



Dorchester Town Council

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You are summoned to the meeting of the **Dorchester Town Council** in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 25 November** at **7.00pm**, to conduct the following business: -

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Public Speaking at the meeting

The Mayor has discretion to allow members of the public to speak at the meeting on items that have not already been resolved by a Committee. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Democratic Half Hour

There is an opportunity for members of the public to address the Council on any issue relating to Dorchester, which will commence at the conclusion of the Council meeting.

1. Apologies & Declarations of Interest

2. Minutes

To read, confirm and sign the minutes of the Meeting of Council of 23 September 2014 (Page 3).

3. Communications and Questions

- a) To receive a presentation from Dr T Mohamed Basheer, Chairman of the Dorchester Islamic Cultural and Educational Centre
- b) To receive communications from the Mayor or the Town Clerk
- c) 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 | 6 October 2014 | Page 7 |
| Planning and Environment Committee | 3 November 2014 | Page 14 |
| Management Committee | 11 November 2014 | Page 21 |
| Policy Committee | 18 November 2014 | Page 35 |

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

To receive a report regarding recent policing issues.



Town Clerk 19 November 2014

Dorchester Town Council

Meeting of the Dorchester Town Council

23 September 2014

Present: Mayor P. Mann and Councillors V. Allan, C. Biggs, R. Biggs, T. Harries, S. Hosford, S. Jones, T. Jones, F. Kent-Ledger, A. Lyall, R. Potter, M. Rennie and D. Roberts.

In attendance: Inspector Steve Marsh

Apologies: Councillors K. Armitage, A. Canning, G. Jones, T. Loakes and D. Taylor

15. Declarations of Interest

Councillor T. Jones declared an interest in item 23 of the Policy Committee as a member of Dorset Fire Authority and identified that he would not speak if the issue was discussed.

16. Minutes

The minutes of the meetings of the Council held on 22 July 2014 were confirmed and signed by the Mayor as a correct record.

17. Communications & Questions

The Mayor invited the Youth Council to speak on any issues covered by agendas during the current cycle. The Chairman thanked Councillors for their support in promoting the series of events that had taken place over the course of the summer, particularly the Anonymous Festival. The Youth Council were supportive of the Charles Street retail scheme, and hoped it would widen the range of shops in the town. They also wanted to note the loss of grant to Dorchester Arts Centre and wanted to record their support for the Arts Centre and the services it provides.

The role of the Youth Council in supporting Democracy Day, the visit of footballers from twin town Lubbecke, and their participation in the selection of a prize winner for the Prix Bayeux Calvados War Correspondents TV competition, were also noted.

A councillor asked for the Youth Council's views on whether the voting age should be reduced to 16. Noting that young people would generally be less aware of some of the issues on which they would be required to vote than other parts of the population, but also that young people would ultimately be the most affected by any change in legislation, a spokesperson for the Youth Council identified that generally they felt that it would be a good idea to lower the voting age.

The Mayor announced the deaths of two of Dorchester's citizens, Reg Brissenden who had served on the Council, and Derek Beauchamp who had served the

community through his work with the RNA, Dorchester Civic Society and the Dorchester Heritage Committee. He invited Council to record its thanks for their contributions to the life of the town in the minutes.

The Mayor asked for the grateful thanks of the Council to be recorded to all staff involved in securing a seventh consecutive Green Flag and Green Heritage Award for the Borough Gardens.

The Mayor reminded members that on Wednesday 8th October the Corn Exchange would host the premiere of the play Passion by As One Theatre Company.

Finally, the Mayor updated members on progress towards creating a grass free lawn in Dorchester in Spring 2015, in particular noting the efforts of Joy Wallis of Dorset Wildlife Trust in distributing over 1,000 trays of seeds to be grown by many institutions and individuals over the winter period.

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

18. Planning and Environment Committee – 4 August 2014

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 August 2014 be adopted.

19. Planning and Environment Committee – 1 September 2014

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

A Councillor requested an update on the DTEP proposal. A verbal update was provided, and the Chairman identified that a further report would come to the Committee when the outcome of Dorset County Council's deliberations are known.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 1 September 2014 be adopted.

19. Special Planning and Environment Committee – 8 September 2014

The minutes were amended to record that while Councillors S. Jones and R. Potter attended the meeting, they declared an interest as members of West Dorset District Council's Development Control Committee and neither took part or voted during the debate.

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

Resolved

That the minutes of the meeting of the Special Planning and Environment Committee held on 8 September 2014 be adopted.

20. Management Committee – 9 September 2014

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 9 September 2014 be adopted.

21. Policy Committee – 16 September 2014

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

Members resolved to accept recommendation 18.

The Town Clerk identified that Minute 17 should be treated as a recommendation, not a resolution. Council debated the advantages and disadvantages of requesting a Community Governance Review, in particular focusing on the short timescale between the announcement of an outcome, likely to be in February 2015, and the elections in May 2015, and whether this outweighed any advantage of seeking to amend the current LGBCE recommendation which is viewed as electorally unfair. On being put to the vote it was

Resolved

That the Council urgently request West Dorset District Council to carry out a Community Governance Review

Council then discussed the merits of two alternative options that would be more electorally fair than the LGBCE proposal, and on being put to the vote it was

Resolved

That the Council proposes to West Dorset District Council that 8 councillors should be elected for North Ward and 5 each for South, East and West Wards, a total of 23 councillors, with effect from May 2015

Resolved

That the minutes of the meeting of the Policy Committee held on 16 September 2014 be adopted.

22. Police Matters

Inspector Marsh presented a report regarding recent policing issues, which highlighted a small overall reduction in crime incidents. Burglaries, theft, and criminal damage had reduced over the last period, while assaults and thefts from motor vehicles had increased. He noted that the local Police service had coped well with reduced staff during the summer during a period of short term redeployments and sickness. Current issues included a risk that class A drug selling will be displaced due to a crackdown in Weymouth, and an initiative to reduce begging in Dorchester.

Inspector Marsh responded to questions about the relationship between assaults and drug and alcohol abuse, and in relation to domestic violence. He confirmed that a recent assault at Dorset County Show was very unusual for the event, and responded to concerns about drunkenness on West Walks/Bowling Alley Walks.

In response to a question he identified his support for the Crime and Prevention Panel and answered general questions regarding the closure of the Police Inquiry Desk at Dorchester Police Station and emphasised that drop-in sessions at the Library would continue.

The Council rose at 8.14 pm.

Mayor

After the meeting the Council held a Democratic Half Hour.

Dorchester Town Council

Planning and Environment Committee

6 October 2014

Present: Councillors V. Allan, R. Biggs, K. Armitage, A. Canning, T. Harries, S. Jones, F. Kent-Ledger, R. Potter, M. Rennie and D. Taylor

Apologies: Councillors C. Biggs, S. Hosford (Chair), T. Jones, P. Mann (Mayor) and D. Roberts

In the absence of the Chairman, the Vice Chairman, Councillor R. Biggs, took the chair for the meeting.

