



Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

Telephone: (01305) 266861

For information about this agenda contact Steve Newman, Town Clerk
s.newman@dorchester-tc.gov.uk

You are summoned to the **Adjourned Annual Meeting** of the **Dorchester Town Council** to be held in the Council Chamber, the Municipal Buildings, High East Street, Dorchester, DT1 1HF on **Tuesday 23 May 2023 at 7.00pm**, to conduct the business set out in the Agenda below.

AGENDA

1. **Apologies**

2. **Declarations of Interests**

Members are reminded of their responsibility to disclose registerable interests where appropriate. A Member who declares a registerable interest must leave the room unless a dispensation has been granted. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

3. **Minutes**

To confirm the Minutes of the meeting of the Council held on 27 March 2023 (page 3).

4. **Police Update**

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

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

- a) To receive communications from the Mayor and Town Clerk.
- b) To receive motions and questions received from Members no less than 5 days before the meeting.

6. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:-

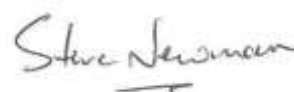
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7. **Update from Dorset Council Members**

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

8. **Annual Business**

- (a) Appointments to Committees, Committee Chairmen and Vice-Chairmen, Joint Bodies, Outside Body Representative (report enclosed page 38).
- (b) To readopt the General Power of Competence.
- (c) To authorise five Members to operate the Council's Bank Mandates (Currently Councillors T. Harries, S. Jones, M. Rennie, R. Potter and D. Taylor).



Steve Newman
Town Clerk
17 May 2023

At the conclusion of the Meeting members of the public will have the opportunity to address the Council or ask questions on matters of local concern.

Dorchester Town Council

Meeting of the Dorchester Town Council held in the Council Chamber

27 March 2023

Council commenced at 7.00pm

Present: The Mayor (Councillor J. Hewitt) and Councillors B. Armstrong-Marshall, R. Biggs, S. Biles, A. Canning, A. Chisholm, L. Fry, F. Hogwood, S. Hosford, G. Jones, D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie and R. Ricardo.

Apologies: Councillors T. Harries, S. Jones, F. Kent-Ledger and D. Taylor.

In Attendance

Four representatives from the Dorchester Youth Council.

Tristan Chapman and Rosie Dilke, Strategic Estate Programme Managers, Dorset County Hospital NHS Foundation Trust.

55. Minutes

The minutes of the meeting of the Council held on 30 January 2023 were confirmed and signed by the Mayor as a correct record.

56. Declarations of Interest

There were no declarations of interest reported.

57. Police Matters

The Council was circulated with a report setting out the crime statistics for Dorchester during February 2023.

58. Presentations, Communications, Questions and Motions

The Council welcomed representatives from the Dorchester Youth Council who informed Members that the Youth Council was looking to twin two toilets in the Borough Gardens. These 'twinning' would help the town achieve 'Toilet Twinned Town' status. This was because St Osmund's School had recently twinned a large number of its toilets. Members supported the project.

Members received a presentation from Tristan Chapman and Rosie Dilke Strategic Estate Managers, Dorset County Hospital NHS Foundation Trust, who updated the Council on the building plans for Dorset County Hospital and responded to Members detailed questions.

The Mayor reported on the death of Honorary Citizen Roger Peers and the Town Clerk reported on the sudden death of Geoff Trim who had managed the Council's ICT systems for over twenty years.

The Mayor also updated the Council on the events she had attended since the last meeting which included Beerex, a one minute silence in respect of the anniversary of the Ukraine conflict and the Commonwealth flag raising ceremony at Dorset Council.

There were no Questions or Motions.

59. **Planning and Environment Committee – 6 February 2023**

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

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 6 February 2023 be adopted.

60. **Planning and Environment Committee – 6 March 2023**

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

Minute No. 72 – Members discussed the benefits of developing a Dorchester Neighbourhood Plan and agreed that more information was required prior to making a decision on this matter.

Resolved

(1) That further research be undertaken into the development of a Neighbourhood Plan with a report on its advantages and disadvantages being presented to a future Council meeting.

(2) That the minutes of the meeting of the Planning and Environment Committee held on 6 March 2023 be adopted.

61. **Management Committee – 13 March 2023**

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 13 March 2023 be adopted.

62. **Mayoral Selection Committee – 20 March 2023**

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

Resolved

(1) That Councillor Alistair Chisholm be invited to prepare to fill the office of Town Mayor, and Councillor Janet Hewitt the office of Deputy Town Mayor, of Dorchester during the 2023-24 council year.

(2) That the minutes of the meeting of the Mayoral Selection Committee held on 20 March 2023 be adopted.

63. Policy Committee – 20 March 2023

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

Minute No. 35 – Due to the confidential nature of the discussion it was

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.

The Council discussed the background to the recommendation to delay the disposal of the Council Offices at 19 North Square.

The Council then resumed in open session.

Resolved

(1) That Councillors A. Chisholm, L. Fry, S. Hosford, S. Jones and F. Kent-Ledger be appointed to the Council Chamber / Town Hall Refurbishment Task and Finish Group.

(2) That Councillors F. Kent-Ledger, D. Leaper and R. Ricardo be appointed to the New Council Website Task and Finish Group.

(3) That the minutes of the meeting of the Policy Committee held on 20 March 2023 be adopted.

64. Dorchester Markets Informal Joint Panel – 25 January 2023

The minutes of the Joint Panel meeting were noted.

The Chairman of the Panel updated Members on some research being undertaken into the market by a student of Exeter University and the Town Clerk reported on a project in respect of the South Linneys being funded and undertaken by Southampton University.

65. **Update from the Dorset Council**

Dorset Councillors updated the Council on the following matters:-

- Section 106 monies from the 'recreation' pot had now been spent.
- There was to be a peer review of Dorset Council's scrutiny process.
- The proposed Levelling Up and Regeneration Bill would not receive Royal Assent by 1 April 2023. This meant that Dorset Council would be unable to vote on its proposals for council tax premiums on second homes and empty properties so as to enable the proposals to be implemented from April 2024.
- The Police and Crime Panel would soon be having a change in membership.
- A group had been established to look at the start time of Dorset Council meetings.
- There was a delay in the Audit due to a technical issue related to property assets.
- Members were encouraged to report potholes online through the Dorset Council website.
- There was to be a consultation in respect of the location of stroke units.

