



Dorchester Town Council

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You are summoned to a **Meeting** of the **Dorchester Town Council** to be held at The Recreation Pavilion, Weymouth Avenue, Dorchester DT1 2RY, on **Monday 27 September 2021 at 7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meeting of Council held on 26 July 2021 (Page 3).

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

To receive communications from the Mayor and Town Clerk

3. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	2 August 2021	Page 6
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Management Committee	13 September 2021	Page 16
Policy Committee	20 September 2021	Page 20

4. **Dorset Council Matters**

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

5. **Town Clerk Appointment Panel**

The Mayor will propose the appointment of five Members to the Town Clerk Appointment Panel

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

Adrian Stuart Town Clerk

22 September 2021

A Public Questions session will take place after the Council meeting.

Public Attendance

It is planned that the meeting will take place in a Covid secure environment with a limited number of spaces available. If you wish to attend the meeting it would be very helpful if you could **notify the clerk by 0900 on the morning of the meeting** so that we can include you in our arrangements to keep you and other participants safe.

Public Speaking during the formal part of the Council Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak on a specific item please contact the clerk a.stuart@dorchester-tc.gov.uk by 9.00am on the morning of the meeting so that arrangements can be made.

We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded of their responsibility to disclose appropriate pecuniary or non-pecuniary interests. A Member who declares a pecuniary interest must leave the meeting unless a dispensation is granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Dorchester Town Council

Meeting of the Dorchester Town Council

26 July 2021

Present: Mayor G. Jones and Councillors B. Armstrong-Marshall, R. Biggs, L. Fry, T. Harries, J. Hewitt, F. Hogwood, S. Jones, F. Kent-Ledger, D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie and R. Ricardo.

Apologies: Councillors S. Biles, A. Canning, A. Chisholm, S. Hosford and D. Taylor

15. Minutes

The minutes of the meetings of Council held on 5 and 24 May 2021 were confirmed and were signed by the Mayor as a correct record.

16. Presentations, Communications, Questions and Motions

The Mayor identified that the number of engagements was still low during the reopening after lockdown, but highlighted a recent trip with the Yeovil Freewheelers Blood Bike service.

17. Planning and Environment Committee – 5 July 2021

It was proposed and seconded that the minutes of the meeting be adopted, with a recommendation for Council decision.

Councillors asked questions regarding the likelihood that the Dorset Council would engage with the proposed Transport Action Group and a new Network Rail consultation exercise.

Resolved

- a) That Dorchester Town Council support the setting up of the Dorchester Transport Action Group; take an active supporting role in the group; and that two councillors, Richard Biggs and Robin Potter, are the nominated Outside Body Representatives to work with the Group
- b) That the minutes of the meeting of the Planning and Environment Committee held on 5 July 2021 be adopted.

18. Management Committee – 12 July 2021

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

Members discussed information regarding the South Chapel at Weymouth Avenue cemetery, the Pump Track upgrade at Maiden Castle Play Area and the Bandstand ceiling. A councillor highlighted the positive impact on butterfly numbers of the new grass cutting regime at Fordington Cemetery.

Resolved

That the minutes of the meeting of the Management Committee held on 12 July 2021 be adopted.

19. Policy Committee – 19 July 2021

It was proposed and seconded that the minutes of the meeting be adopted, with three recommendations for Council decision.

Members discussed the merits of the ward based approach for site visits.

Resolved

- a) That the LGA Model Councillor Code of Conduct, as previously circulated, is adopted
- b) That the Financial Regulations, as previously circulated, are adopted
- c) That the appointment of an external advisor to support the recruitment of a new Town Clerk, is delegated to the Town Clerk, in consultation with the Policy Committee
- d) That the following additions are made to the Council's committee arrangements to take account of recent Member feedback
 - Comments regarding the local economy are considered during the town centre master planning workshop, to be programmed in August
 - The Planning and Environment Committee to consider an audit of Environmental issues prior to considering how additional Member time might be allocated to environmental issues
 - On the granting of the lease to Dorchester Arts, a new Group is established to monitor the partnership agreement relating to the operation of the Municipal Buildings, reporting to the Management Committee
 - The current Site Visit programme is strengthened to ensure all properties are visited on a risk-based approach, and that the Deputy Town Clerk also give consideration to an additional programme of ward focused visits
- e) That the Council prepares to submit a bid for new city status as part of the 2022 Platinum Jubilee celebrations
- f) That the minutes of the meeting of the Policy Committee held on 19 July 2021 be adopted