41. **Minutes**

The Minutes of the meeting of the Committee held on 1 September 2014 and of the special meeting held on 8 September 2014 were confirmed and signed by the Chairman as a correct record.

42. **Minute Update Report**

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

Members discussed the possible impact of WDDC reviewing its contribution to DTEP, the likelihood of enhancements to South Street, heritage improvements to High West Street, upgrades to the traffic light system throughout the Town and the importance of safety works at the Top O'Town roundabout. It was noted that more information on specific costings of individual elements of the Plan would be provided to the November DTEP Working Group for consideration and decision, followed by consultation as appropriate.

Minute 32/14 Dorchester Prison Site

The Committee Clerk advised that the Ministry of Justice had offered for its Regional Estates Officer to meet with a Town Council representative to discuss the issues relating to the maintenance of the Prison garden alongside the Mill Stream.

Minute 4/14 High East Street

Members welcomed the initiatives proposed by Dorchester Heritage Committee in respect of making improvements to High East Street and they commented on works already being undertaken in the area. Comment was made that it was important to progress a meeting with the Dorchester BID.

Resolved

That the Minute Update Report be noted.

43. **Car Parking**

The Chairman advised that the Committee Clerk had ascertained that Chris Graves, Parking Manager, WDDC would not be attending the meeting for the scheduled agenda item. Members were very disappointed to hear this and, following

discussion, agreed that a letter should be sent to David Evans, Director of Environment, WDDC expressing their concern at this and requesting that both he and Mr Graves attend the Committee's next meeting to discuss the scheduled items and to explain the current long term Parking Strategy for Dorchester.

The Committee considered the Town Clerk's comments on car parking issues and while Members supported most points there were some, such as provision for long stay parking for workers, which they did not agree with. The impact of the Charles Street development on parking in the Town, both during and after construction, was a point that Members wanted further clarification on and they requested that David Evans should address this when he attended their future meeting.

Resolved

That David Evans and Chris Graves of WDDC, be requested to attend the meeting of the Planning and Environment Committee on 3 November 2014 to discuss the consultation process for any proposed changes to car parking charges etc for 2015/16, to answer Members' questions on this and other District Council related parking issues across the Town, to explain the current long term Parking Strategy for Dorchester and to clarify the plans for parking provision in the Town, both during construction and after completion of the Charles Street development.

As members of West Dorset District Council's Development Control Committee, Councillors Jones and Potter left the meeting for the consideration of the following item.

44. Planning Applications

Mr M Hebditch, of St Johns Way, and a representative of Dorchester Civic Society addressed the Committee outlining their concerns regarding WD/D/14/002066, the Great Field.

Mr P Porter, of Herringston Road, addressed the Committee outlining his concerns regarding WD/D/14/002301, 7 Herringston Road.

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

Resolved

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

Councillors Jones and Potter re-joined the meeting.

45. **Dorset-wide Gypsy, Traveller and Travelling Show people Site Allocations Joint Development Plan Document - Additional Sites Consultation**

The Committee discussed the site adjoining the former highway north of the B road, west of West Stafford and the majority of Members supported this as an additional traveller site, subject to the provision of regulatory facilities.

Resolved

That the response form to the Dorset-wide Gypsy, Traveller and Travelling Show people Site Allocations Joint Development Plan Document be completed indicating that Dorchester Town Council supports the site adjoining the former highway north of the B road, west of West Stafford being used as an additional traveller site.

46. **Decisions on Planning Applications**

Councillor Canning reported that he was acting as arbitrator between WDDC and the applicant for planning application WD/D/14/001008.

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

47. **Urgent Item**

There were no urgent items.

Chairman

Dorchester Town Council

Planning applications considered by the Planning and Environment Committee – 6
October 2014

1. **16 CORNHILL, DORCHESTER, DT1 1BQ**
WD/D/14/001905
Replace existing shopfront with new timber shopfront; Remove existing tiles, cut and infill slab to form entrance area to sit new door. Prepare and lay Wolliscroft Lunar anti-slip 150mmx150mm dark grey tiles; Replace existing fascia panel with new timber fascia panel with non-illuminated lettering and logo; Replace existing projecting sign with new timber projecting sign with non-illuminated lettering and logo.
WD/D/14/001906 (Advertisement Consent)
New timber fascia panel with non-illuminated lettering and logo. New timber projecting sign with non-illuminated lettering and logo
WD/D/14/002400 (Listed Building Consent)
Fit out internal ground floor with new fixtures & fittings. Replace existing aluminium shopfront with new timber shopfront. New fascia sign & projecting sign. No works to first & second floors
Conservation Area and Grade II Listed Building
No objection

2. **GLYDE PATH HOUSE, 36-41 GLYDE PATH ROAD, DORCHESTER, DT1 1XB**
WD/D/14/002298 (Not a planning application – change of use only as permitted development)
Change of use from B1 Use Class to C3 Use Class to provide 12 units
Conservation Area
No objection. However, Members were concerned at the impact the development of 12 units with only six parking spaces would have on the, already stretched, residents parking permit scheme covering area RPD in the Town.

3. **1 CAPITOL CLOSE, DORCHESTER, DT1 2QS**
WD/D/14/002176
Proposed pitched roof garage to side. Existing garage to be converted into new lounge with infill extension to rear and porch to front. New pitched & lean-to roof over garage/utility.
No objection

4. **WATER TOWER, WESSEX ROAD, DORCHESTER**
WD/D/14/002227 Listed Building Consent
Repairs and minor improvement to detail of steel roof. Reroofing.
Grade II Listed Building
No objection

5. **THE GREAT FIELD, PEVERELL AVENUE EAST, POUNDBURY**
WD/D/14/002066 (Outline)
Construction of 5no. dwellings and extension of existing access road

Recommend refusal.

Members considered that the Poundbury Development Brief, adopted by WDDC in 2006 as a Supplementary Planning Document, was fundamental to consideration of this application and the protection of the Great Field.

Members considered that developing this site would not accord with the Poundbury Development Brief regarding the description, purpose and designation of the Great Field. The Great Field is used by many residents, from across the whole Town, and to reduce this public open space would have a negative impact the public amenity available not only to residents in the immediate vicinity, who had limited personal amenity space, but also to the wider community. The Great Field is a defining aspect and focus point of Poundbury and should remain as detailed in the Poundbury Development Brief. The development would be detrimental to the open nature of the Great Field creating an additional and unnatural boundary, adversely changing the character of the eastern edge of it. As such the development would be contrary to Policies DA3 and DA5 of the WDDC Local Plan (2006).

Having regard to the size of the proposed dwellings in the development, and the topography of the area, this would lead to a significant increase in overshadowing to and loss of outlook from neighbouring residential properties. As such it is considered that the proposed development would result in significant adverse effects on the living conditions and amenity of a number of neighbouring occupiers as a result of loss of outlook and privacy and an overbearing impact contrary to the objectives of Policy DA6 of the WDDC Local Plan (2006) and the NPPF (2012).