Council rose at 9.06pm.

Mayor

Dorchester Town Council
Minutes of the Planning and Environment Committee
3 April 2023

Present: Councillors R Biggs, A Canning, S. Jones, F. Kent – Ledger, D. Leaper, R. Major, M. Rennie and R. Ricardo (Vice Chairman).

Apologies: Councillors L. Fry, T. Harries, S. Hosford, R. Potter (Chairman) and D. Taylor.

78 Declarations of Interest

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

79 Minutes

The minutes of the meeting of the Committee held on 6 March 2023 were noted.

80 Town Centre Masterplan and Local Plan Update

There were no updates to report.

81 Dorchester Town Council 20mph Policy

The Committee considered the Dorchester Town Council 20mph Policy. The Committee approved the recommended process for 20mph speed limit requests.

Resolved

That the proposed process for 20mph speed limit requests be approved.

82 Request for Grit Bin – London Road

The Committee considered a report and location assessment completed by the Assistant Town Clerk Outdoor Services (attached) following a request for a grit bin to be located in London Road.

The Committee did not support the request as the location was not on a steep incline and therefore was not deemed a location of high risk.

Resolved

That the request for a grit bin to be located in London Road be refused.

83 Planning Applications for Comment

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

84 **Minute Update Report**

The Committee noted the Minute Update Report.

85 **Planning Issues to Note**

A Committee member raised concerns about the illuminated advertising signage in the shop front of 12-13 Trinity Street. The Committee requested that the clerk to the Committee write to Dorset Council to express their concerns about the illuminated shop front signage in a Conservation Area.

The Committee also raised concerns about the number of shop frontages in the Town that had screening which prevented people from being able to see in or out of the shop, therefore posing a safety risk. The Committee requested that the Clerk investigate how a policy could be created to prevent such window screens and report back to the committee at a future meeting. The Committee requested that the Clerk contact the Community Safety Partnership and invite them to a future meeting to discuss their concerns.

Resolved

- i) That the Clerk to the Committee write to Dorset Council to express their concerns about the illuminated shop front signage at 12 – 13 Trinity Street, located in the Conservation Area.
- ii) That the Clerk investigate if it would be possible for the Committee to create a shop window screen policy.
- iii) That the Clerk to the Committee invite the Community Safety Partnership to a future meeting of the Planning and Environment Committee.

Dorchester Town Council

Planning & Environment Committee – 3 April 2023

Agenda Item 6 - Planning Applications for Comment

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

E1. P/FUL/2023/00738 1 & 2 St Georges Close Dorchester DT1 1PG

Change of use of land to residential to extend gardens of 1 & 2 St Georges Close, and erect fencing.

Objection.

The Committee strongly objected to the application. The Committee felt that a boundary fence brought up to the footpath would make it difficult for people to pass easily, the footpath is currently well used and the volume of foot traffic would be likely to increase should the proposed development of the adjacent Four Paddocks application be approved. The Committee made reference to the Dorset Council's Safer Routes to School Scheme and considered the footpath to be an important and well used route of the scheme. The Committee were concerned that by bringing the boundary fence up to the footpath it would pose a visibility risk, particularly for pedestrians walking Southbound, compromising the safety of people using the footpath, especially as the footpath is unlit along its length.

The trees on the other side of the footpath have a tree preservation order and form an important green corridor within the area, to permit a boundary fence along the footpath would enclose the area, creating a loss of public amenity and public biodiversity.

North Ward (Councillor A. Canning & D. Taylor)

N1. P/HOU/2023/01129 129 Bridport Road Dorchester DT1 2NH

Demolish garage, utility room and conservatory. Erect 2 storey side and rear extension.

No objection.

N2. P/FUL/2023/01364 1A South Street Dorchester Dorset DT1 1BL

Erect second floor extension to form 2 No. dwellings

No objection.

N3. P/FUL/2023/01359 & P/LBC/2023/01360 (Listed Building Consent) 51 High West Street Dorchester Dorset DT1 1UT

Reinstate railings to street frontage.

No objection.

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

W1. P/HOU/2023/01533 52 Louise Road Dorchester Dorset DT1 2LU

Conversion of existing detached garage & store to ancillary accommodation with a freezer store.

No objection, however, if the application was to be approved, the Committee requested that a planning condition be added restricting the occupation of the building for purposes which form an integral part of the planning unit known as 52 Louise Road.

W2. P/OUT/2022/02977 Dorset County Hospital, Williams Avenue, Dorchester, DT1 2JY

Partial demolition of onsite buildings and structures and the erection of up to 95 residential units, green infrastructure and other ancillary works including changes to site access arrangements (application for outline planning permission with all matters reserved except vehicular access onto Damers Road).

Dorchester Town Council previously considered this application at the Planning and Environment Committee meeting held on 6 June 2022, the following comments were submitted: 'In principle no objection. In respect of the key worker housing which is supported, the Committee would welcome early dialogue with the applicant in respect of the height and elevation detail of those properties that would face onto Damers Road. The new accommodation to be sympathetic to the existing properties in that location. The Committee also felt that the green infrastructure was an important part of the development which should not be overlooked.'

No objection. The Committee were grateful that the applicant had addressed the Committee's previous concerns regarding the application.

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

S1. P/HOU/2023/00961 11 Manor Road Dorchester DT1 2AU

Erect porch extension and single storey rear extension.

No objection.

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

No applications received.

For information

FI1. P/NMA/2023/01019 Plots 456 - 469, Sector 3.61/64, North Quadrant of Poundbury Phases 3 & 4 Between Peninsula Way, Sydenham Lane, West Sydenham and Halstock Street, Dorchester Dorset

Non-material amendment - changes to site levels / floor levels; design of dwellings, garages and other structures; and changes to boundary treatments; to Reserved Matters Approval No. WD/D/16/001590

(Access; appearance; landscaping; layout and scale for 380 houses and flats and 68.4 sq.m. of non-residential floorspace).