20. Dorchester Heritage Joint Committee – 20 July 2021

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

A Member asked that the branding material created by the Tourism Partnership be circulated to all Members for information. A Member highlighted the need for a management plan for the river walk to ensure previous improvements were not lost.

Resolved

That the minutes of the meeting of the Dorchester Heritage Joint Committee held on 20 July 2021 be noted.

21. Dorset Council Matters

Councillor Rennie highlighted the creation of a new pan-Dorset Housing register to be implemented by October 2021, which necessitated the temporary closure of the existing register to new entries. She also invited Members to look for a new Domestic Abuse information campaign promoted through Council vehicle displays.

Councillors S. Jones explained that Dorset Council had again suspended the majority of their face to face Council meetings and reverted to online meetings.

Councillors Biggs confirmed that Code of Conduct hearings were continuing face to face, that Dorset Council had also adopted the Model Councillor Code of Conduct, with new guidance on the use of social media presenting an increased workload for the Panel. He also commented on the continuing delays for Land Charge searches.

Councillor Fry discussed the development of a county wide Covid Recovery Plan and a longer term review of the Council's Cabinet model governance arrangements.

Mayor

Council rose at 8.00pm.

Dorchester Town Council
Planning and Environment Committee

2 August 2021

Present: The Mayor, Councillor G. Jones and Councillors R Biggs, A. Canning, T. Harries, J. Hewitt, S. Hosford, D. Leaper, R. Major, R. Potter (Chairman) and R. Ricardo.

Apologies: Councillors L. Fry, E.S. Jones, F. Kent- Ledger and M.E. Rennie.

Also in attendance: Councillor F. Hogwood and Dorset Councillor, Councillor Roland Tarr.

12. Declarations of Interest

There were no declarations of interest.

13. Minutes

The minutes of the meeting of the Committee held on 5 July 2021 and adopted by Council on the 26 July 2021 were confirmed and approved to be signed by the Chairman.

14. Urgent Item – Update on Works to A35

Dorset Councillor, Councillor Roland Tarr informed the Committee that works would begin on 3 August 2021 on the Dorchester Bypass, starting at the Monkey's Jump Roundabout, to alleviate the flooding issues. The works would be carried out overnight and road closures would be put in place between the hours of 8pm and 8am.

The Committee heard that Highways England would be setting up a depot on the Northern side of the road by McDonalds.

The Committee were also told that funding had been approved to complete the Portishead to Portland Cycle Route (26) from Maiden Newton. This would also include improvements to the cycle way at the Stadium Roundabout.

The Committee welcomed this and a member proposed a motion to support in principle the installation of a toucan crossing at the Stadium Round about. The motion was approved by the Committee. It was agreed that the Clerk to the Committee should write to Highways England to inform them of the Committee's support in principle.

Resolved

That the Clerk to the Committee write to Highways England to inform them that Dorchester Town Council support in principle the installation of a toucan crossing at the Stadium roundabout.

15. **Climate Emergency Action Plan**

The Committee noted the Climate Emergency Action Plan report written by the Town Clerk and the draft Audit of Dorchester Town Council Performance against a detailed Town Council Climate Action Plan. The Committee agreed that a more robust plan with definitive targets was required.

The Committee agreed that a Task and Finish Group should be formed to work with the Environmental Assistant to continue the Climate Emergency Action Plan. The Committee agreed that membership of the Task and Finish Group should be open to all members of the Council. The Committee agreed that the Task and Finish Group should be formed at the next Meeting of the Planning and Environment Committee.

