Town Council supports the proposals to implement a Traffic Regulation Order for the prohibition of cycling along Druids Walk, Dorchester and it requests that Dorset County Council takes urgent action to find an alternative cycle route to link Weymouth Avenue and the Castle Park estate.

Cllr. R. Potter left the meeting.

97. Planning Applications

The Committee considered planning applications referred to this Council for comment by West Dorset District Council and Dorset County Council and it was

Resolved

That West Dorset District Council and Dorset County Council be notified of the comments agreed on the various planning applications as set out at Appendix 1 to these minutes.

Cllr. R. Potter rejoined the meeting.

98. Review of West Dorset District Council's Planning Application Requirements Checklist

The Committee discussed the recommendation of the small group of Members who had considered WDDC's revised planning application requirements checklist and it agreed with the issues the Members had raised about the removal of certain requirements. It was

Resolved

That the Planning and Environment Committee submits a comment to West Dorset District Council stating that, subject to receiving confirmation that the Environmental Statement/Tree Survey/Arboricultural Implications/Open Space Assessment/Parking Provision and Travel Plan are covered within remaining requirements of the checklist or are no longer be required by legislation, it supports the revised local validation checklist requirements. However, if these assessments/statements/plans are not covered, the Town Council requests that they are kept in the revised local validation checklist requirements.

99. Requests for Parking Restrictions

(a) Herringston Road

The Committee noted the concerns of a local resident regarding parking on Herringston Road near the allotments and the Chairman read out comments from the Police, who did not have an issue with the parking situation. Members considered that the parking did act as a traffic calming measure but appreciated the problems of parking close to the D'Urberville Close junction.

Members requested that members of the Community Speed Watch Scheme in Herringston Road be invited to a future meeting to report to Members on the operation of the Scheme. It was

Resolved

That Dorset County Council be requested to consider introducing traffic restrictions i.e. double yellow lines, around the junction of D'Urberville Close and Herringston Road.

(b) 6 Fougates Road

The Committee commented on parking issues in the Fougates development and noted the concerns raised by one resident. They considered that the area had been relatively free of parking problems but restrictions elsewhere were moving traffic

there and this was now becoming an issue with cars being parked in inappropriate places. It was

Resolved

That Dorset County Council be requested to consider introducing traffic restrictions i.e. double yellow lines, through the Fourgates development.

Cllr.T. Jones left the meeting.

100. Changes to the Route of First Bus Company's Number 31 Bus Service

The Committee was very disappointed at the changes to First Company's Number 31 bus service and discussed the impact this would have on local residents and the potential for increasing the number of cars being brought into the Town. Members considered that this service was well used by the residents of Martinstown and Winterborne Steepleton and were surprised that it would no longer run through these villages. It was

Resolved

(1) That the Town Clerk writes to First Buses expressing the Town Council's disappointment at the changes made to its Service 31 and questioning why it would no longer run through Martinstown and Winterborne Steepleton;

(2) That the Town Clerk writes to Dorset County Council asking how, as it was no longer subsidising Service 31, it intended to make provision for residents left without public transport as a result of First Buses changes to this service.

101. Decisions on Planning Applications

The Committee noted the decisions made by West Dorset District Council on planning applications (contrary to Dorchester Town Council's comments) and withdrawn applications.

102. Urgent Items

There were no urgent items.

Chairman

Planning applications considered by the Planning and Environment Committee on 28 April 2014

1. **WD/D/14/000674 (Retrospective)**
17 MAUMBURY ROAD, DORCHESTER, DT1 1QN
Installation of 4No roof mounted air conditioning plant. alter access surface treatment from tarmac to medium tamp finish concrete. Install a secure newspaper/magazine external store (retrospective)
Recommend refusal. The Committee considered that the mounting of the air conditioning units on the roof of the building was detrimental to the setting of the neighbouring Scheduled Ancient Monument, Maumbury Rings (re Section 12 NPPF). Also these units would cause an unacceptable amount of noise to adjoining properties along Maumbury Road which would be detrimental to the residents' residential amenity and contrary to Policy DA6 of the Adopted Local Plan. There were concerns that the proposed medium tamp finish concrete finish might not be permeable and this could create flooding, the installation of a permeable surface treatment was requested. The Committee noted that the application plans were not accurate and they had serious concerns about the demolishing of the front wall on site that could have the potential for this opening being used as a vehicle access point extremely close to the traffic lights.