FI2. P/NMA/2023/01020 Plots 621-624 & 636, Sector 4.29, North Quadrant of Poundbury Phases 3 & 4, Between Tideford Street, Pavilion Green West, Saltash Lane and Saltash Place, Dorchester Dorset

Non-material amendment - changes to site levels / floor levels; design of dwellings, garages and other structures; and changes to boundary treatments and landscaping; to Reserved Matters Approval No. WD/D/16/001590 (Access; appearance; landscaping; layout and scale for 380 houses and flats and 68.4 sq.m. of non-residential floorspace).

FI3. P/NMA/2023/01604 Poundbury Phases 3 And 4

Non material amendment - amend hard & soft landscaping to outline consent 1/D/09/001363 (Develop land by the erection of 1200 dwellings, a new 450 children primary school, 25000m² of non-residential development and associated roads, drainage and other infrastructure. Make alterations to the existing Monkey's Jump roundabout on the A35(T)).

Dorchester Town Council
Minutes of the Planning and Environment Committee
2 May 2023

Present: Councillors R Biggs, S. Hosford, G. Jones, S. Jones, F. Kent – Ledger, D. Leaper, R. Major, R. Potter (Chairman), M. Rennie and R. Ricardo (Vice Chairman).

Apologies: Cllrs L. Fry and T. Harries .

86 Declarations of Interest

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

87 Minutes

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

88 Town Centre Masterplan and Local Plan Update

There were no updates to report.

89 Fairfield Road Improvements

The Committee raised concerns about a design proposal that had been in circulation. The Committee requested that an Officer from Dorset Council be invited to attend the next meeting of the Planning and Environment Committee to give an update on the Proposals.

Resolved

That the Clerk to the Committee contact Dorset Council and invite an officer to attend the next meeting of the Planning and Environment Committee to provide an update.

90 Dorset Council Consultation: Planning for Climate Change

The Committee noted the Dorset Council’s consultation on Planning for Climate Change and agreed that committee member, Councillor Gareth Jones should complete the consultation on behalf of the Committee with the assistance of the Committee Clerk.

Resolved

That the Committee Chairman complete the consultation on behalf of the Committee with the assistance of the Committee Clerk.

91 Dorchester South Railway Station Update

A Committee member informed the Committee that they had attended a meeting with representatives from South West Railway and that a discussion regarding improvements to the access facilities at Dorchester South Railway Station had taken place. The

Committee were informed that some improvements were in the process of being made and that funding was being sought to make further improvements but confirmation as to whether the bid was successful would not be announced until later in the year. The Committee also noted that the local MP, Chris Loder had been in attendance and was supportive of the proposals.

92 **CCTV in Dorchester**

The Committee noted that enquiries had been made to Dorset Council about the CCTV facilities in Dorchester due to a recent increase in anti social behaviour. The Committee heard that no response had been received and requested that the Clerk to the Committee forward the enquiry to the Executive Director of Place at Dorset Council. The Committee also requested that the Clerk to the Committee invite the Community Safety team to a future meet

Resolved

- i) That the Clerk to the Committee contact the Executive Director of Place at Dorset Council to make enquiries about the CCTV facilities in Dorchester.
- ii) That the Clerk to the Committee invite the Community Safety team to attend a future meeting of the Planning and Environment Committee.

93 **Planning Applications for Comment**

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

94 **Minute Update Report**

There were no minute updates to report.

95 **Planning Issues to Note**

There were no planning issues to note.

Dorchester Town Council

Planning & Environment Committee – 2 May 2023

Planning Applications for Comment

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

E1. P/FUL/2023/01361 Exhibition Court London Road Dorchester, Dorset DT1 1NE

Convert an undercroft parking space to form a secure bin and cycle store.

No objection.

E2. P/HOU/2023/01780 12 Prince Of Wales Road Dorchester Dorset DT1 1PW

Erect ancillary building.

No objection.

North Ward (Councillor A. Canning & D. Taylor)

N1. P/LBC/2023/01304 57 High West Street Dorchester DT1 1UT

Restore missing rusticated quoins at south-west corner, replace modern cement render on east elevation with lime render, carry out minor internal alterations.

No objection.

N2. P/FUL/2023/00203 1A South Street Dorchester Dorset DT1 1BL

Conversion of 2 existing maisonettes into 4 flats, relocate external staircase, alter doors & windows and landscape courtyard.

No objection.

N3. P/FUL/2023/01247 & P/LBC/2023/01251 (Listed Building Consent) 10 High East Street Dorchester DT1 1HS

Erect first and second floor extension to provide 1 No. unit of residential accommodation on two floors.

Objection.

The Committee strongly objected to the application as the proposal would have a detrimental impact on the conservation area and on adjacent properties.

Whilst the Committee appreciated that the application would bring more Town Centre accommodation which would usually be welcomed, it was agreed that the site was not a suitable location for what was proposed.

The proposals would cause loss of privacy, loss of light and cause overshadowing to neighbouring properties and create nuisance odour and noise from the positioning of the proposed extractor fans, severely contravening ENV16 of the adopted local plan.

The proposed two storeys were considered to be overdevelopment of the site, the scale and mass of the proposed extension would not be in harmony with the adjoining buildings, contravening ENV12 of the adopted local plan.

The Committee considered the positioning of the property within the Conservation area and felt that the current proposals would not enhance the existing area. The proposed height and mass of the extension would render the neighbouring listed buildings subservient to the site of the application. The benefits would not outweigh the detrimental impact that the proposal would have on the adjacent properties, therefore contravening ENV4 of the adopted local plan.

The committee also agreed with the comments of objectors present at our meeting about the detrimental effects on the amenity of neighbours due to the loss of privacy to a bedroom and the loss of ventilation.

For the avoidance of doubt, the Committee requested that the Case Officer and the Listed Buildings Officer visit the site and in particular view the site from the adjacent properties as well as those to the rear, to gain an understanding of the detrimental impact that the proposal would have on them.

N4. P/FUL/2023/01834 6 Albert Road Dorchester Dorset DT1 1SF

Erect garage, first floor extension & alterations to existing building. Erect bike & bin stores, form parking area & carry out landscaping works to include garden wall.

No objection.

N5. P/CLE/2023/01953 6 Albert Road Dorchester DT1 1SF

Certificate of lawfulness to provide confirmation that the development works have been commenced and that the consent should not expire - in relation to 1/E/87/137 (Make alterations to convert house into three flats and erect six new flats).