The impact of the introduction of further hard surfacing to the access road and the consequent run off of water, could cause flooding, in an area already prone to this, and this would have an adverse impact on the amenity of residents to the south of the site, particularly in Chestnut Way. This would be contrary to the objectives of Policy AH2 of the WDDC Local Plan (2006) and Section 10 of the NPPF (2012).

The construction of the development would have a negative impact on trees on site, a number of which are covered by TPOs, and it would obstruct views of the trees which form the original, existing, natural boundary to the Great Field as set out in the Poundbury Development Brief. Section 11 and Policy DA1 of the WDDC Local Plan (2006) refers.

Alongside these reasons for refusal, which Members felt very strongly about, Members were not convinced that this development, of five very large executive style houses, would go anyway in addressing identified housing need in the Town nor make any significant contribution to the housing land supply.

**6. DORCHESTER RUGBY FOOTBALL CLUB HEADQUARTERS, COBURG ROAD, DORCHESTER, DT1 2HX
WD/D/14/001572**

Construction of a disabled ramp to enable access to the lower pitch
No objection

**7. MCDONALDS RESTAURANTS LTD, BRIDPORT ROAD, MARTINSTOWN, DORCHESTER, DT2 9DL
WD/D/14/002122**

Refurbishment of restaurant and car park, including installation of new full height windows and automated entrance doors, with the construction of a new corral, dry

store and patio area

Dorchester Town Council's comments requested as adjoining parish.

No objection

8. **DORSET COUNTY HOSPITAL, WILLIAMS AVENUE, DORCHESTER, DT1 2JY**
WD/D/14/002160

Part infill of an existing paved balcony area to create 2 no. bedrooms with en-suite shower rooms, a small kitchen and store. Replace existing tiles to main roof above this area

No objection

9. **65 WESSEX ROAD, DORCHESTER, DT1 2NU**
WD/D/14/001732 (Retrospective)

Construct a 1.80m high close board fence to rear and side of back garden

No objection

10. **THE FORGE, 47 COLLITON STREET, DORCHESTER, DT1 1XH**
WD/D/14/002305 Listed Building Consent

Replace two windows in rear flat roofed extension, add glazing to rear door to garden, and remove an internal WC room, adjacent to the kitchen, installed by previous owner.

Conservation Area and Grade II Listed Building

No objection

11. **6 CAMBRIDGE ROAD, DORCHESTER, DT1 2LR**
WD/D/14/002351

Erect single storey rear extension

No objection

12. **9 OLGA ROAD, DORCHESTER, DT1 2LY**
WD/D/14/002147

Erect porch at rear of property

Conservation Area

No objection

13. **7 HERRINGSTON ROAD, DORCHESTER, DT1 2BS**
WD/D/14/002301

Erect single storey dwelling

Recommend refusal.

The provision a dwelling to the rear of 7 Herringston Road would be out of character with the established pattern and lower density of development within the locality, and having regard to the plot size of the proposed dwelling this would be overdevelopment of this part of the existing site. This development would be contrary to the objectives of Policies DA5 and DA7 of the WDDC Local Plan (2006).

Concerns were raised about traffic access issues to and from the site and by the busy nature of the road, parked cars in the vicinity, limited visibility due to mature trees along the roadside, there were considered to be many safety issues. This development would be contrary to the objectives of Policy AH14 of the WDDC Local

Plan (2006).

14. **SECTOR 2.83B SOUTH WEST QUADRANT**
WD/D/14/002265
Construction of a semi-detached bungalow to incorporate two dwellings, each with two bedrooms
No objection

15. **LAND ADJACENT SHOWROOM AND MILL HOUSE, MILLERS CLOSE, DORCHESTER**
WD/D/14/002401
Change of use of land from storage and parking, to display and sale of vehicles
No objection

16. **2 CLARENCE ROAD, DORCHESTER, DT1 2HZ**
WD/D/14/002177
Demolish rear lean-to. Infill extension to side. Internal alterations. Raise roof and form new bedrooms to roof area with dormers to the front elevation
Recommend refusal. Having regard to its overall density and resulting prominence within the street scene at the corner junction of Coburg Road and Clarence Road, the development will be detrimental to the character of the area and the street scene. This development would be contrary to the objectives of Policies DA5 and DA7 of the WDDC Local Plan (2006).

17. **2 OLGA ROAD, DORCHESTER, DT1 2LX**
WD/D/14/002198
Rear First Floor Extension
Conservation Area
No objection

18. **29 WESSEX ROAD, DORCHESTER, DT1 2NU**
WD/D/14/002466
Single storey rear extension to produce ground floor bedroom and shower room
No objection

Dorchester Town Council

Planning and Environment Committee

3 November 2014

Present: Councillors R. Biggs, K. Armitage, T. Harries, S. Hosford (Chair), T. Jones, F. Kent-Ledger, M. Rennie and D. Roberts

Also in attendance: Councillor A. Lyall, who declared an interest in planning application WD/D/14/002449.

Apologies: Councillors V. Allan, C. Biggs, S. Jones, P. Mann (Mayor), R. Potter and D. Taylor

48. Minutes

The Minutes of the meeting of the Committee held on 6 October 2014 were confirmed and signed by the Chairman as a correct record.

49. Minute Update Report

Minute 4/14 High East Street

The Town Council's representative on the Dorchester BID offered to raise the issue at the BID's next meeting.

Resolved

That the Minute Update Report be noted.

50. Car Parking

The Chairman welcomed Stuart Longbottom, Assets and Infrastructure Manager, West Dorset District Council (WDDC) to the meeting and she outlined how the Town Council had been unhappy with the consultation process over parking charges last year.

Mr Longbottom reported that no consultation had taken place so far this year and WDDC were not intending to increase parking charges for 2015/16. The first phase of installation of new parking machines would take place in Dorchester shortly and these machines would accept coin/key pad/phone payment. From the New Year, machines could also be programmed to accept chip and pin and contactless phone payments and next year there would be trials of payment on exit.

Members asked for confirmation, in writing, that there would not be an increase in parking charges for 2015/16 and they welcomed this news.

There was discussion about the impact of the Charles Street development on parking within the Town Centre and there were details provided in the Minute Update Report. Concerns remained and Members considered that the Town Council should be proactive in seeking information on the developer's proposals.

Questions were asked about a pilot scheme for pay on exit in Dorchester and the Dorchester BID's contribution to this. Mr Longbottom advised that no pilot had taken place and any cameras installed in car parks were observational only.

Members raised concerns about the lack of lighting in the Upper Fairfield car park, the locking of the Lower Fairfield car park at night, the public's views on camera's in car parks and the lack of a cross authority strategic approach to parking in the Town. There were further points that Members considered needed clarification and discussion but they appreciated that Mr Longbottom was not in a position to cover all of these at this meeting.