The Chairman of the Committee and the Chairman of the Policy Committee clarified that Paragraph 3 of the report attached to the agenda for the meeting highlighted that the Council agreed funding for a new post trainee graduate post (Environmental Assistant, as mentioned) when it set £90,000 aside in a Development Support Reserve. The detail for the post was subsequently approved by Policy Committee in March.

Resolved

That a Task and Finish Group should be formed to work with the Environmental Assistant to continue the Climate Emergency Action Plan at the next Planning and Environment Committee meeting.

16. **Town Centre Master Plan**

The Committee considered and approved the proposed timetable for the Town Centre Master Plan.

Members of the Committee were reminded to email their comments on the key questions document that had been sent to them to either the Chairman / Vice Chairman. Town Clerk or Clerk to the Committee before 23 August 2021.

Resolved

That the proposed timetable for the formulation of the Town Centre Master Plan be adopted.

17. **South Western Railway December 2022 Timetable Consultation**

The Committee noted the consultation and were pleased to hear that the trains serving Dorchester on the London Waterloo – Weymouth line would return to two trains per hour.

The Committee requested that a letter to South Western Railway should still be sent as there was still a need for additional provision on the trains for wheelchairs, bicycles and pushchairs.

Resolved

That a letter be sent to South Western Trains requesting additional provision for wheelchairs, bicycles and pushchairs.

18. Dropped Kerb Request

The Committee considered the request for two new dropped kerbs in Windsor Road.

A Member of the Committee questioned if the Ward Members for the area had been consulted. The Committee heard that on this occasion they had not, but would be in the future. The Committee heard that on this occasion, the request had been submitted as the result of a walking audit that had been completed. The Committee recognised the importance of the walking audits that were being carried out and heard that the Clerk to the Committee had contacted the Dorset Council to ask if they would like to work with Dorchester Town Council to create a video to train more people to conduct the walking audit.

A Member also asked if there were any outstanding dropped kerb requests and heard that there was not.

The Committee approved the request for two dropped kerbs in Windsor Road.

Resolved

That the Dorset Council be notified that Dorchester Town Council support the request for two dropped kerbs in Windsor Road.

19. Planning Applications for Comment

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

20. Minute Update Report

Minute 36, Minute Update Report, 5 October 2020, WD/D/18/000622 - 1 Alexandra Road, Dorchester, DT1 2LZ

The Committee heard that the decking had been removed.

21. Planning Issues to Note

There were no planning issues to note.

Dorchester Town Council Planning & Environment Committee – 2 August 2021

Planning Applications

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

No applications received.

North Ward (Councillor A. Canning)

- N1.** [P/FUL/2021/01459 Unit D1 Marabout Industrial Estate Dorchester Dorset DT1 1YA](#)
Removal and replacement of the existing HVAC (Heating, Ventilation, Air Conditioning) systems serving the BAE Systems ground and first floor office spaces. Install 2no. air conditioning condensers external to the building on concrete pad with access path, and ventilation louvres installed in the wall elevations.
No objection.
- N2.** [P/FUL/2021/00652 14 South Street Dorchester Dorset DT1 1BS](#)
Removal of internal staircase & change of use from flat to void
Objection.
The Planning and Environment Committee strongly oppose the loss of a residential dwelling.
- N3.** [P/PAOD/2021/02481 South Walks House South Walks Road Dorchester DT1 1UZ](#)
Change of use from offices (Class B1(a)) to 41 no. 1-bed, 2-bed and 3-bed apartments (Class C3).
This is not a Planning Application, it is a request for a legal determination as to whether or not Prior Approval is required for the proposal.
The Committee would like the opportunity to comment on the actual planning proposal and will await the legal determination as to whether prior approval is required.
- West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)**
- W1.** [P/HOU/2021/01466 26 Brutus Close Dorchester DT1 2TJ](#)
Erect replacement porch.
No objection.
- W2.** [P/HOU/2021/01478 34 Bridport Road Dorchester Dorset DT1 1RS](#)
Erect replacement lean-to extension.
No objection.
- W3.** [P/HOU/2021/01647 11 Clarence Road Dorchester DT1 2HF](#)
Erect Garage.
No objection.
- W4.** [P/FUL/2021/02294 Former Gibbs & Dandy Site Builder Center Great Western Road Dorchester Dorset DT1 1RZ](#)
Demolition/conversion of buildings to provide 16no. apartments and commercial floorspace (use class E) with associated parking & landscaping.
No objection.
- South Ward (Councillors G. Jones, R. Potter and M. Rennie)**
- S1.** [P/HOU/2021/01494 4 Mellstock Avenue Dorchester Dorset DT1 2BE](#)
Erect first floor front and side extensions, two storey rear extension, and add new lean-to roof to porch.
No objection.