An application for a Certificate of Lawfulness is not a planning application. In determining an application for a Certificate of Lawfulness the Local Planning Authority can only consider evidence that the claimed use or development is lawful or is not lawful. Normally that it has existed, or not existed, continuously for a period of time, set by legislation, which is either 4 or 10 years.

This procedure is only concerned with evidence. The usual planning procedures which enable the Local Planning Authority to take account of National and Local Planning policies, or of the

impact of the claimed use or development on any person or the environment, or to take account of any other material consideration, do not apply in this case.

No objection.

N6. P/LBC/2023/01936 Mariners Parade 41 High East Street Dorchester Dorset DT1 1HN

To rebuild partially collapsed boundary wall and undertake sympathetic repairs to the remainder of the boundary wall.

No objection.

N7. P/FUL/2023/01204 &P/LBC/2023/01205 (Listed Building Consent) 3 Cornhill Dorchester Dorset DT1 1BA

Change of use and conversion of ground floor to form smaller commercial unit and 1 no. dwelling.

No objection.

N8. P/FUL/2023/00713 Former HMP Dorchester North Square Dorchester DT1 1HY

Construction of new residential blocks (Use Class C3) with associated landscaping & car parking. Demolition of a number of non-Listed buildings. Alterations to public realm & highways in North Square and The Bow (Revised proposals in respect of the new build element, following permission WD/D/16/002697 as amended by permission WD/D/17/001269).

The Committee requested that the comments be deferred until after the next Planning and Environment Committee, in order to extend an additional invitation to the applicant to discuss the application.

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

No applications received to date.

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

S1. P/HOU/2023/00752 5A Grosvenor Road Dorchester DT1 2BB

Demolish garage and timber lean-to and erect single storey side annex.

Objection.

The Committee felt strongly that the application would be overdevelopment of the site. The proposed side annex would harm the living conditions of the residents of the neighbouring property in terms of loss of privacy, due to its proximity to the boundary line, contravening ENV.16 of the adopted Local Plan.

The committee agreed that the size of the side annex would be overpowering of both the existing building to the property and the neighbouring properties, therefore contravening ENV12 of the adopted Local Plan.

The committee expressed concern that the annex could at some time too easily be regarded as a separate dwelling.

S2. P/HOU/2023/01476 21 Rothesay Road Dorchester DT1 2DX

Single storey infill porch extension, side single storey extension to form orangery and rear single storey infill extension to form wet room. Replace existing garage with new timber garage to existing footprint.

No objection.

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

P1. P/HOU/2023/01838 10 Chetcombe Street Poundbury DT1 3BQ

Erect Conservatory to rear elevation.

No objection.

Dorchester Town Council

Management Committee

9 May 2023

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

In Attendance

Councillors R. Biggs, F. Hogwood and S. Hosford.

Apologies: Councillors R. Ricardo and D. Taylor.

65. Minutes

The Minutes of the Meeting of the Committee held on 13 March 2023, adopted by Council on 27 March 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

66. Declaration of Interests

Minute No. 73(1) - Councillor D. Leaper declared a non-pecuniary interest with regard to the grant application from People Need Nature and left the meeting during its consideration.

67. Borough Gardens House – Carbon Reduction Options

The Committee considered a report from the Assistant Town Clerk Outdoor Services on options for installation of heating options for Borough Gardens House and the adjacent greenhouses. Members received a presentation from a consultant advising on the options and considered proposals from several suppliers. It was agreed that the gas boiler would be kept as a back-up system. The preferred option was for the installation of photovoltaic panels on the roof of the House along with air source heat pumps and that the cost of this scheme could be accommodated within the council's existing carbon reduction budget and would be subject to the proper procurement processes. Members were concerned about whether the scheme would affect the cost of heating being recharged to the flat tenant by Dorset Council and officers agreed to ensure this was avoided.

Resolved

- (1) That the proposed carbon reduction heating scheme for Borough Gardens House and the adjacent greenhouses, comprising photovoltaic panels and air source heat pumps be implemented.
- (2) That Policy Committee be asked to agree to release funding of up to £90,000 from the Climate Emergency Reserve for this project.

68. **Management Arrangements – Outdoor Services**

The Committee considered a report from the Assistant Town Clerk Outdoor Services updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee. Members raised concerns about the broken roundabout at Sandringham play area and officers provided reassurance that repairs were planned. With regard to the traffic roundabout near Max Gate, the Outdoor Services Team will implement planting plans.

Resolved

That the Outdoor Services Team update be noted.

69. **Lubbecke Twinning Anniversary**

The notes of the meeting of the task and finish group were noted. The programme for the visit would be finalised following a meeting with the Town Council's Lubbecke Society representative and the Mayor elect.

Resolved:

That the notes of the Task and Finish Group held on 2 May 2023 were noted.

70. **Possible Twinning Panel**

The report from the Town Clerk on a proposed Twinning / Cultural Activities Panel was discussed and the proposal was, in general supported, although Members considered that the Panel should only meet when needed. It was also considered important that the Council's representatives to the societies attend the Panel meetings. Member nominations to the proposed panel would be sought prior to the next Full Council meeting.

Resolved:

That the proposals for a member Twinning / Cultural Activities Panel be agreed and submitted to Full Council for approval.

71. **West Walks**

The Town Clerk provided a report on the proposed works to install a new high voltage electricity cable along West Walks after the summer. The works to be completed with a full-width resurfacing of the Walks.

Resolved:

That the proposals for the installation on a new underground high voltage electricity cable along West Walks be agreed.

72. **Herringston Road Allotments**

Members discussed a request from the Weldmar Hospice to its staff to be allowed to use the allotments car park on a temporary basis whilst building works were taking place on the hospice site. Concerns were raised about ground conditions in the allotments car park and how any temporary usage would be managed. Members requested that officers discuss the proposal further with the hospice and gain further details.

Resolved:

That officers discuss the requested temporary use of the allotments car park further with the Weldmar Hospice and report back to members.

73. **Grant Applications**

Resolved:

- (1) That the grant application from People Need Nature in the sum of £500, be agreed.
- (2) That the application from Dorchester Family Support be awarded a grant of £500.
- (3) That the grant application from the Lubbecke Society in the sum of £250, was not agreed as the proposals did not conform with council policy on twinning arrangements.

74. **Cemetery Matters**

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

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

Resolved:

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

(b) Headstones and Inscriptions The Committee received and noted applications for the design of headstones and inscriptions.