A Member raised the issues of the data available for car park usage and of introducing variable charging in car parks and he considered that the latter should be an important item for assessment and consideration by WDDC.

Mr Longbottom was interested in the priorities for the Town Council and he said he would look into the issues raised by the Committee.

It was agreed that the Town Council would write to WDDC detailing the car parking issues that it still had concerns with and a WDDC officer could be invited to attend another, possibly special, meeting when it was clear what points needed further explanation and discussion.

Resolved

- i) That the Town Council writes to WDDC supporting its proposal not to increase car parking charges in Dorchester for 2015/2016.
- ii) That the Town Council writes to WDDC detailing the car parking issues that it still had concerns with.
- iii) That a WDDC officer be invited to a future meeting if the Planning and Environment Committee identifies points, relating to car parking issues in the Town, that need further explanation and discussion.

51. Herrington Road Community Speed Watch Scheme

The Chairman welcomed Mr Barry Preedy, co-ordinator of the Herrington Road Community Speed Watch Scheme.

Mr Preedy summarised the operation and outcome of the Scheme over the last six months, which was detailed in an information sheet circulated to Members, and he commented on the DCC survey undertaken in the road in 2011. The conclusion of the Police, from the data gathered so far, was that speeding in the road was not a problem but it was his view that current speeds were dangerous. He mentioned the positioning of the data cable used in the 2011 survey and considered that there were better sites in the road for a cable to be deployed. He thanked the Town Council for their support and asked that DCC be encouraged to review the road again. There were several options that he considered needed further consideration:

- Entering Dorchester from Weymouth – bigger 30mph signs and lead up

signage;

- Flashing speed sign i.e. Speed Indicating Device;
- Further DCC traffic survey.

The Chairman provided information from Dorset Police indicating that 136 letters had been sent to drivers driving over the speed limit but no second or third follow up letters had been necessary.

The Committee was pleased that the Scheme was working well and with the level of community involvement. It had previously considered purchasing a Speed Indicating Device but this had not been supported.

Mr Welch, a resident of Herringston Road, addressed the Committee. He spoke about the possibility of the Manor Park estate being identified as a 20mph zone and explained that with changes in legislation, such areas were simpler to introduce and to sign.

Members stated that this option had been considered in the past but there had been some opposition from local residents. With all of the options being suggested, more evidence was needed and it was agreed that DCC should be asked for all available traffic data relating to Herringston Road. If this data was inconclusive, the Committee could consider requesting DCC to carry out a further traffic/speed survey in the road.

It was also agreed that the Committee Clerk should check what requests had already been made to DCC for improved and/or clearer signage in Herringston Road.

Members asked for confirmation as to whether the budget agreed for supporting the Community Speed Watch scheme was ringfenced.

Resolved

- i) That Dorset County Council be asked to provide all available traffic data relating to Herringston Road.
- ii) That the Committee Clerk checks what requests had already been made to DCC for improved and/or clearer signage in Herringston Road.
- iii) That the Town Clerk be asked for clarification as to whether the budget agreed for supporting the Community Speed Watch Scheme was ringfenced.

Councillor T Jones left the meeting.

52. **Planning Applications**

Councillor A Lyall and the owner of No 5 Little Britain addressed the Committee outlining their concerns regarding planning application WD/D/14/002449, 11A St Georges Road.

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

Resolved

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

53. **Part Night Street Lighting**

A Member raised the issue of Dorset County Council being asked to look at increasing the hours of street lighting in the area around Dorchester South Station, the approach roads and Monmouth Road during the first and last weeks of British Summer Time and she explained the situation further.

Members appreciated her concerns but after receiving advice about the operation and setting of the street lights and Dorset County Council's policy stand on this issue, it was agreed not to pursue this.

The Committee considered that when Dorchester South station was rebuilt, its new lighting scheme might improve the situation.

54. **Decisions on Planning Applications**

The Committee noted the decisions made by West Dorset District Council on planning applications.

55. **Urgent Item**

The Town Council had received a request from DCC for the Town Council's comment on introducing no stopping between the hours of 8.00am and 5.00pm, Monday to Friday, on school 'keep clear' markings at the southern school gates of Manor Park First School in Mellstock Avenue.

Resolved

That Dorset County Council be advised that the Town Council supports the proposal to introduce additional parking restrictions at the southern school gates of Manor Park First School in Mellstock Avenue.

Chairman

Dorchester Town Council

Planning applications considered by the Planning and Environment Committee on 3 November 2014

1. **34 MELLSTOCK AVENUE, DORCHESTER, DT1 2BQ**
WD/D/14/002237
Replace an existing rear conservatory with a single & two storey extension. Replace the main entrance porch flat roof with a lean to roof.
No objection

2. **11A ST GEORGES ROAD, DORCHESTER, DT1 1PA**
WD/D/14/002449
Redevelop site by erection of 3 no. dwellings.
Recommend refusal. The two storey dwellings would be considerably higher than the boundary wall and existing out-buildings. The difference in height and the substantial length of proposed terrace would materially alter the outlook from adjoining gardens as well as the amount of sunlight reaching some areas. No 5 The Barn, Little Britain, which is the closest to the boundary and whose garden is at a lower level than the site, would be particularly adversely affected. The number of upstairs windows on the rear elevation of the units would allow overlooking views into the rear garden of 13 St George's Road. The proposal would materially reduce several neighbours' current level of amenity. It would be unduly dominant and overbearing, and could result in overlooking of adjoining gardens which have previously enjoyed privacy along their boundaries. For these reasons, it would be contrary to West Dorset District Local Plan (2006) policy DA6.

3. **EMERALD COTTAGE, ALICE ROAD, DORCHESTER, DT1 2LL**
WD/D/14/002340
Loft conversion with side flat roof dormer. Conversion of garage into office
No objection

4. **UNIT D2, MARABOUT INDUSTRIAL ESTATE, DORCHESTER, DT1 1YA**
WD/D/14/002464
Construct two window openings in west elevation
No objection

5. **GOULDS FASHION STORE, 11-12 SOUTH STREET, DORCHESTER, DT1 1BU**
WD/D/14/002270 + WD/D/14/002271 (Advertisement)
Conservation area and affects setting of Listed Building
Replacement of existing shop fascia / signage and the construction of a new sign box with signage sited above the existing entrance doors
No objection

6. **101 BRIDPORT ROAD, DORCHESTER, DT1 2NH**
WD/D/14/002554

New two storey side extension and internal alterations
No objection

7. **FLAT 4, BRIDGE COURT, HIGH EAST STREET, DORCHESTER, DT1 1JA**
WD/D/14/002181
Conservation Area and Grade II Listed Building
Change of use from staff and guest accommodation to a residential flat
No objection

8. **35 MELLSTOCK AVENUE, DORCHESTER, DT1 2BG**
WD/D/14/002628
Replace an existing flat roofed side extension with a new lean to extension and main entrance porch
No objection

9. **KINGS POINT HOUSE, 5 QUEEN MOTHER SQUARE, POUNDBURY, DORCHESTER, DT1 3BW**
WD/D/14/002601
Erection of detached building for mixed use as public house and restaurant with hotel accommodation (A3/A4/C1)
No objection

10. **FLATS 57-74 CHRISTCHURCH COURT, THE GROVE, DORCHESTER, DT1 1TD**
WD/D/14/002644
Conservation Area
Clad the walls with external insulation finished with real brick slips of colour to match existing
No objection

11. **FLAT 3, 10 QUEENS AVENUE, DORCHESTER, DT1 2EW**
WD/D/14/002667
Conservation Area
Extension to flat within footprint of existing yard
No objection, however the Committee regretted that the distinctive 'Arts and Crafts' features of the existing roof would be lost.