2. **WD/D/14/000481 (Advertisement Consent)**
UNIT 2, ANTELOPE WALK, DORCHESTER, DT1 1BE
Overdoor fascia texts and projecting sign units
No objection

3. **WD/D/14/000758 (Variation of Condition)**
HILLFORT HOUSE, POUNDBURY ROAD, DORCHESTER, DT1 2PN
Conversion and extension of vacant office to 8No. 2 bedroom flats and 4No. 1 bedroom flats with associated parking and amenity space with amendment of planning approval 1/D/12/000927 to remove condition 9 which requires the area within the blue line to be made available for use as amenity space for occupiers of the approved development
No objection

4. **WD/D/14/000701**
Alterations to existing site layout internally, to accommodate business requirements. New signage to support a BMW dealership to BMW (UK) current retail standards.
WD/D/14/000702 (Advertisement Consent)
New signage to support a BMW dealership to BMW (UK) current retail standards.
WESTERLY, 88 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PS
No objection

5. **WD/D/14/000782**
123 MONMOUTH ROAD, DORCHESTER, DT1 2DF
Single and two storey extension to end of terrace house
Recommend refusal. The scale and mass of the proposed extension would create overdevelopment of the site and cause an adverse impact of the adjoining neighbours' amenity contrary to Policies DA5, DA6 and DA7 of the Adopted Local Plan.

6. **WD/D/14/000501**
9 LONDON ROAD, DORCHESTER, DT1 1NF
Amendments to previously approved scheme 1/D/13/000726 for change of use, building works and other alterations to provide a two bedroom mezzanine dwelling.
No objection

7. **WD/D/14/000823**
23 TREVES ROAD, DORCHESTER, DT1 2HE
Two storey side & rear extension, single storey rear extension, alter flat roof dormers to pitched roof, replacement windows & doors and 'k' render over reconstituted stone
Recommend refusal. The scale and mass of the proposed extension would create overdevelopment of the site, it would overpower the existing building and be contrary to policies DA5 and DA 7 of the Adopted Local Plan.

8. **WD/D/14/000856**
NORTH EAST QUADRANT (SECTORS 3.22, 3.23 AND 3.24) POUNDBURY PHASES 3 AND 4, PEVERELL AVENUE EAST, POUNDBURY
Erect 505 dwellings, 6,254 sq. m. of commercial floorspace together with associated garages, roads, accesses and open space with minor material amendment to design of the scheme previously approved (reference 1/D/12/000082) with variation to condition 1 to reflect amended drawings
No objection. However, the Committee requested that no further buildings on the Poundbury development should be built with a render finish as this type of treatment does not weather well in this location and soon becomes unsightly.

9. **WD/D/14/000766**
7 ALBERT ROAD, DORCHESTER, DT1 1SF
Construct a single garage (position of garage as pre 2008) and 2 No additional bedroom windows
No objection

Dorchester Town Council

Management Committee

6 May 2014

Present Chairman R. Potter, Mayor S. Jones and Councillors K. Armitage, A. Canning, T. James, F. Kent-Ledger, A. Lyall, R. Potter and M. Rennie.

Apologies Councillors D. Barrett, C. Biggs and S. Hosford.

60. Minutes

The Minutes of the Meeting of the Committee held on 11th March, 2014, adopted by Council on 25th March, 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

61. Panel Minutes

(a) Borough Gardens Panel

The Committee considered the Minutes of the Borough Gardens Panel held on 8th April, 2014 (for Minutes see Appendix I). Members noted that a visit to a grass free lawn was being organised and again expressed their support for such a project although not necessarily in the Borough Gardens.

Members were pleased to see that a number of benches had now been put back around the bowling green area and that they were being used. It was

Resolved

That the Minutes be approved so far as this Committee is concerned.

(b) Community Activities Panel

The Committee considered the Minutes of the Community Activities Panel held on 28th April, 2014 (for Minutes see Appendix II). It was reported that the Lubbecke Society had awarded a grant of £100 towards the proposed visit from Lubbecke youth footballers in October 2014. It was

Resolved

That the Minutes be approved so far as this Committee is concerned.

62. **Management Arrangements**

(a) The Committee considered the schedule of work for the Outdoor Services Team. It was reported that the grassed area on the junction of London Road and King's Road was in need of attention. It was

Resolved

That the schedule of work for the Outdoor Services Team be noted.