Resolved:

That the action of the Town Clerk in approving designs numbered 5332 to 5342 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

75. **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

76. **Boxing Club at Weymouth Avenue Pavilion**

The Committee considered a report from the Town Clerk.

Resolved:

That the proposal for the use of the boxing club area at the Weymouth Avenue Pavilion by Dorset Physical Training CIC be pursued by officers in consultation with the Chair and Vice Chair of Management Committee.

Chairman.....

Dorchester Town Council

Policy Committee

15 May 2023

Present: The Mayor (Councillor J. Hewitt) and Councillors R. Biggs, S. Biles, A. Chisholm, F. Hogwood and S. Hosford (Chairman).

Apologies: Councillors T. Harries and G. Jones.

In Attendance

Councillors F. Kent-Ledger, D. Leaper, R. Potter and M. Rennie.

41. Minutes

The Minutes of the Meeting of the Committee held on 20 March 2023, adopted by Council on 27 March 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

42. Declaration of Interests

Minute No. 46 - Councillor A. Chisholm declared a pecuniary interest and left the meeting during its consideration.

Minute No. 47 – Councillor M. Rennie declared an interest as a Council representative on the BID. She addressed the Committee and then left the meeting whilst the matter was considered.

Minute No. 51 – Councillor F. E. Kent-Ledger declared an interest and left the meeting during its consideration.

Minute No. 51 – The Mayor (Councillor J. Hewitt) and Councillors R. Biggs, A. Chisholm, S. Hosford, F. E. Kent-Ledger and M. Rennie declared non-pecuniary interests in this matter.

43. Finance Update

Members considered a report by the Finance Officer which:-

- Updated the Committee on the 2022-23 financial year end position.
- Presented the final Internal Audit report.
- Presented the 2022-23 Annual Governance and Accountability Return (AGAR) Annual Internal Audit Report, Annual Governance Statement and Accounting Statements.
- Advised on the payments list for the period 1 March to 30 April 2023 and debts over 30 days.

The Finance Officer responded to Members detailed questions on the report.

Recommended

That the Annual Governance and Accountability Return 2022-23, as set out in Appendix 1 to these minutes, be adopted.

Resolved

(1) That the final Internal Audit report and Officer response to it, for 2022-23 be noted.

(2) That the payments list, totalling £321,649.79, be approved.

44. Management Committee Extract

Members considered an item referred to it from the Management Committee requesting that the Committee release £90,000 funding from the Climate Emergency Reserve so as to enable photovoltaic panels to be fitted to the roof of the Borough Gardens House together with air source heat pumps to heat both the House and the Greenhouses. The works subject to receipt of the necessary permissions.

The Committee requested that a record of the Council's carbon savings be made and periodically reported back to the Committee. Climate work with partners also to be recorded.

Resolved

That £90,000 be released from the Council's Climate Emergency Reserve for this project.

45. Cornhill / South Street Task and Finish Group

Members considered the notes of the Task and Finish Group held on 25 April 2023, attached at Appendix 2, established to consider improvements to Cornhill and South Street. The Committee noted the importance of consulting with the BID and other interested parties on the proposals.

Resolved

That the notes of the Cornhill / South Street Task and Finish Group held on 25 April 2023 be agreed.

46. Town Crier Allowance

The Committee considered a report from the Finance Officer proposing that the Town Crier allowance be increased from £552.34 to £600 a year. It was noted that there had been no inflationary rise in the allowance since before 2014. Members requested that a replacement clothing reserve be included in next year's budget.

Resolved

That, as from 1 April 2023, the Town Crier Allowance to be increased to £600 per year.

47. Business Improvement District Ballot

The Committee considered authorising the Town Clerk to vote on behalf of the Council in respect of the forthcoming BID ballot.

In discussing this matter the Committee agreed that it would be useful for the appropriate BID Director to attend a future meeting of the Committee to update it on the work of the BID.

Recommended

That, on behalf of the Council, the Town Clerk be authorised to vote in favour of renewing the Dorchester BID.

48. Municipal Buildings Project Outturn

The Committee had before it a report by the Finance Officer setting out the final cost of the Municipal Buildings works. It was noted that, since the report had been written, the Council's Quantity Surveyor had indicated that there was an additional £15,000 of expenditure yet to be paid as a result of some additional non contractual works.

Members requested that further information be sought in respect of the funding package available for the proposed Municipal Buildings front of house works.

Resolved

That the report be noted.

49. BDO LLP Auditors

The Committee was informed that BDO LLP had been appointed as the Council's external auditor. The Council had been requested to confirm that it had no conflict of interest with BDO LLP.

Recommended

That the Council has no conflict of interest with BDO LLP.

50. 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

51. **Old Tennis Courts, West Walks**

The Committee considered a report by the Town Clerk on a possible temporary use of the old tennis courts off West Walks.

Resolved

That the Town Clerk liaise with the CLT in respect of the possible use in accordance with the suggestion set out in paragraph 5 of the report.

Chairman.....

Annual Internal Audit Report 2022/23

Dorchester Town Council

<https://www.dorchester-tc.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/09/22 11/01/23 06/04/23
22/09/22 19/01/23

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date

06/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Dorchester Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC PAGE ADDRESS <https://www.dorchester-tc.gov.uk/>

Section 2 – Accounting Statements 2022/23 for

Dorchester Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,149,038	769,584	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,516,277	1,581,669	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	624,957	1,370,293	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	717,804	761,182	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	39,116	27,399	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,763,768	1,496,391	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	769,584	1,436,574	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	820,252	1,530,985	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,345,261	7,609,603	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	94,000	70,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

DDMM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Cornhill Task and Finish Group Meeting Notes

Date: 25. 04.2023

Attending:

- Stella Jones, Councillor
- Janet Hewitt, Councillor
- Frances Hogwood, Councillor
- Matilda Manley, Tourism Development Officer
- Emma Scott, Community Development Officer
- Prisha Metha and Isla Finucane, Youth Council Reps

Apologies:

- Susie Hosford, Councillor
- Rory Major, Councillor

The Town Council Officers present gave updates on actions from the previous meeting. The group discussed each of these in turn and agreed follow up actions.