12. **RED COW FARM, 75 ST GEORGES ROAD, DORCHESTER, DT1 1PB**
WD/D/14/002579
Construct new road, demolish existing farm buildings, convert existing barn into three dwellings and erect fifty one further dwellings and employment with associated garaging and access. Provide allotments and public open space with variation of Condition 1 of planning approval 1/D/09/001378 due to minor amendments to drawings 0327.112A and 0327.113A (existing barns are not suitable for conversion and need to be demolished and rebuilt as new)
No objection. However, the Committee was concerned that the existing boundary wall on the south east corner of the residential element of the development (St Georges Rod and the lane leading to Long Bridge) be retained as this was a distinctive feature of the area.

13. **29 DAGMAR ROAD, DORCHESTER, DT1 2NA**
WD/D/14/002629 (Variation of Condition)
Single storey rear extension to provide ground floor bedroom and shower room for use by disabled son of applicants.
No objection

14. **25 SOUTH COURT AVENUE, DORCHESTER, DT1 2BY**
WD/D/14/002679
First floor extension to provide additional bedroom
Plans not accessible on Dorset For You so application deferred until meeting on 1 December 2014.

Dorchester Town Council

Management Committee

11 November 2014

Present: Mayor P. Mann and Councillors K. Armitage, D. Barrett, S. Hosford, S. Jones, F. Kent-Ledger, A. Lyall, R. Potter (Chairman) and M. Rennie.

In Attendance

P. Grassby and A. Smith – Dorchester Rugby Club

P. Sparks - Rethink

Apologies: Councillors C. Biggs, T. James and D. Taylor.

23. Minutes

The Minutes of the Meeting of the Committee held on 9 September 2014, adopted by Council on 23 September 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

24. Community Activities Panel

(a) Community Activities Panel - Minutes

The Committee considered the Minutes of the Community Activities Panel held on 18 September, 2014 (for Minutes see Appendix I). The Chairman of the Panel reported that the grant paid in respect of the premiere of 'Passion' was much less than had been agreed and that it had helped make the premiere evening a great success. The Chairman also thanked those Members who had offered to help during the visit of the youth footballers from Lübbecke. The Mayor reported that the young people from 'Routes' had been awarded a national award for exceptional enterprise.

Resolved

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

(b) Dorchester Rugby Club

Further to Community Activities Panel Minute No 10 (4) the Committee welcomed representatives from Dorchester Rugby Club who then addressed Members in support of the Club's application for a grant of £2,000 towards a project to create ladies changing and shower facilities and toilets which would be disabled friendly together with a disabled access ramp. The representatives responded to Members detailed questions regarding the project.

Resolved

That a grant of £2,000 be awarded to the Dorchester Rugby Club.

25. Borough Gardens Refreshment Kiosk

Further to Management Committee Minute No 16 (a) Members welcomed Pauline Sparks, Rethink Service Manager, Dorset Area who addressed the Committee in respect of the kiosk operation during the summer of 2014 and aspirations for future operation. In response to questions regarding the kiosk not being open it was noted that the kiosk should be open at all times during the agreed opening hours, a copy of which would be sent to the Council, and that if it was not this should be reported to Rethink straight away as staff had been booked and paid to be in attendance at the kiosk. The kiosk also endeavoured to stay open late when events were held in the Gardens and that for the future it would be helpful to have a copy of the Council's events list. Rethink would be happy to operate a separate ice cream stand at peak times so long as storage, staffing and health issues could be overcome.

Members expressed their gratitude to Rethink for running the kiosk.

The Committee considered whether to supplement the service during events and agreed that this should be considered further dependent on how the service operated during the early part of next season.

Resolved

- (1) That the Gardens staff be requested to ensure that the kiosk is open when advertised at a set time each day and report immediately if it is not.
- (2) That a representative from Rethink be invited to attend the March 2015 meeting of the Committee to review the winter operation and arrangements for the summer season.

26. Borough Gardens Bowling Green and Grass Free Lawn

The Committee considered a report by the Town Clerk which updated Members on the possible future uses of the bowling green and potential location of the grass free lawn project. Members supported the grass free lawn being located on the bowling green and asked that Officers explore the possibility of supplementing the lawn with additional wildflower planting, moving the outside gym equipment to that location and possibly the provision of a climbing facility. Some form of sports arena could be located in the area vacated by the outside gym.

Resolved

- (1) That one third of the bowling green area is removed using a turf cutter, the exact location being agreed in consultation with the Dorset Wildlife Trust.

- (2) That a further report regarding options for the design of the bowling green space, including those ideas suggested above, be submitted to the March 2015 Committee.

27. Borough Gardens Park Keeping Arrangements

Members had before them a report by the Deputy Town Clerk which updated them on the revised arrangements for paying the park keepers and reported on a proposal to trial a change to the summer closing time from 10.00pm to 8.00pm at the latest. Members felt that 8.00pm was too early but agreed that a trial of 9.00pm closing should be undertaken next summer.

Resolved

- (1) That the revised arrangements for paying park keepers be noted.
- (2) That a trial of closing the Borough Gardens at 9.00pm at the latest next summer be agreed.

28. Management Arrangements

The Committee considered the schedule of work for the Outdoor Services Team. It was reported that there was an old gate at Sandringham Sports Centre which needed removing and that it would be helpful to document that sports pitches were inspected for dog mess at the same time as the nets, corner flags etc are being put out in readiness for the match and that the documentation had been completed regarding the inspection of play areas.

Resolved

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

29. Trees at Sandringham Sports Centre

Members considered a report by the Town Clerk on a request received from a local resident to remove a tree at Sandringham Sports Centre. The sycamore tree was a poor specimen having forked twice during its development and it had grown in such a way as to block the light from the resident's property for much of the day.

Resolved

- (1) That the sycamore tree be removed and not replaced.
- (2) That the sycamore saplings that have grown in the south eastern corner of the playing fields be removed over the winter.
- (3) That a planting scheme be developed for the south eastern raised area of Sandringham Sports pitches.