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

No applications received.

Dorchester Town Council
Planning and Environment Committee

6 September 2021

Present: The Mayor, Councillor G. Jones and Councillors R Biggs, A. Canning, L. Fry, T. Harries, J. Hewitt, S. Hosford, E.S. Jones, D. Leaper, R. Major, R. Potter (Chairman), M.E. Rennie and R. Ricardo.

Apologies: Councillor S. Hosford, F. Kent- Ledger

Also in attendance: Councillor F. Hogwood. Paul Hoffman , Senior Planner, C.G. Fry & Son Ltd, Jason Bowerman, Estate Development Manager, Duchy of Cornwall Poundbury Office, Matthew Holmes, Spruce Town Planning.

22. Declarations of Interest

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

Councillor R. Biggs declared an interest in Planning application P/FUL/2021/01864 Vespasian House Barrack Road Dorchester DT1 1TF. He said that he would keep an open mind on the planning application and consider all information available at each stage of the decision process. He would take part in the debate but not vote on planning application.

23. Minutes

The minutes of the meeting of the Committee held on 2 August 2021 were confirmed and approved to be signed by the Chairman.

24. Presentations

i) Planning Application P/FUL/2021/02623 Four Paddocks Land South of St Georges Road Dorchester

The Committee received a presentation on Planning Application P/FUL/2021/02623 Four Paddocks Land South of St Georges Road Dorchester from Paul Hoffman , Senior Planner, C.G. Fry & Son Ltd and Jason Bowerman, Estate Development Manager, Duchy of Cornwall Poundbury Office.

ii) P/FUL/2021/02397 47-48 High East Street Dorchester DT1 1HU

The Committee received a presentation on Planning Application P/FUL/2021/02397 47-48 High East Street Dorchester DT1 1HU from Matthew Holmes, Spruce Town Planning.

25. Town Centre Master Plan Update

The Committee noted the Town Centre Master Plan Update Report from the Town Clerk. The Committee heard that the Town Clerk and Committee Chairman had met with the Planning Advisor and a further informal Master Plan workshop would be arranged with Councillors.

26. Climate Emergency Action Plan

The Committee agreed that Councillors R. Biggs, F. Hogwood, E.S Jones, R. Major and the chairman of the Committee would join the Task and Finish Group to work with the

Environmental Assistant to continue the Dorchester Town Council Climate Emergency Action Plan.

Resolved

That Councillors R. Biggs, F. Hogwood, E.S. Jones, R. Major and the chairman of the Committee would join the Task and Finish Group to work with the Environmental Assistant to continue the Dorchester Town Council Climate Emergency Action Plan.

27. Dorset Council Proposed Parking Charges Strategy Report Post Comments

The Committee noted the Dorset Council Proposed Parking Charges Strategy Report Post Comments.

28. Dorset Council Blue Badge Parking Consultation

The Committee requested that the Clerk to the Committee contact the Dorchester Access Group and make them aware of the consultation.

Resolved

That the Clerk to the Committee contact the Dorchester Access Group and make them aware of the Dorset Council's Blue Badge Parking Consultation.