Item 1 - Youth Council

- **Action from previous meeting:** Emma to invite two representatives from the Youth Council to join the task and finish group.
- **Update:** Two representative from Youth Council present at the meeting.

Item 2 – Highway clarification

- **Action from previous meeting:** Emma to speak with Dorset Highways to clarify the traffic regulations and what the access requirements are. Matilda and Emma to find out how pedestrianised shopping streets are managed in other towns such as Sherborne.
- **Update:** Emma has spoken to Sherborne Town Council to find out how bollards are managed there. Their bollards are removable, anyone can take them in and out and the system is not working well there. Emma has spoken to Chris Peck at Dorset Council and some other measures to manage pedestrianised roads are being looked into but couldn't share.
- **Follow up action: Matilda** to contact Dorchester Transport Action Group regarding flow of traffic.
- **Follow up action: Matilda** to check minimum width of access needed for emergency vehicles and find out if there is a restriction on the size of vehicle going down the road.

Item 3 – Cornhill Market

- **Action from previous meeting:** Matilda to speak to Cornhill markets manager about the Cornhill project to ensure design complements the market
- **Update:** Matilda has spoken to Grant and he is happy to come along to a meeting and keen to be involved. Matilda has helped Grant set up a new Facebook page and create a new logo for the Dorchester Cornhill Market.
- **Discussion:** Group pleased that Grant willing to be engaged and would like to invite him to next meeting
- **Follow up Action: Matilda:** Invite Grant to next meeting

Item 4 – Pop-up events and experiences in Cornhill area

- **Action from previous meeting:** Matilda to look at running some pop-up events and experiences in Cornhill area this summer to see how they go down/how they fit in the space.
- **Update:**
 - Dorchester Fringe Festival in the planning stages – being led by Katy Jones - Possible talk of a silent disco, paint by numbers and music.
 - Planning a Town Pump pop up as part of Home of Hillforts and Henges – treasures table and Lego pop up.
 - Sunflower mural painted in area as part of Summer of Sunflowers

Discussion: Group pleased with the activities planned. Group discussed the need to allocate funding and resource to managing events in the space going forward once the planned works are completed. Suggestion that this could be joint funded by the BID. Group discussed what sort of events young people would like to go to. Youth Council reps said that the success of an event for young people would depend on who organised it.

Discussion of a possible event at Cornhill organised by the Youth Council or a board at Thomas Hardy School that young people could use to make suggestions of events/sign up to help organise events for young people.

The possibility of overflow from bands that book the bandstand at Borough Gardens to Cornhill was discussed.

- **Follow up action: Emma Scott and Youth Council reps:** Youth Council to discuss events for young people at Cornhill, possibility of them organising an event and ways in which they could gather information on what events young people would like to see at Cornhill
- **Follow up action: Matilda:** Speak to Steve Newman about bands at Borough Gardens and overflow to Cornhill

Item 4 – Paving

- **Action from previous meeting:** Matilda to research suitable paving fitting agreed brief.
- **Update:** There is already a big mix of paving in the area. The paving on one side of the Cornhill area is 200 by 100 mm block paving. On the other side is 350 by 350 mm slabs. The Cornhill seating area is currently a mix of 350 by 350 mm slabs and cobbles around the actual Town Pump and some drains too (see images below)



Image 1 – current paving at Cornhill

Possible options for going forward:

- Compliment the 350 by 350 mm slab size with the 350 by 350 mm paving rather than adding another size and shape to the mix. The square shape would make it hard to define the areas though and may not compliment the possible curved bench layout.
- Use big 600 by 600 mm slabs so that they can be a better surface for creating temporary art. This will be hard to define the areas though and may not compliment the curved bench layout.
- Create a circular patterns using 200 by 100 mm paving or circular paving sets – these circles could creep out of the rectangular area.
- Repave who width of road at Cornhill so the whole area is not so patchwork.

Marshalls have been as a good supplier of paving that Dorset Council would approve. Priority for paving is that it is accessible and sustainable.

- <https://www.marshalls.co.uk/commercial/product/conservation-x-paving>
- <https://www.marshalls.co.uk/commercial/product/lunar-paving>
- <https://www.marshalls.co.uk/commercial/product/scoutmoor-yorkstone>
- **Discussion:** Group felt that the whole area at the bottom of South Street down to Durngate Street should be repaved to reduce mishmash. Some of the group liked the idea of circle patterned paving and the use of resin. Others like the suggestion of the large 600 by 600 mm square paving slabs. The maintenance of the paving slabs and replacement by Dorset Council was discussed.
- **Follow up Action: Matilda:** Share groups thoughts on paving with the Dorset Council Highways team and get feedback for the next meeting.

Item 5 – Seating

- **Action from previous meeting:** Matilda to research costings for heritage benches, charging benches and bespoke seating.
- **Update:** Curved shape seemed popular at last meeting so Matilda focussed research on that. Despite having found the image below from the internet. Matilda could not find anywhere that actually makes them. Matilda spoke to Broxap (recommended by Outdoor Services Manager) over the phone and they have said that they would recommend steel rather than cast iron benches for curved benches and the cost of curved cast iron would be very high.



Inage 2 – curved cast iron bench

Possible seating options that are available off the rack –

1. Easthorpe by Broxap – <https://www.broxap.com/easthorpe.html>

This is made in house therefore can be configured to any shape. The semi-circular timber and steel construction comes in a range of finishes, manufactured to any required dimension. The steel can be lots of colours

The semi circular shape in the main picture below costs - £2,747.00 ex VAT – plus installation and delivery costs



Image 3 - Easthorpe by Broxap



Image 4 and 5 – Alternative Easthorpe configurations



Image 6 – <https://www.marshalls.co.uk/commercial/product/m3-curved-seat>

Option for Changing bench – <https://www.westcotec.co.uk/wp-content/uploads/2019/01/Westcotec-Urban-Smart-Bench.pdf> - this one has a back rest and is wooden. One of these would cost £2,650 plus installation and delivery.