(b) Members were reminded that at the last meeting of the Committee it had been agreed that a scheme be prepared for the refurbishment of all of the post and chain railings in the area of South Walks and fiveways junction. Dorchester Youth Council had also considered the matter and felt that the cost of undertaking the project outweighed the benefits. The Committee had mixed views on the issue and felt that the full Council should be given an opportunity to comment on the Committee's proposal. It was

Recommended

That the Committee is minded to prepare a scheme for the refurbishment of all of the post and chain railings in the area of South Walks and fiveways junction for reasons of safety, protection of the grassed areas of the Walks and appearance subject to further consideration at full Council.

(c) The Committee considered correspondence from Casterbridge Rotary Club which wished to plant twenty five Silver Birch saplings at King's Road playing field as a part of the Club's twenty fifth anniversary celebrations. Members supported the proposal but requested that an information sign be erected when the saplings are planted to explain why they were planted and that they would mature into larger trees in the fullness of time. It was

Resolved

That the planting of a Silver Birch saplings at King's Road playing field be welcomed and that an information sign be provided.

(d) Members considered whether to place a dog bin at Middle Farm Way, Poundbury to replace the temporary litter bin previously provided by Dorset Waste Partnership. Members noted that the road was unadopted and that the Council's policy was to only provide dog bins on its own land.

Whilst discussing this matter the Mayor thanked Members for erecting the dog posters designed by school children and asked that they remove them once they were showing signs of wear and tear. It was

Resolved

That a dog bin not be provided at Middle Farm Way, Poundbury.

63. Community and Recreational Areas at Red Cow Farm

The Committee had before it a report by the Town Clerk on the community and recreational areas to be provided as a part of the development being undertaken at Red Cow Farm, off Lubbecke Way. Members supported the provision of some but not all of the proposed additional allotments and felt that an additional play area was not required. Instead the Committee felt that it would be more beneficial to Dorchester to enter into discussions with the developer, West Dorset District Council and the Duchy of Cornwall to consider varying the Section 106 agreement as follows:-

- To remove the obligation to provide play equipment and a boules area on the recreational space to the north of the development, in exchange for a contribution to a footbridge from Lubbecke Way to King's Road playing field and if that was not possible for other play equipment improvements elsewhere in the town.
- To consider whether the potential exists to develop the proposed eastern allotments plot for additional units of affordable housing instead of as allotments.

Members also felt that the discussion in respect of housing could include the idea of co-operative self-build. It was

Resolved

That discussions with the developer, West Dorset District Council and the Duchy of Cornwall to consider varying the Section 106 agreement as follows:-

(1) To remove the obligation to provide play equipment and a boules area on the recreational space to the north of the development, in exchange for a contribution to a footbridge from Lubbecke Way to King's Road playing field and if that was not possible for other play equipment improvements elsewhere in the town.

(2) To consider whether the potential exists to develop the proposed eastern allotments plot for additional units of

affordable housing instead of as allotments.

64. Summer Saturday Live 2014

The Committee considered correspondence from Summer Saturday Live requesting that consideration be given to the provision of a grant in respect of the Summer Saturday Live Music events in South Street during 2014 and it was

Resolved

That a grant not be made to Summer Saturday Live 2014.

65. Cemetery Matters

(a) Exclusive Right of Burial

The Committee had before it a report which detailed the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee and it was

Resolved

That the report on the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee be noted.

(b) Interments and Burial of Ashes

Members considered a report which listed the dates and times of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery since the last meeting of the Committee and it was

Resolved

That the report listing the dates and times of interments and burials of ashes together with South Chapel usage since the last meeting of the Committee be noted.

(c) Headstones and Inscriptions

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

Resolved

That the action of the Town Clerk in approving designs numbered 4017 to 4023 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

(d) Review of Burial Fees and the Management of Cemeteries

The Committee considered a report by the Town Clerk on the review of burial fees and the management of Dorchester cemeteries. The Resources Panel had previously agreed that discussions should be held with local Funeral Directors about future fee levels and other cemetery management issues. That meeting had now taken place and it was proposed that fees be increased (as set out in Appendix III to these Minutes) as from 27 May, 2014 and that any additional income be used to fund the computerisation of the administration and record management process for burials as a priority and then to resolve the other issues raised by the Funeral Directors.