30. **Red Cow Farm Development**

The Committee had before it a report by the Deputy Town Clerk which updated Members on their previous decision to investigate removing the obligation of the developer to provide play equipment etc in exchange for a contribution towards a footbridge and whether potential existed to develop the proposed new eastern allotment plot for additional units of affordable housing.

Members noted that due to the Environment Agency's design restrictions and the possible presence of water voles it was likely that the cost of installing a new footbridge would be very significant.

The Committee noted the work that had taken place in respect of the possible provision of affordable housing on the site originally proposed for new allotments.

Resolved

- (1) That a new footbridge not be pursued and that the Section 106 contribution be used for other play equipment improvements elsewhere in the town.
- (2) That the work that had taken place in respect of the possible provision of affordable housing on the site originally proposed for new allotments be noted.

31. **Allotment Fees 2015**

The Committee reviewed the charges for allotments to be effective from 1 January 2015. Members noted that discussions had been held with allotment representatives about how allotment costs could be reduced and that a full consultation would now be held with all allotment holders.

Resolved

- (1) That the allotment charges for 2015 be as follows:-

| | |
|----------------------------|--------|
| <u>Half Plots</u> | |
| Frome Terrace | £17.50 |
| Other Sites | £18.00 |
| | |
| <u>Full Plot</u> | |
| All Sites | £33.50 |
| | |
| <u>Green Waste Removal</u> | |
| Full Plot | £5.50 |
| Half Plot | £3.50 |
| | |
| <u>Administration Fee</u> | |
| All Sites and Plots | £41.00 |

- (2) That the existing arrangement to charge double rent to those people resident within a four mile radius of the Municipal Buildings who would not qualify for an allotment under the normal criteria be confirmed.
- (3) That the proposed consultation with all allotment holders in respect of reducing costs be agreed.

32. **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.

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.

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.

Resolved

That the action of the Town Clerk in approving designs numbered 4045 to 4051 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

(d) War Grave Plaques

The Committee considered a request from the Commonwealth War Graves Commission for that body to erect plaques at the entrances to Dorchester and Fordington Cemeteries to inform the public that war graves are located within.

Resolved

That permission be granted to the Commonwealth War Graves Commission to erect plaques at the entrances to Dorchester and Fordington Cemeteries to inform the public that war graves are located within. The War Graves Commission to be responsible for obtaining any consents that might be required.

33. Letting Venues – 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.

Resolved

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

34. Municipal Buildings Marketing – Website Development and Weddings

The Committee considered a report by the Deputy Town Clerk on the outcome of the discussion of the group established to investigate marketing and promotion of the Municipal Buildings. The group had met and agreed that it would be beneficial for the Municipal Buildings to have its own stand-alone website which would have a greater visual impact to potential customers and improved links with social media. The group had also agreed that a weddings package should be developed to attract more weddings to the Buildings. Proposals for both a website and a weddings package were set out in the report. Members expressed concern regarding the proposed list of known suppliers included within the wedding documentation and felt that a more comprehensive list should be developed following consultation with the business community.

Resolved

(1) That a stand-alone website for the Municipal Buildings be established as soon as possible.

(2) That the proposed weddings package, subject to a more comprehensive list of possible suppliers being developed through the business community, be approved for implementation in 2016.

35. Corn Exchange Clock

Members had before them a report by the Deputy Town Clerk seeking approval to donating the original 'Saunders of Dorchester' Corn Exchange clock to the Dorset County Museum. It was reported that a member of the public had volunteered to contribute £300 per year for maintaining the clock so long as it was kept in the Corn Exchange.

Resolved

That the Corn Exchange clock be retained in the Corn Exchange and that the offer of £300 per year for its maintenance be accepted with thanks.

36. Municipal Buildings - Charges

The Committee considered a report by the Deputy Town Clerk which proposed a new simpler charging strategy which would make the Municipal Buildings more attractive to hirers. In respect of charges for weddings it was noted that the Committee had previously agreed to introduce a 'wedding package' from 2016. In the meantime it was proposed to increase the existing charge for weddings to £400 inclusive of VAT for use of any of the three wedding rooms.

Resolved

- (1) That the revised Municipal Buildings charging regime (as set out in Appendix II to these Minutes) be agreed and implemented as from 1 April 2015.
- (2) That the revised fee for a civil wedding, in any of the licenced rooms, be £400 inclusive of VAT as from 1 April 2015.

37. Paid Invoices

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1 September 2014 and 31 October, 2014 totalling £108,562.65 (net) together with direct debits for the same period totalling £126,647.83 (net).

Resolved

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

38. Information Reports

The Committee considered the various reports which had been submitted for information. In regard to the Dorchester Joint Markets Joint Informal Panel minutes it was noted that the Town Clerk had clarified with West Dorset District Council that whilst the administrative arrangements would be covered by that Council's service review the monies for distribution would not.

Resolved

That the various information reports be noted.

39. Public Bodies (Admission to Meetings) Act 1960

The Committee considered whether to exclude press and public from the meeting.

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.

40. Municipal Buildings – Possible Joint Use

The Committee considered a report by the Town Clerk on the possible joint use of the Municipal Buildings from May/June 2015. Members supported the proposal in principle subject to the tapestries remaining in place, and agreed that a further report on the detail of the arrangements be presented to the next meeting of the Committee. It was also agreed that a start and finish group consisting of the Chairmen of the Management Committee and Property Management and Maintenance Panel and Councillor S. Jones, plus a Member from Policy Committee, be established to assist in the process as and when necessary.

Resolved

- (1) That the possible joint use of the Municipal Buildings from May/June 2015 be supported in principle, subject to the tapestries remaining in place, and that a further report on the detail of the arrangements be presented to the next meeting of the Committee.

- (2) That a start and finish group consisting of the Chairmen of the Management Committee and Property Management and Maintenance Panel and Councillor S. Jones, plus a Member from Policy Committee, be established to assist in the process as and when necessary.

Chairman

Dorchester Town Council

Community Activities Panel

18 September 2014

Present: Mayor P. Mann and Councillors T. Harries, S. Hosford, F. Kent-Ledger and M. Rennie (Chairman).

In attendance: John Antell (Chairman of the Lübbecke Society)
Hilary Watkins (Representative of the Bayeux Society)

Apologies: Councillors T. James and S. Jones.

6. WW1 Commemorations

(1) Evaluation of the WW1 Commemoration Event 'Dorchester and the Great War' held in the Corn Exchange on Friday, 8 August.

The Deputy Town Clerk reported on the WW1 Commemoration event held in the Corn Exchange on Friday, 8 August in partnership with a number of other agencies. He informed the Panel that the feedback from the event had been extremely positive and that the event had been well received by the public. The Deputy Town Clerk informed the Panel that the event had also raised £120 for The Rifles Care for Casualties charity.

The Chairman informed the Panel that letters of thanks had been sent to all those involved and that a letter of thanks had been published in the Dorset Echo. The Chairman suggested that consideration should be given to an event to be held in 2018 to commemorate the end of WWI.