29. Planning Applications for Comment

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

30. Minute Update Report

P/PAOD/2021/02481 South Walks House South Walks Road Dorchester DT1 1UZ
(Considered at the 2 August 2021 Planning and Environment Committee Meeting)

Following the submission of the Committee's comments on the application it was deemed that prior approval was not required for the application. The application was considered by Dorset Council's Northern Area Planning Committee at a virtual meeting held on Tuesday 24th August 2021. Dorchester Town Council were invited to submit a written statement, the following statement was submitted:

'We welcome the application in principle as long as the building can be made suitable for use by the future residents with regard in particular to ventilation, living space and access to outdoor recreation. We trust that the existing energy saving measures in and on the building will continue to be fully utilised for the benefit of future residents.

We expect the application to be subject to existing Local Plan policy HOUS1 to provide at least 35% affordable housing, a minimum of 15 units.'

31. Planning Issues to Note

There were no planning issues to note.

Dorchester Town Council Planning & Environment Committee – 6 September 2021
Planning Applications for Comment

- East Ward (Councillors T. Harries, S. Jones, F. Kent-Ledger and R. Major)**
- E1. [P/HOU/2021/01778 33B London Road Dorchester DT1 1NF](#)
Erect boundary wall to front. No objection.
- E2. [P/HOU/2021/01755 22 Balmoral Crescent Dorchester Dorset DT1 2BW](#)
Erect two storey side extension. No objection.
- E3. [P/FUL/2021/00574 Land South of Unit 5 Casterbridge Industrial Estate Access Lane To Casterbridge Industrial Estate Dorchester Dorset DT1 1PL](#)
Erect single storey workshop

Previously Considered by the Dorchester Town Council Planning and Environment Committee via email 19/05/21.

'Objection.

The Committee objects strongly to the inappropriate siting of residential development in an industrial site. The proposed flat would overlook neighbouring Swanbridge Court and Swanbridge Park, which would impact the residents significantly through loss of privacy, contravening ENV16 of the adopted local plan.'

The applicant has submitted additional documents.

No objection.

- E4. [P/FUL/2021/02623 Four Paddocks Land South of St Georges Road Dorchester](#)
Erection of 108no. dwellings & associated works, including the formation of access, landscape & ecological enhancements.

In general the Committee welcomed the application, in particular the affordable Housing provision.

The Committee highlighted the need for the existing boundary to be retained and a suitable tree planting plan to include trees of a maturity that would mitigate the neighbouring bypass noise. All new and existing trees and roots should be protected by root protection zones.

The Committee were sympathetic to the nearby residents and were concerned about the impact of the construction of the development to them. The Committee requested that a robust Construction Management Plan be implemented, to include particular consideration to the hours of operation and the logistics of the traffic arrangements to the site to minimise disruption to the neighbouring properties.

The Committee strongly requested that a pedestrian / cycle access point be included in the South Western corner of block A, leading into Smokey Hole Lane in line with the Dorset Council's Safer Routes to School Scheme.

It is regrettable that it has not been possible to incorporate more green energy provisions. The Committee would like the development to be futureproof in regards to the installation of appropriate infrastructure for the retrospective fitting of green energy provisions such as electrical vehicle charging points and ground source heat pumps.

The Committee welcome the ecological and biodiversity initiatives.

E5. [P/FUL/2021/01881 18 St Georges Road Dorchester DT1 1PA](#)

Erect 1 No. dwelling, create vehicular and pedestrian access and create 2 No. parking spaces.

No objection.

North Ward (Councillor A. Canning)

N1. [P/FUL/2021/02397 47-48 High East Street Dorchester DT1 1HU](#)

Redevelopment of the site to refurbish No.47, conversion the rear of the building to a house (use class C3). Demolish and reconstruct No.48 to provide a ground floor commercial unit (use classes E or Public House (sui generis)) & 4no. flats above & erection of 5no. dwellings (three houses & two flats) with associated access & landscaping at the rear.

The Committee welcomed the application in principle but requested that the existing trees be retained and roots be protected by root protection zones in this site that falls within the Conservation area.