Members felt that the Exclusive Rights Ashes fee should be £310 rather than the £275 proposed and also that for the long term initial consideration should be given as to whether it might be necessary for the Council to provide a crematorium for the town and surrounding area. It was

Resolved

- (1) That the burial fees be increased as from 27 May 2014 as set out in Appendix III to these Minutes.
- (2) That any additional income be used to fund the computerisation of the administration and record management process for burials as a priority and then to resolve the other issues raised by the Funeral Directors.
- (3) That, as a long term objective, consideration should be given as to whether it might be necessary for the Council to provide a crematorium for the town and surrounding area.

Councillor K. Armitage declared an interest in the above matter and did not vote upon it.

66. Municipal Buildings

(a) Monitoring Reports

The Committee received the monitoring reports for the Weymouth Avenue Pavilion, Borough Gardens Community Room and the Municipal Buildings which included additional detail regarding forthcoming projects, scheduled maintenance and urgent repairs. It was noted that the overall total figure for bookings for the Municipal Buildings appeared to be incorrect on the report and it was agreed that this would be corrected for the next report to Committee. It was

Resolved

That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Reports be received.

(b) Charging Structure

The Committee received a note of the meeting held with the Chairmen of the Management Committee and Property Management and Maintenance Panel on 27 March 2014 regarding the charging structure for the Municipal Buildings. A draft action plan was established as follows:-

- Focus on 3 regular hirers for the weekday evening large room slots
- Develop new Charging Strategy to include
 - i. Wedding Package – “all in” prices
 - ii. Weekday daytime rates focused on stimulating community usage – better to have some use and some income than no use and no income
 - iii. “Try it” options – low fees for new groups during start up
- “Risk Sharing” option with Dorchester Arts Centre – explore taking a share of profits rather than a fixed fee on 4 occasions over 2014/15

Other useful actions were also proposed as follows:-

- Improve coverage on dorchester-tc.gov.uk, make navigating to the page better, and make sure our website is high on the Google hits list for Dorchester Weddings/Events/Venues
- Find a paging system for our Town Hall Keepers to be linked to push buttons in the foyers
- Consider weddings marketing strategy, including current advertising in publications and opportunities for Wedding Fairs, link to some key catering and other wedding service providers
- Review costs of opening on Sundays, with a view to opening up new cost effective slots from 2015 onwards

The Chairman of the Property Management and Maintenance Panel stressed the importance of this work and the need to be flexible with existing regular hirers. It was

Resolved

That the actions proposed above be supported.

67. Information Reports

The Committee received the minutes of the Dorchester Youth and Community Centre held in February, 2014.

68. **Paid Invoices**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st March, 2014 and 30 April, 2014 totalling £100,251.99 (net) together with direct debits for the same period totalling £64,970.21 (net). It was

Resolved

That the cheque transactions and direct debit payments lists be approved and signed accordingly.

Chairman

Dorchester Town Council

Borough Gardens Panel

8th April, 2014

Present: Chairman K. Armitage, Mayor S. Jones and Councillors A. Canning and R. Potter.

In attendance: Councillor T. Loakes.

Apologies: Councillor D. Taylor and Mrs. F. McLaren, Friends of the Borough Gardens.

3. Friends of the Borough Gardens

The Deputy Town Clerk circulated correspondence from the Friends of the Borough Gardens which supported the proposed project for a grass free lawn on the Bowling Green area and the need for additional signing to the Borough Gardens.

The Panel noted the support for the grass free lawn and also agreed that additional signage would be beneficial particularly as this had also been raised during green flag inspections. It was reported that the Dorchester Joint Heritage Committee was looking at the issue of signage generally in the town and signage to the Borough Gardens would form a part of that review.

4. Future use of the Bowling Green Area

The Panel considered a report prepared by the Deputy Town Clerk which set out some possible options for the future use of the Bowling Green area. It was noted that mini tennis would be provided on the area for this summer. The options included:-

- A grass free lawn
- Mini golf
- Sports arena with additional facilities
- Café / restaurant
- Relocation of tennis courts 3 and 4 to the area

Additional options were also put forward which included the creation of a safe fenced area for the under 5's to use for learning to ride bicycles etc and the creation of sculpture park.

It was reported that the Mayor elect was very supportive of the grass free lawn proposal. The Panel agreed that this was an excellent project which the Council should be committed to but some concern was raised about whether the Bowling Green was the most suitable location.

It was noted that the Council would hopefully be supporting a sports pitch audit of the town to be undertaken by West Dorset District Council over the summer which would assist in the provision of data regarding the number of tennis courts in the town, usage etc.