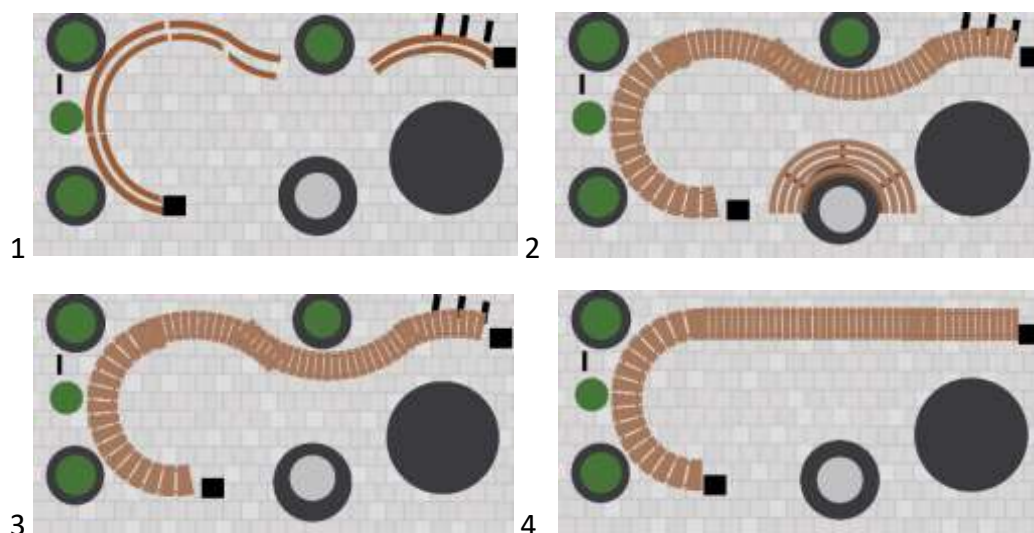
Or <https://www.cyclepods.co.uk/smart-solar-bench/>

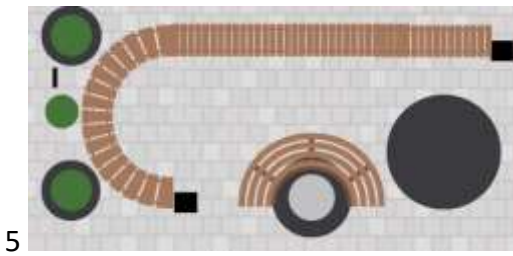
Bespoke seating - There are different options for this:

- Option 1 - Buy a bespoke seat <https://www.allurban.co.uk/products/benches/> comes in any colour – concrete and fibreglass
 - Option 2 – Tender and commission a community artist to create a bespoke bench with influence from the community - <https://www.gillespies.co.uk/news/the-designs-for-the-new-benches-in-rochdale-town-square-are-coming-to-life>
 - Option 2 – Tender for a bench. Could use someone like Arts Development Company to do this with us.
- **Discussion:** Group liked the curved shapes but did not like the metal benches -too cold. Would like wood and metal but felt the design of the Easthorpe bench would not suit and would like the design to look more like a heritage cast iron bench. Youth Council representatives liked the <https://www.allurban.co.uk/portfolio-items/boomer-two/> bench design best. A two-sided element to the bench would be preferred. The group acknowledged that some people would like to be able to sit in a big group and some would like to be able to sit alone and this needed to be reflected in the layout and seating design. Group discussed creation of brief for bespoke bench.
- **Follow up actions: Matilda:** Research more benches following group feedback.
 - **Follow up action: Matilda and Emma:** Create a brief for bespoke bench to share.

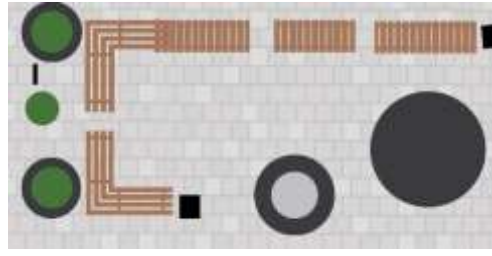
Item 6 – layout

- **Action from previous meeting:** Matilda to scope possible seating layouts to share at next meeting.
- **Update:** Matilda shared the following mocked up layout options and visuals. The green circles indicate trees in planters, the grey squares indicate bins, the large grey circle is the entertainment zone, the small grey rectangles are bike racks.

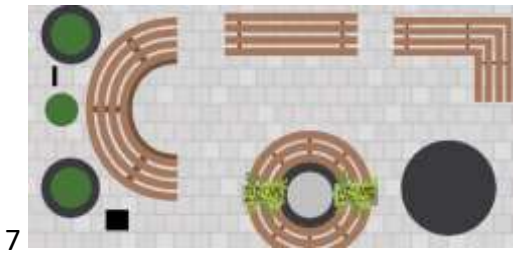




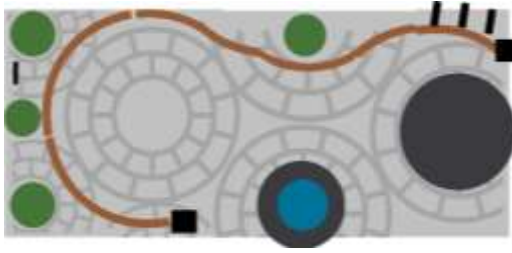
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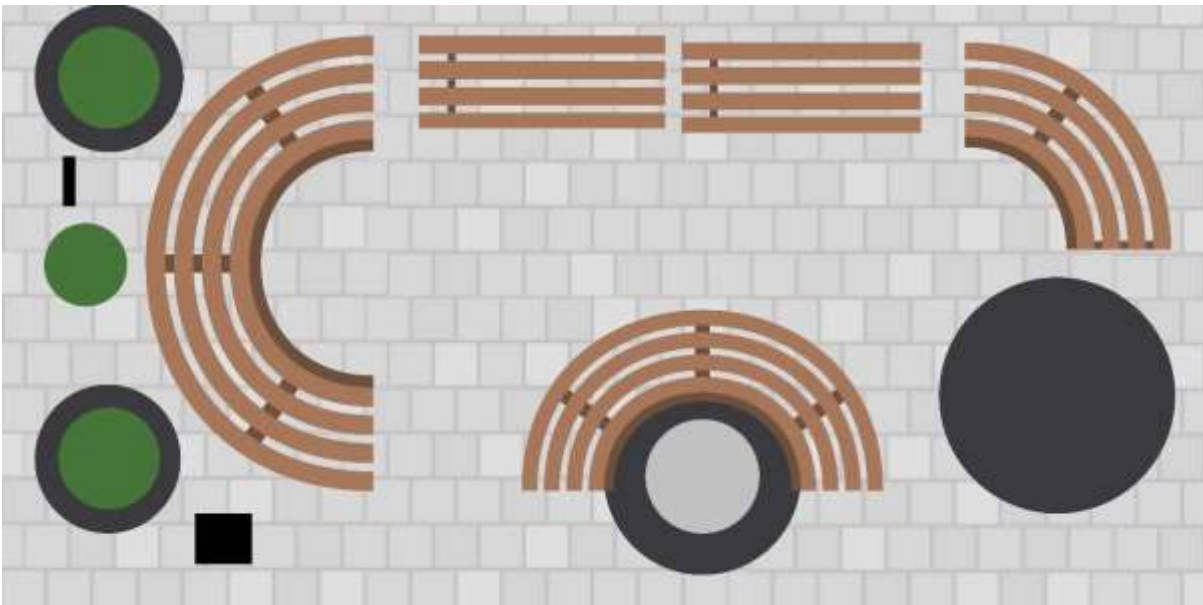
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8