N2. [P/VOL/2021/03121 \(Listed Building Consent\) & P/VOC/2021/01863 54 High West Street Dorchester DT1 1UT](#)

Change of use from shop (Class E) to residential use (C3) Variation of condition No. 2 against listed building consent WD/D/20/002453 to substitute plans to allow amendments to the shop front.

No objection.

N3. [WD/D/20/002688 23 Cornwall Road, Dorchester, DT1 1RU](#)

Erection of 1no. dwelling with integral garage and garden store (demolition of existing pre-fabricated garages).

The Dorset Council have received amended plans, the application was previously considered at the P&E Committee meeting held on 01/02/21, the Committee had no objection to the application.

No objection.

N4. [P/FUL/2021/01864 Vespasian House Barrack Road Dorchester DT1 1TF](#)

Erect a four storey extension comprising of 4 No. 2-bedroom apartments and a two storey detached building comprising 83 sqm of commercial, business and services uses (Use Class E) on the ground floor and 2 No. 1-bedroom apartments on the first floor. Carry out associated landscaping and car parking.

The Committee objected to the application. The Committee were concerned that the proposed Block B would over power and be detrimental to the existing Vespasian House, contravening both ENV.12 and ENV.16 of the adopted local plan.

The Committee agreed that the proposed buildings and loss of green space would be detrimental to the setting of the Conservation Area.

The Committee also stated that any development of the site should allow for the enhancement of the pedestrian crossing of Poundbury Road.

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

- W1.** [P/HOU/2021/01094 36 Vespasian Way Dorchester DT1 2RD](#)
Erection of single storey side extension & boundary/retaining wall with timber panelled fencing above.
No objection.
- W2.** [P/HOU/2021/01816 1 Vespasian Way Dorchester Dorset DT1 2RD](#)
Erect front porch and rear extension.
No objection.
- W3.** [P/HOU/2021/01687 4 Lime Close Dorchester Dorset DT1 2HQ](#)
Alter size and location of existing windows and doors, remove glass roof to conservatory and replace with pitched roof, create new front porch and part render elevations and add roof lights.
No objection.
- W4.** [P/HOU/2021/01953 13 Clarence Road Dorchester Dorset DT1 2EU](#)
Erect single storey rear extension.
No objection.
- W5.** [P/HOU/2021/01666 8 Clarence Road Dorchester Dorset DT1 2HF](#)
Erect second floor rear extension.
No objection.
- W6.** [P/HOU/2021/02044 5 Romulus Close Dorchester Dorset DT1 2TH](#)
Erect Annex in garden.
No objection. The Committee requested that a planning condition be added that the annexe be an ancillary to 5 Romulus Close.
- W7.** [P/HOU/2021/02093 18 Windsor Road Dorchester Dorset DT1 2JA](#)
Erect First Floor Rear Extension.
No objection.
- W8.** [P/HOU/2021/02175 31 Edward Road Dorchester Dorset DT1 2HL](#)
Demolish conservatory and erect rear extension.
No objection.

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

- S1.** [WD/D/20/003312 188 Monmouth Road Dorchester Dorset DT1 2DH](#)
Demolish and rebuild front wall. Render side walls of garage and inside of front porch. Demolish wall outside front door and rebuild. Replace steel gate and erect black steel railings.
No objection.

- S2. [P/PALH/2021/03023 112 Monmouth Road Dorchester DT1 2DQ](#)
 Erect single storey rear extension extending 4.30 metres beyond the rear wall of the original dwellinghouse, 2.80 metres maximum height and 2.80 metres high at the eaves.
 No objection.
- S3. [P/HOU/2021/02191 23 Rothesay Road Dorchester DT1 2DX](#)
 Erect single storey extension above existing extension to form master bedroom with en suite. Erect single storey front, side & rear extension to form porch, store, gym & study.
 No objection.
- S4. [P/HOU/2021/02430 1 Manor Road Dorchester Dorset DT1 2AU](#)
 Erect single storey garage to front garden.
 No objection.
- Poundbury Ward (Councillors R. Biggs, S. Hosford and D. Leaper)**
 P1. [P/HOU/2021/01846 41 Holmead Walk Poundbury Dorset DT1 3GE](#)
 Erect side extension
 No objection.