Members felt that the Sports arena and Café proposals were not suitable and should be disregarded. It was

Recommended

- (1) That Dorset Wildlife Trust be informed that the Council support the proposal for grass free lawn but that there was some concern regarding the Bowling Green area being the most suitable location.
- (2) That a visit be arranged with the Dorset Wildlife Trust to view a grass free lawn and that this visit be arranged as soon as possible.
- (3) That a final decision on what to do on the Bowling Green area be made after the summer which would allow time for further research into the grass free lawn, mini golf and relocation of tennis courts 3 and 4.

5. New Tennis Court Fob Entry

The Panel considered a report by the Deputy Town Clerk on the progress being made with introducing a fob entry system for the tennis courts. It was noted that funding had now been awarded for the project by the Lawn Tennis Association subject to the following conditions:-

- Set up a system for the selling of key fobs.
- Ensure the scheme was promoted through signage, banners, web and digital channels.
- Clean, de moss and clear of any debris the courts in preparation of launching the scheme.
- Ensure that income generated was used to cover costs of on-going maintenance and administration.
- Ensure that income was used to make provision for future resurfacing and fencing replacement in years to come.
- Take part, where possible, in LTA led mass participation events such as the Great British Tennis Weekend.
- Hold data and report on various measures and outcomes.
- Ensure that key fob holders were able to sign up to the free 'British Tennis Membership' scheme if they so wished.
- Maintain the pay and play offer and ensure any system could manage

bookings for this.

It was noted that the above conditions were not onerous and were generally activities that the Council would normally do as a part of its day to day maintenance and activity. However the Council would need to improve signage. It was therefore proposed that two banners be purchased advertising the new system – the banners would be worded in a way that they could be used at any time to encourage membership. It was also proposed that two permanent signs/notice boards be purchased which could permanently advertise the tennis but which could also be used for advertising other events in the Gardens – mainly the summer events programme. It was

Recommended

- (1) That two banners be purchased to advertise the new scheme to be attached to the tennis court fences, one facing onto the car park and one facing into the Gardens.
- (2) That two permanent notice boards be purchased, one to be located near to the tennis courts and one to be located at the kiosk end of the Gardens.

6. Bowling Green Pavilion Toilets

The Panel considered the opening times of the new toilets and it was

Recommended

- (1) That the new toilets be opened permanently as soon as possible.
- (2) That a 'Toilets' sign be placed on the toilets so as to highlight the fact that they are there and available for use.

7. Update on Anti-Social Behaviour

The Panel was circulated with details of incidents that had occurred over the past few months. Members noted the incidents, some of which had occurred on the Bowling Green and reaffirmed the Panel's previous decision to authorise the Operations Supervisor to temporarily close off the Bowling Green area as and when required.

Dorchester Town Council

Community Activities Panel

28 April 2014

Present: Chairman M. Rennie, Mayor S. Jones and Councillors T. James and P. Mann

In attendance: Councillors T. Jones and V.J. Allan, Mr A. Thorpe of Dorchester Bayeux Society
Mr. J.H. Antell of Dorchester-Lübbecke Society, and 2 Members of the
Dorchester Youth Council

Apologies: Councillors F. Kent Ledger and S. Hosford.

12. Borough Gardens Events 2014

The Panel had before it the draft Summer Events Programme 2014 together with details of those events that would have a 'Responsible Person' in attendance as well as a Park Keeper.

The Panel discussed the promotion of the Charity / Volunteers Day and agreed after learning that a request for organisations to take part had already been circulated that it would be beneficial to contact the local press to promote the event. The Panel agreed that it would be beneficial for the request to organisations to be forwarded to the Youth Council so that they could also circulate the request to any organisations that they may have been aware of. The Panel agreed that the deadline for Charities / Volunteers to sign up for the event should be 2 weeks before the event.

The Panel considered the implications of adverse weather on the day of the Charity / Volunteer event and agreed that the event would still proceed unless severe weather was anticipated.

Members considered a draft booking form for event organisers to complete and submit before holding an event in the Borough Gardens. It was suggested a risk assessment should be requested before an event could take place and that a small number of alterations be made to the booking form.

It was

Recommended

- (1) That the Summer Events Programme 2014 and the recommendations for a when a 'Responsible Person' should be present be adopted.