- Discussion: The group liked the layout of 7 with a curved seat on the right-hand side and a two-sided bench in the middle and a semi-circle round the town pump the best. This is mocked up below:



- **Follow up action: Matilda:** Draw the preferred design to scale in the space and share.

Item 7 - Committee Schedules

- **Action from previous meeting:** Matilda to look at committee schedules to help calculate more definitive project milestones.
- **Update:** Matilda spoke with Dorset Council Highways team and they have said that, in the 1st instance, Dorchester Town Council can go ahead and discuss what they want to achieve, then Corinne Holbrook and Stephen Mepham would take a look at the proposed design from obstruction point of view (and probably involve someone from Alison Curtis team to advise). TC would have to “adopt” furniture etc (same as benches) maintain and cover with their own insurance etc. Highways not sure if design would need planning permission or need to any Dorset Council committees. They are investigating.

Item 8 – Agenda and dates of next meeting

Group would like to meet at The Town Pump for the next meeting in early June. Date to be confirmed.

Group would like to hear updates on actions and focus on lighting and planting at the next meeting.

Grant and Carl Dallison to be invited to the next meeting.

Action: Matilda to invite Carl Dallison to next meeting to input on planting

Action: Matilda to check availability of group members and set date for next meeting

DORCHESTER TOWN COUNCIL

FULL COUNCIL – 23 MAY 2023

APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

1. At each Annual Meeting of Council there is a fresh opportunity to appoint Committees, with their Chairs, and to make appointments to joint bodies and outside bodies. All Members were invited to express their Committee preferences. This report highlights the issues that Council will need to address.
2. Appendix 1 considers appointments to the Council's three Committees and two Joint Bodies. As it stands no issues need to be determined at Council.
3. The following Councillors have indicated a willingness to serve in the role of Chairman or Vice Chairman of Council Committees.

Committee	Chairman	Vice-Chairman
Policy	R. Biggs	S. Hosford
Management	F. Kent-Ledger	R. Major
Planning & Environment	R. Ricardo	R. Potter

4. Appendix 2 considers appointments to Outside Bodies. **As it stands the only issue to address is the vacancy for a representative on the Bayeux Society.**

Steve Newman
Town Clerk

APPENDIX 1

APPOINTMENT OF COMMITTEES

DORCHESTER TOWN COUNCIL COMMITTEES

Management Committee (11 requests)

A. Canning	L. Fry	S. Jones	F. Kent-Ledger	D. Leaper	T. Lyall
R. Major	R. Potter	M. Rennie	R. Ricardo	D. Taylor	

Policy Committee (8 requests)

B. Armstrong-Marshall	R. Biggs	S. Biles	T. Harries	J. Hewitt
F. Hogwood	S. Hosford	G. Jones		

Planning & Environment (no limit - 15 requests)

R. Biggs	A. Canning	L. Fry	T. Harries	J. Hewitt	S. Hosford
G. Jones	S. Jones	F. Kent-Ledger	D. Leaper	R. Major	R. Potter
M. Rennie	R. Ricardo	D. Taylor			

If appointed as Mayor, Councillor Alistair Chisholm will be ex officio to the 3 Committees

JOINT BODIES

Dorchester Markets Informal Joint Panel (6 members, 6 requests)

J. Hewitt	S. Hosford	F. Kent-Ledger
A. Lyall	M. Rennie	S. Jones

Dorchester Heritage Joint Committee (5 members, 5 requests)

S. Biles	A. Chisholm	F. Hogwood	G. Jones	F. Kent-Ledger
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APPENDIX 2 - APPOINTMENTS TO OUTSIDE BODIES			
Internal Roles		Appointed	Expression of interest
DAPTC Larger Towns Rep	A. Chisholm The Mayor	2021 Annually	D. Taylor
Municipal Buildings Monitoring Group	R. Biggs S. Hosford and F. Kent-Ledger	2022 2022	F. Kent-Ledger, S. Hosford, R. Biggs
Charitable Trusteeships			
Dorchester Almshouses (2)	R. Biggs S. Hosford	2022 2019	S. Hosford, R. Biggs
Ashley Churchill & Thorner Trust (2)	R. Major R. Ricardo	2019 2019	R. Major R. Ricardo
Other Bodies			
Dorchester Arts	D. Leaper	2022	D. Leaper
Dorchester Association L. History & Arch.	D. Leaper	2021	D. Leaper
Dorchester BID	R. Ricardo	2021	J. Hewitt
Dorchester Bayeux Society	R. Major	2021	Vacancy
Dorchester Lubbecke Society	S. Hosford	2021	S. Hosford
Dorchester Tourism Partnership	S. Hosford	2021	R. Potter
Citizens Advice Central Dorset	S. Biles	2021	S. Biles
Dorchester Youth & Community Centre	M. Rennie	2019	M. Rennie
South Wessex Community Rail Partnership (previously Heart of Wessex Rail Partnership)	A. Chisholm	2019	A. Chisholm
Thomas Hardy Society	S. Jones	2021	S. Jones
Transition Town Dorchester	F. Hogwood	2019	F. Hogwood
Volunteer Centre Dorchester	S. Biles	2019	S. Biles
Sawmills (2 reps)	N/A	New	R. Major, R. Potter