Dorchester Town Council

Management Committee

3 September 2021

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

Apologies: Councillor S. Biles.

In Attendance

Councillors J. Hewitt and F. Hogwood.

12. **Minutes**

The Minutes of the Meeting of the Committee held on 12 July 2021, adopted by Council on 26 July 2021, were taken as read and were confirmed and signed by the Chairman as a correct record.

13. **Poundbury Litter Picking Project**

The Committee received an oral report from Councillor F. Hogwood on a volunteer litter picking project that had been established at Poundbury. The project had been supported by Dorset Council who provided equipment, risk assessments etc. 26 volunteers had been recruited, initially following an article in the Poundbury Magazine with more coming on board later. The project had been pitched under the plastic free environmental umbrella. The volunteers also included some less abled people.

Members felt that the project was excellent and noted that there were individuals and groups that undertook litter picking in other parts of the town.

Resolved

- (1) That Councillor F. Hogwood be thanked for establishing the project and that information about it be placed in a future edition of the Council's Newsletter.
- (2) That litter picking be a topic at a future Community Lunch.

14. **Management Arrangements**

The Committee considered a report from the Outdoor Services Manager updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee.

It was reported that Dorchester Civic Society had recently received an excellent talk regarding urban greening in the town.

Members also felt that the hanging baskets had been attractive again this summer. It was noted that the long term future of hanging baskets might need to be given some consideration at some stage.

Resolved

That the Outdoor Services Team update be noted.

15. Borough Gardens Parking and Outside Gym

Members received a report from the Outdoor Services Manager which proposed a formal parking area for official use and also set out a plan to replace the old outside gym equipment.

The Committee felt that the Outdoor Gym should be replaced and that in the meantime those pieces of equipment that had stopped working be removed and a notice placed letting users know that the equipment was to be replaced in due course.

Resolved

- (1) That the provision of a new parking bay area in the Borough Gardens, as set out in the report, be agreed.
- (2) That a costed plan be presented to a future meeting of the Committee on replacing the Borough Gardens outside gym equipment and safety surfacing with something more suitable.

16. Site Visits

The Committee considered a report by the Deputy Town Clerk setting out the existing arrangements for site visits together with proposal for future site visits.

As part of the informal process Members agreed that ward Councillors all had a duty to monitor and report any issues identified in their area.

Resolved

- (1) That the post-election induction process include a ward tour of all Council owned land and property.
- (2) That future site visits be arranged for the day time and in accordance with the arrangements proposed in the report.

17. Summer Events 2021 Feedback

Members had before them a report by the Deputy Town Clerk on the 2021 summer events programme. It was noted that the Committee had previously agreed not to hold the larger summer events due to the uncertainty as to the restriction or conditions that might have been put in place due to the Covid-19 pandemic.

The Committee was pleased with the variety of events that had been held in the Borough Gardens and that there had been some form of performance every weekend throughout the summer as from 26 June 2021.

It was felt important for the social media advertising to be more joined up in the future. Members also felt that the pdf posters for events could be circulated with the weekly update.

Resolved

That the report be noted.

18. Grant Applications

The Committee considered various requests for financial assistance.

Resolved

- (1) That the grant application from the South West Dorset Multicultural Network in the sum of £250 for hall hire, be agreed.
- (2) That the grant application from Parkinson's Music, in the sum of £140 for hall hire, be agreed.
- (3) That the grant application from Dorchester Poverty Action, in the sum of £500, be agreed.
- (4) That the grant application from Mid Dorset Mencap be not agreed and the applicant be advised to contact the Dorset Council Community Fund Advisor.