- (2) That Information regarding the Charity / Volunteers day be circulated to the local press to promote the event.
- (3) That the Youth Council receive a copy of the request to local Charities / Volunteers to circulate.
- (4) That the closing date for the Charities / Volunteers to confirm their attendance be 2 weeks before the event.
- (5) That the Charity / Volunteers Day should proceed unless severe weather is anticipated.
- (6) That event organisers be requested to provide a risk assessment when booking the Borough Gardens for an event.
- (7) That the proposed booking form be adopted subject to a few minor alterations.

13. **Grant Requests**

The Panel considered grant applications which had been received and it was

Recommended

- (1) That the request from Jack Welch be approved and that a donation of £50 to help towards the costs for him to attend the European Youth Event in Strasbourg should be awarded.
- (2) That a letter be sent to Dorchester Rugby Club requesting a breakdown of the costs for a sign to the Rugby Club to be installed and for information regarding who else they have approached to request funding. On receipt of such information the Town Clerk be authorised to make a grant following consultation with Panel Members and the Youth Council.
- (3) That the request from the Duchy of Cornwall be approved and that a contribution of £500 be awarded for the Children's activities, fees and materials at a festival in Poundbury in the Summer of 2014 providing that Dorchester Town Council would be recognised for its contribution by displaying the Dorchester Town Council banner and displaying the Council Seal with the words 'Supported by Dorchester Town Council' in all publicity material,

programmes etc.

14. **Great War Commemorations**

Members noted the draft programme of events and agreed that the Chairman of the Community Activities Panel would attend the WW1 Commemoration Event planning meetings.

Councillor T. Jones informed the Panel that all Dorset County Councillors had each been allocated the sum of £5000 to use within their electoral divisions subject to guidelines issued by the County Council. Councillor T. Jones informed the panel that he had had discussions with fellow County Councillor and Town Councillor, R.M Biggs about the possibility of working with the 'Museum Makers', a group for adults with learning difficulties at the Dorset County Museum to create a WW1 themed film or to host the Bayeux-Calvados Award of War Correspondents Photo Exhibition. Councillor T. Jones said that he and Councillor R.M Biggs would welcome further suggestions.

The Panel discussed the possibility of commissioning local artist Mike Chapman to create a sculpture similar to the sculpture that he had previously created in the twin town of Lübbecke towards the end of the commemoration period, it was agreed that Mike Chapman would be invited to a meeting of the Council.

The Chairman of the Panel thanked Councillor T. Jones for his suggestion and stressed to the Panel that any funding received from the County Council would not be instead of funding allocated by the Town Council to the WW1 commemorations.

Members noted that Dorset Youth Association had undertaken a project 'Walking in Their Shoes' which had previously received funding from the Joint Heritage Committee which followed the footsteps of 1st World War Soldiers.

Members considered the contribution of £100 from the Council towards a new Battle of Kohima Memorial to be located in front of the Keep Military Museum.

The Panel considered contributing £300 towards the showing of the film War Horse at the 'Cinema in the Gardens' event to be held in the Borough Gardens on Saturday, 7 June, organised by Dorchester Youth Extra.

Members considered a letter and email received from the Choral Society requesting funding towards hosting the Town's twinning choirs from Lübbecke and Bayeux for the concert, 'A Child of Our Time' to be in November 2014.

(At this point Panel Members, Councillors T. James and P. Mann declared an interest as they were both members of the Dorchester Choral Society – They did not vote on the matter).

It was

Recommended

- (1) That the Chairman of the Community Activities Panel represent the Council at any planning meetings for the WW1 commemoration event.
- (2) That further consideration be given to the information received from Councillor T. Jones.
- (3) That Sculptor Mike Chapman be invited to a Council Meeting to discuss his sculpture in Lübbecke.
- (4) That £100 be contributed towards a new memorial dedicated to the Battle of Kohima.
- (5) That a contribution of £300 be made towards the Cinema in the Gardens event to be held on Saturday, 7 June.
- (6) That a contribution of £400 to include the cost of the hire of the Corn Exchange be made to the Choral Society for the hosting of members of the twin choirs taking part in the performance of A Child of Our Time in November 2014.

15. Freedom & Liberation Flame

Members heard from the Clerk to the Panel that despite efforts to contact the organiser of the Freedom / Liberation Flame Relay that little information had been received. It was

Recommended

That the Council cease their involvement with the Freedom / Liberation Flame Relay and that the Clerk to the Panel notify Hull City Council of the decision.