The Mayor commended the team from Routes who had worked on the 'Walking in Their Shoes' Project.

(2) AsOne Theatre Company Grant Request

The Panel considered a further grant application from the AsOne Theatre Company for a grant of £500 to cover the costs of offering a number of tickets to see the world premiere performance of 'Passion' to veterans and older or younger citizens of Dorchester who otherwise might not have the opportunity to attend live theatre. The Panel queried who would be responsible for allocating the tickets and felt that the allocation of tickets should be shared with another agency.

(3) Dorchester Town Football Club WW1 Commemoration Football Match

The Deputy Town Clerk updated Members on the preparations for the Football Match to commemorate WW1 to be held on Wednesday, 10 December. The Panel

noted that a request for funding may be received for the event which would be held before the next Panel meeting.

(4) Bayeux War Correspondents Photo Exhibition

The Chairman informed the panel of a War Correspondents Photo Exhibition that was held annually in Bayeux. The Chairman explained that each year young people in Bayeux were given the opportunity to vote on the winner of a competition for young exhibitors. Members heard that discussions were in place to consider the possibility of bringing the exhibition to Dorchester and that should it not be possible to bring the exhibition to Dorchester that the young people of Dorchester could be given the opportunity to vote on the winner of the competition for young exhibitors.

In accordance with the powers delegated at Standing Order 50 it was

Resolved

(1) That a grant of up to £500 be awarded to the AsOne Theatre Company to cover the costs of offering a number of tickets to see the World premiere of Passion to veterans and older or younger citizens of Dorchester and that another agency work in partnership with Dorchester Town Council to distribute the tickets.

(2) That should a request for financial assistance be made by Dorchester Town Football Club for the WW1 Commemoration Football Match, the Town Clerk be authorised to consider the grant application following consultation with Panel Members.

Recommended

That consideration be given to an event to be held in 2018 to commemorate the end of WW1.

7. **Bayeux Society Reception**

The Panel heard from a representative of the Bayeux Society that the visitors from Bayeux enjoyed the welcome reception held on Friday, 12 September despite arriving late due to problems with the ferry crossing and were very grateful. Members felt that the reception was a success and that the Corn Exchange was a better venue for a reception than the Town Hall as there was more room available. Members identified the need for more tables and chairs. Concern was also expressed regarding the timing of the reception and felt that it would be more practical to not hold future receptions on the immediate arrival of visitors to Dorchester as it could be tiring for the visitors and cause an inconvenience to host families. The Panel was concerned that should the Mayor have had another engagement to attend on the evening of the reception then difficulties would have arisen. Members were also concerned that should a party of visitors be delayed again that staffing levels could suffer due to personal commitments.

Recommended

(1) That more tables and chairs be made available to guests at all Receptions.

(2) That all future receptions take place after the visitors' day of arrival.

8. Visit of Footballers from Lübbecke

The Panel noted that a party of young footballers would be visiting Dorchester from Friday, 3 October to Sunday, 5 October. Members agreed the proposed draft itinerary but were concerned that there would not be enough notice for the Explorer Scouts to attend the barbecue. Members agreed that all Councillors should be contacted to ascertain their availability to help over the course of the weekend. The Panel strongly felt that a no smoking and no alcohol policy should be imposed on all adults whilst in the presence of the young visitors.

Recommended

(3) That all Councillors should be contacted to ascertain their availability to help over the weekend of the 3, 4 and 5 October 2014.

(4) That a no smoking and no alcohol policy be imposed on all adults whilst in the presence of the young visitors.

9. Society Reports

(1) Bayeux Society

The Panel heard from a representative of the Bayeux Society that the society had recently enjoyed a very active period with a visit to Bayeux with the Dorchester Tigers Basket Ball team from the Thomas Hardy School to commemorate the 70th anniversary of the D-Day landings in Normandy, a trip to Bath and a Cream Tea Party.

The representative from the Society reported that they were to enjoy an interesting programme of speakers throughout the winter months, topics to include The Red Arrows and the Mary Rose, she informed the Panel that the Society were also looking forward to an upcoming Drum Work Shop.

The representative informed the Panel that the Society had launched a Dorchester calendar which would be on sale.

(2) Holbæk Society

The Panel received before them a report from the Holbæk Society informing them of their preparations for a visit from members of the Danish Society in Summer 2015. The Society also had a quiz night and a social evening to look forward to.

(3) Lübbecke Society

The Chairman of the Lübbecke Society informed the Panel that the Society had enjoyed a coach trip to Weston Super Mare and a Summer BBQ. He informed the Panel that preliminary discussions were taking place regarding a visit to Lübbecke in 2015.

The Chairman of the Lübbecke Society informed the Panel that he would be stepping down from his role of Chairman at the AGM which was to be held on Friday, 7 November, he gave his grateful thanks for the support of the Secretary, Councillor Tess James over the past year. The Chairman of the Panel and the Mayor requested that a letter of thanks be sent to the Chairman of the Society and his wife. The Mayor also thanked the Chairman for keeping the Society active and vibrant.

Recommended

That a formal letter of thanks be sent to the Chairman of the Lübbecke Society, Mr John Antell and his wife.

10. **Financial Assistance Applications**

The Panel considered grant applications which had been received.

Recommended

(1) That the application from the Keep Military Museum be approved and the sum of £200 be awarded with a letter recommending them to apply for further funding from West Dorset District Council and Dorset Community Action.

(2) That the application from Volunteer Centre Dorset be approved and the sum of £100 be awarded.

(3) That the application from the Dorchester Casterbridge Rotary be not approved at present but that a meeting with a representative for the Dorchester Casterbridge Rotary be arranged to discuss the matter further.

(4) That the application from Dorchester Rugby Football Club be considered further by the Management Committee following a meeting with the applicant.

(5) That the application from the Dorchester Chamber of Commerce Christmas Cracker Committee be approved and the sum of £104.40 be awarded.

| MUNICIPAL BUILDINGS CHARGES | | | | | | | | | | |
|-----------------------------|--|-----|-----|-----|-----|------------------|-------------------|---|--|--|
| | MON | TUE | WED | THU | FRI | SAT | | SUN | | |
| MORNING | All rooms (Corn Exchange, Town Hall, Magistrates Room, Dressing Rooms, Council Chamber) £20 per Hour. Minimum Period 1.5 hours = £30. | | | | | Corn Ex. £220 | Town Hall £100 | Mag Rm/ Dress Rm/ Council Chamber £60 | Reserved for use by Dorchester Town Council or Dorchester Family Church | |
| | | | | | | | | | | |
| AFTERNOON | All rooms (Corn Exchange, Town Hall, Magistrates Room, Dressing Rooms, Council Chamber) £20 per Hour. Minimum Period 1.5 hours = £30. | | | | | Corn Ex. £220 | Town Hall £100 | Mag Rm/ Dress Rm/ Council Chamber £60 | Reserved for use by Dorchester Town Council or Dorchester Arts | |
| EVENING | | | | | | | | | | Corn Exchange £180 per night. Town Hall £100 per night. Magistrates Room, Dressing Rooms, Council Chamber, all £60 per night. |

Notes
 The above charges include VAT
 The Deputy Town Clerk has authority to vary the charge for bookings where there is a local community connection to Dorchester
 The Deputy Town Clerk has authority to vary the charge for repeat bookings
 The Deputy Town Clerk has authority to vary the charge for weekend bookings where more than one session is used
 An additional charge will be made for all bookings beyond midnight
 A separate schedule of charges will apply to Weddings

Dorchester Town Council

Policy Committee

18 November 2014

Present: Mayor P.G. Mann and Councillors V. Allan, R. Biggs, G. Jones, T. Jones (Chairman) and D. Roberts.