19. Kids Club and Holiday Hangouts - Feedback

The Committee received a report from the Community Development Officer on the Kids Clubs and Holiday Hangouts organised by the Council and Alcohol Education Trust at The Great Field over the summer.

Members felt that this had been a great success and had been highlighted by Dorset Council as an example of good partnership working. It was also reported that funding was still available.

Resolved

That the report be noted.

20. Cemetery Matters

(a) **Exclusive Right of Burial and Interments and Burial of Ashes**

The report which detailed the Grants of Exclusive Right of Burial for grave spaces and the number of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery, since the last meeting of the Committee had been circulated with the agenda.

Resolved

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

(b) Headstones and Inscriptions

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

Resolved

That the action of the Town Clerk in approving designs numbered 5223 to 5237 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

21. **Municipal Buildings Monitoring Reports**

The Committee received the Municipal Buildings monitoring report which included a report by the Deputy Town Clerk on the activity of the Town Hall Keepers over the past two months, progress on the installation of a new lift and the re-roofing project.

Resolved

That the Buildings Monitoring Reports be noted.

22. **Public Bodies (Admission to Meetings) Act 1960**

Resolved

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and press representatives be excluded from this meeting during their discussion.

23. **John's Pond**

The Committee considered a report by the Deputy Town Clerk on the John's Pond lease.

Resolved

That the Deputy Town Clerk enter into further discussion with the freeholder and report back to a future meeting.

24. **Dorchester Bowls Club and Changing Rooms**

Members had before them correspondence from the Dorchester Bowls Club together with a note from the Town Clerk.

Resolved

That the Chairman, Vice-Chairman and Deputy Town Clerk meet with representatives from the Bowls Club to clarify the changing rooms issue, discuss any plans for the Bowls Club may have around climate response with a report back to the next meeting of the Committee.

Chairman

Dorchester Town Council

Policy Committee

20 September 2021

- Present:** Councillors B. Armstrong-Marshall, A. Chisholm, T. Harries, J. Hewitt, F. Hogwood, S. Hosford (Chair) and G. Jones
- Apologies:** Councillor R. Biggs
- Attending:** Councillor M. Rennie

6. **Minutes and Declarations of Interest**

The Minutes of the Committee of 19 July 2021, adopted by Council on 26 July 2021, were taken as read and signed.

7. **Financial Update at 31 August 2021**

The Committee received the Financial Controller's report on the month 5 financial position, noting actual spending in line with budget. He also noted a successful appeal relating to the Municipal Buildings Rateable Value and the conclusion of the external audit process for 2020/21. Questions were asked regarding the Municipal Buildings Reserve and interest on the Council's bank account.

Resolved

That the Payments list, totalling £470,207.58, is approved

Recommended to Council

That the certified Annual Governance and Accountability Return for the year ended 31 March 2021 is approved and accepted

8. **Municipal Buildings Update**

The Clerk provided a detailed update relating to the current building and theatre improvement contract works, future potential front of house works, additional opportunity works that had been commissioned while the contractor was on site, the legal agreements with Dorchester Arts and the future development of 19 North Square. The Clerk also invited the Committee to consider their options related to the funding of the works using either loans or reserves.

Members discussed the implications of spending above the budget set aside for the works, the potential for sharing heating with other sites, the timing of any planning decision for solar panels and the future closure of the building due to works on the front of house project.

Members also discussed the possibility of an arbitration clause in the partnership agreement with Dorchester Arts, and the residual maintenance obligations that would remain with the Council. An opportunity to visit the site will be arranged.

Members reviewed a previous Council resolution to borrow from the Public Works Loan Board to fund the works, recognising that the delays to the works had reduced borrowing to a level where funding from Reserves might be possible, but which

would in turn influence decision making on other projects. After carefully considering the options the Committee made no recommendation to move away from borrowing as the means of funding the project.

9. **Town Clerk Recruitment**

The Chair updated Members on preparations for the recruitment process. An external advisor, South West Councils, had been engaged to support Members through the process. Council would consider the composition of the Appointment Panel at its meeting on 27 September 2021.

Chairman