16. Visit of Footballers from Lübbecke

Members noted that a party of young footballers would be visiting Dorchester from Lübbecke on Friday, 3 October 2014 until Monday, 6 October 2014. Members noted that the Cricket Pavilion had been booked for the duration of the weekend. It was agreed that it would be beneficial for the Youth Council to be involved with the preparations for the visit. The Chairman of the Lübbecke Society informed the Panel that the Lübbecke Society may be able to assist with some of the costs.

17. The Retirement of Françoise Zeller

The Panel discussed a suitable gift for Françoise Zeller to thank her for all of her hard work with Dorchester Town Council over the years in respect of the twinning with Bayeux. The Panel agreed to create a photobook and requested that members of the Bayeux Society and the Council be asked to contribute suitable photos to be included. The Panel agreed that further consideration should be given to finding a suitable time to present the gift to Françoise Zeller.

18. Flags in Dorchester Town Centre

The Panel noted that an agreement had been reached with Dorchester BID to decorate the town with the flags of the FIFA World Cup and the Commonwealth Games. Members agreed that it would be advantageous to reserve a budget of £500 (10 man days at £50 per day) to ensure that the flags would be in place in time for the Dorchester Festival. It was

Recommended

To reserve a budget of £500 for the erection and dismantling of the flags prior to the Dorchester Festival.

19. Society reports

Dorchester - Bayeux Society

The Chairman of the Dorchester - Bayeux Society reported that preparations for the Dorchester Tigers Basket Ball Club's visit to Bayeux to commemorate the 70th anniversary of D Day were well underway. He informed the Panel that the members of the basketball team would be visiting the Commonwealth War Graves in Bayeux and that they would lay a cross on each of the 11 graves of soldiers from the Dorsetshire Regiment.

It was suggested that a reception to welcome back the Dorchester Tigers Basket Ball Club after their visit to Bayeux would create an ideal opportunity to introduce the Youth Council to the spirit of the twinning societies.

The Chairman of the Dorchester - Bayeux Society informed the Panel of the programme for the forthcoming visit from guests from Bayeux in September. He made a request for a room to be made available for the visitors on Monday, 15 September for a Dorset Button Making presentation, the Chairman of the Community Activities Panel confirmed that this would be possible and also reminded the Panel that the Cricket Pavilion remained provisionally booked for the Reception to be held on Friday, 12 September.

Dorchester - Holbæk Society

The Mayor reported that the society connections with Holbæk were still extremely strong and that there was still the hope that connections with the council in Holbæk

would one day be revived. The Mayor informed the Youth Council members that if they chose to join the Holbæk Society they would be welcomed.

Dorchester -Lübbecke Society

The Chairman of the Lübbecke Society reported that the society had enjoyed a visit from the Sculptor Mike Chapman and that they were looking forward to a visit to Western - Super - Mare in June. Preparations were underway for the Lübbecke Society's annual BBQ in July when the Youth Council would also be invited to attend.

The Chairman of the Lübbecke Society informed the Panel that the next meeting would be held on Tuesday, 6 May.

The Chairman of the society informed the Panel that he had received the information that had been requested from Roland Kelle for their newsletter.

The Chairman of the Community Activities Panel confirmed that if there was a change of the Mayoralty in Lübbecke before the Child of Our Time concert to be held in November that the new Mayor would be invited to visit Dorchester.

20. Any other business

The Chairman of the Panel thanked the members of the Youth Council for attending the meeting. The Mayor Elect requested that the Mayor's Scout and Guide be invited to more meetings in the future.

REVIEW OF FEES IN DORCHESTER CEMETERIES

	Dorchester £	Weymouth £	Proposal £	Notes
INTERMENT				
Adult	302	523	525	
Child	142	152	150	Qualification age from 12 to 16
Infant	67	0	0	
Ashes	101	146	150	
EXCLUSIVE RIGHTS				
Adult, including				
Memorial	600	778	780	Reduce from 100 years to 50
End of term Renewal	0	644	650	For 25 years
Child, including				
Memorial	238	778	780	Reduce from 100 years to 50
End of term Renewal	0	644	650	For 25 years
Infant, including				
Memorial	238	176	175	Reduce from 100 years to 50
End of term Renewal	0	644	650	For 25 years
Ashes, including				
Memorial	238	620	310	Reduce from 100 years to 50
End of term Renewal	0	517	150	For 25 years
OTHER				
Use of Chapel	108	152	150	
Burial Memorial	155	176	175	When no exclusive rights
Changes to memorial	44	83	85	

Double charges are applied to non-residents of Dorchester and Winterborne Herrington.