24. Minutes

The Minutes of the Meeting of the Committee held on 16 September 2014, adopted by Council on 23 September 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

25. Finance & Performance Report

The Town Clerk presented a report covering the 7 months to 31 October 2014. He updated the Committee with the outcome of pay negotiations for implementation from December 2014, and in response to a question he provided further information about the Council's debtors and bad debt provision.

The Committee reviewed progress regarding the actions identified in the Council's Corporate Plan, which would be used shortly to carry out senior management half-year appraisals. In response to a question about notices at Brewery Square he confirmed that the site was private land.

26. Risk & Resources Panel Minutes

The Committee considered the Minutes of the Risk Management Panel held on 4 November 2014 (Appendix 1) and it was

Recommended

That the strategic and operational risk registers, as amended, be approved.

27. Affordable Housing on site adjacent to Red Cow Farm

Councillor T. Jones declared an interest in development of this area within the town and left the meeting while it was discussed. Councillor G. Jones took the chair for this item.

The Committee considered a report by the Town Clerk in relation to the possible construction of 10 units of affordable housing on land to be passed to the Town Council for allotment purposes.

Members recognised the risks of developing the site, in particular relating to reputational risk should the properties prove unattractive to purchasers, and also

noted the barriers that needed to be overcome, listed in the report, in order to put a scheme together.

Resolved

That the Town Clerk take the necessary steps to progress the scheme to planning application stage, and, with Hastoe Housing, be invited to report back to the Committee in four months' time

28. Warding Arrangements for Dorchester Town Council

The Committee noted a report of the Town Clerk, which identified that it would not be possible to change the warding arrangements determined by the LGBCE in July 2014 before the Town Council elections in May 2015.

29. Dorset County Members Personal Grant Scheme

The Mayor P. Mann identified an interest in this item as Chairman of Dorchester Municipal Charities and did not take part in discussions.

The Committee endorsed the proposal by County Councillors T. Jones and R. Biggs to award the remainder of their county members' budget to the Whetstones Garden Refurbishment scheme.

30. 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.

31. Exploration of further use of the Municipal Buildings by Dorchester Arts

The Committee noted the report of the Town Clerk, considering a number of issues including curtaining of the Corn Exchange, the décor of the building, charging arrangements, the need to limit any impact of increased usage by Dorchester Arts on existing users, how the Corn Exchange building could play a greater role in the community in the long term and the long term plan for Dorchester Arts to move to The Maltings.

Resolved

That discussions continue with Dorchester Arts, supported by a task group of Councillors including Councillor V. Allan as the Committee's representative, and that a further report is submitted to the January cycle of meetings.

Chairman

Dorchester Town Council

Risk and Resources Panel

4 November 2014

Present Councillors T. James, G. Jones (Chairman), Trevor Jones, and R.B. Potter.

Apologies The Mayor (Councillor P. Mann) and Councillor R. Biggs.

1. Review of the Strategic and Operational Risk Registers

(a) Review of the Strategic Risk Register

The Panel reviewed the strategic risk register which identified the overarching risks faced by the Council and made the following risk scoring amendments and comments:-

S002 – Pace of Innovation and Modernisation – reduce impact score from 3 to 2.

S005 – Inappropriate officer and Member relationships / corruption – increase impact score from 3 to 4.

S007 – Major budget overspend / variation resulting from unplanned work or work required at short notice – reduce probability score from 2 to 1.

S010 - Over reliance and / or too demanding of key officers, taking on too many responsibilities – reduce probability score from 2 to 1.

S015 – Not meeting the needs of minorities and the disadvantaged – amend impact and effect of deliverables comment to read ‘Poor implementation of policies resulting in the threat of legal action if legislation not complied with, adverse publicity and minorities / disadvantaged not receiving the service to which they are entitled.

S023 – Adverse reports from quality organisations on corporate capability or whole services – remove reference to ‘loss of quality status’ and ‘best value auditor’.

S025 – Climate change – review following a check on any previous consideration of the ‘Ways to tackle climate change’ publication.

S028 – Failure to deliver long term vision and priorities – additional control measure – The Council to manage the agreed vision established through the emerging Corporate Plan.

S029 – Long term industrial action - reduce probability score from 2 to 1.

S038 – Industrial Tribunals – change risk to ‘Employment Tribunals’ and reduce probability score from 2 to 1.

S040 – Failure of the Council’s financial investments - reduce impact score from 3 to 1 subject to confirmation that the Council’s investments are guaranteed.

S043 – Incident or allegation of child abuse – change control to refer to safeguarding children rather than child protection.

(b) Review of the Operational Risk Registers

The Panel reviewed the operational risk registers which identified the risks faced by the Council in its service delivery and made the following risk scoring amendments comments:-

ALL002 – Lack of adequate insurances – reduce probability score from 2 to 1.

PA002 – Change risk to read ‘Lack of adequate insurances’ rather than ‘Provision of adequate insurances’.

PA008 – Play areas not inclusive – reduce probability score from 2 to 1.

MB004 – Inadequate budget provision – reduce probability score from 2 to 1.

OS001 – Failure to collect income – reduce probability score from 2 to 1.

OS009 – Poor maintenance regime – reduce probability score from 2 to 1.

CEM014 – Significant increase in grass cutting contract price – for this year reduce probability score from 2 to 1.

OTH001 – Failure to maintain/develop twinning links – reduce probability score from 2 to 1.

OTH006 – Failure to commemorate/organise civic events – reduce probability score from 2 to 1.

OTH009 – Failure of Decorate Dorchester to continue Christmas Decorations – Decorate Dorchester no longer exists, the Council is presently responsible for erecting Christmas lights in the town.

OTT010 – Major incident at Council run event – change risk to read ‘Serious incident at Council run event’.

ALL – Allotments PA – Play Areas MB – Municipal Buildings OS – Open Spaces
CEM – Cemeteries OTH – Other Services

(c) Review of the Opportunities

The Panel reviewed the opportunities previously identified and were pleased to note that many of them had now been achieved resulting in both savings and improved working.

Resolved

That the strategic and operational risk registers, as amended, be approved.