Dorchester Town Council

Policy Committee

13 May 2014

Present Chairman T. Jones and Councillors V. Allan, R. Biggs, T. Harries, G. Jones and P. Mann.

Apologies Mayor S. Jones and Councillor D. Roberts.

42. Minutes

The Minutes of the Meeting of the Committee held on 18 March 2014, adopted by Council on 25 March 2014, were confirmed and signed by the Chairman as a correct record.

43. End of Year Reports

The Committee noted the end of year Financial Statement, the Internal Auditor's report on the Financial Statement, progress on the Management Team's Action Plan, and the Annual Report.

The Town Clerk explained in detail the variations against budgets that had occurred during the financial year, and answered questions regarding utility expenditure and markets and buildings income. He confirmed that further analysis of these issues would be undertaken to identify the impact on the current budget and the Medium Term Financial Strategy.

The Town Clerk also answered questions with regard to the Depot Loan Repayment reserve, the potential for longer term investments, and the method of asset valuation that the Town Council is required to adopt.

He also clarified a point regarding the Internal Auditor's report, and confirmed that a review of General and Earmarked Reserves would consider, among other things, the auditors comments on reserve levels.

The Chairman noted the delays in installing equipment on the Great Field and advised that he had asked the Deputy Town Clerk to ascertain whether the Great Field was sufficiently well drained before the Town Council took on liability for its management.

It was

Recommended

That the Financial Statement be noted and the numbers therein

be included on the Annual Return together with the Annual Governance Statement, to be approved and signed by the Mayor.

It was

Resolved

That the report of the Internal Auditor, the progress report on the Management Team's Action Plan, and the Annual Report be noted.

44. Local Government Pension Scheme: Statements of policy about exercise of Discretionary Functions

The Committee noted the report of the Deputy Town Clerk and it was

Resolved

That the Council's policy with regard to the exercise of Discretionary Pension Functions be as laid out in the appendix to the report

45. Consultation on the Corporate Plan

The Committee received the report of the Town Clerk. Support was expressed for the process for consulting residents, while one member expressed the view that electors were sceptical about consultation from public bodies, and that it was important that we listened carefully to their views. The Chairman identified the need to discuss our process with Dorset County Council, who are currently also consulting residents.

There was support for the creation of an economic forum, including representatives of both businesses and major public sector employers. It was proposed that the Heritage Committee consider how it might develop its role rather than a separate body being created that focused on exploiting the tourism benefit of the heritage sector. It was

Resolved

(1) That, the Council should consult on its draft Corporate Plan using Dorchester News, online surveys, meetings with interested groups, and following a discussion with Dorset County Council, at least one drop in event in the centre of town

(2) That proposals to create an Economic Forum for the town be explored with key partners

(3) That the Heritage Committee be asked to review its terms of reference with regard to focusing on the tourism benefit of Dorchester's heritage

Chairman

Appendix to recommendation 43 of Policy Committee

Section 1 – Accounting statements 2013/14 for

Enter name of

reporting body here:

DORCHESTER TOWN

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance							
	31 March 2013 £	31 March 2014 £								
1 Balances brought forward	473,286	622,026	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.							
2 (+) Annual precept	1,182,469	1,110,439	Total amount of precept received or receivable in the year.							
3 (+) Total other receipts	222,539	462,213	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.							
4 (-) Staff costs	558,637	578,883	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.							
5 (-) Loan interest/capital repayments	88,729	86,653	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).							
6 (-) All other payments	608,902	804,625	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).							
7 (=) Balances carried forward	622,026	724,517	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)							
8 Total cash and short term investments	611,731	749,985	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.							
9 Total fixed assets plus other long term investments and assets	6,440,680	6,604,866	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March							
10 Total borrowings	641,126	586,755	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).							
11 Disclosure note Trust funds (including charitable)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">yes</td> <td style="padding: 2px;">no</td> <td style="padding: 2px;">yes</td> <td style="padding: 2px;">no</td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>	yes	no	yes	no		✓		✓	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
yes	no	yes	no							
	✓		✓							

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, ~~or properly present receipts and payments, as the case may be.~~

Signed by Responsible Financial Officer



Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

DORCHESTER TOWN

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		Yes means that the council
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated



*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.