



Dorchester Town Council

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You are summoned to a meeting of the **Dorchester Town Council** to be held in the Council Chamber, the Municipal Buildings, High East Street, Dorchester, DT1 1HF on **Monday 27 November 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 25 September 2023 (page 3).

4. **Police Update**

If in attendance, to receive a police update.

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

- a) To receive a presentation from Project Managers, NHS Dorset regarding South Walks House.
- b) To receive communications from the Mayor and Town Clerk.
- c) 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:-

Planning & Environment Committee	2 October 2023	Page 6
Planning & Environment Committee	6 November 2023	Page 11
Management Committee	13 November 2023	Page 18
Policy Committee	20 November 2023	Page 23

To note the Minutes of the following Joint body

Dorchester Joint Heritage Committee

17 October 2023

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7. **Update from Dorset Council Members**

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



Steve Newman
Town Clerk

22 November 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

25 September 2023

Present: The Mayor (Councillor A. Chisholm) and Councillors R. Biggs, S. Biles, L. Fry, J. Hewitt, S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, D. Leaper, K. Reid, M. Rennie and D. Taylor.

Apologies: Councillors B. Armstrong-Marshall, A. Canning, T. Harries, F. Hogwood, R. Major, R. Potter and R. Ricardo.

25. Minutes

The minutes of the meetings of the Council held on 31 July 2023 were confirmed and signed by the Mayor as a correct record.

26. Declarations of Interest

There were no declarations of interest reported.

27. Police Matters

There was no report from the police at the meeting.

28. Presentations, Communications, Questions and Motions

The Mayor reported on a number of events and communications as follows:-

- The first Dorset COP had been held in the Corn Exchange and it was hoped that a form of declaration would be agreed by the end of the year.
- The first Streets Alive event organised by DTAG had been a great success.
- Heritage Open Day had been well attended with the High Street being able to be appreciated without traffic.
- A very interesting fiftieth twinning anniversary trip to Lubbecke.
- A reception held at the Dorset Museum for visitors from Bayeux.
- Anonymous and the Cider Festival events had both been very successful.
- A talk to U3A which was a thriving organisation in the town with over 1000 members.

The Council wished to thank Keep 106 Radio who had attended and covered many of the events reported by The Mayor.

No motions or questions had been submitted.

29. Planning and Environment Committee – 7 August 2023

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

Councillor D. Taylor reported that his name should have been included within the Declaration of Interests at Minute No 6.

It was noted that the electronic car park signage had been switched back on but that there had been no improvement in its accuracy and it was still very misleading.

Resolved

- (1) That, subject to Councillor D. Taylor being added to minute No. 6, the minutes of the meeting of the Planning and Environment Committee held on 7 August 2023 be adopted.
- (2) That Dorset Council be informed of this Council's continuing concerns regarding the inaccuracy of the electronic car park signs.

30. Planning and Environment Committee – 4 September 2023

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

Members felt that it would be beneficial if there could be Licensing conditions or conditions within local planning policies regarding the 'wrapping' of shop windows which sold age restricted products such as alcohol and vapes.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 4 September 2023 be adopted.

31. Management Committee – 11 September 2023

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

Members noted that the Youth and Community Centre was also discussing what support could be given to reduce any anti social behaviour at Poundbury.

The Chairman confirmed that the financial benefits of the carbon reduction measures being undertaken at the Borough Gardens would be monitored and that the addition of battery storage considered once the system was completed and in use.

Resolved

That the minutes of the meeting of the Management Committee held on 11 September 2023 be adopted.

32. Policy Committee – 18 September 2023

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

Resolved

That the minutes of the meeting of the Policy Committee held on 18 September 2023 be adopted.

33. Update from the Dorset Council

Dorset Councillors updated the Council on the following matters:-

- Training had been provided in respect of Planning heritage and appeals.
- Dog Control Orders were due for review.
- 2024-25 budget planning cafes were due to commence shortly.
- Assurances had been given that Dorset Council's financial position was satisfactory at the present time.
- Speed monitoring at Peverell Avenue had been completed.
- Budget training had been provided.
- A good response had been received in respect of the Housing Strategy consultation.
- The local NHS was looking to directly employ more dentists.
- It was hoped to have a one stop family hub open at the library at Christmas.
- There was a need for more supported accommodation places for young people.

The Deputy Mayor updated Members on the distribution of money from her Mayoral Charity fund and help for Ukrainian's living in the town.

Council rose at 7.54pm.

Mayor

Public half hour

A local resident suggested that the impact of the Council's carbon reduction measures would be miniscule in terms of the whole world and that the money being spent at the Borough Gardens would be better spent on other priorities. If the project did go ahead monitoring of the outputs was crucial.

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

Present: Councillors R. Biggs, A. Chisholm (the Mayor ex-officio), L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger, D. Leaper, R. Major, R. Potter (Vice - Chairman), M. Rennie and R. Ricardo (Chairman).

Apologies: Cllrs. S. Hosford and D. Taylor.

6. Declarations of Interest

Councillors L. Fry and 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. Potter declared an interest in Agenda item 3 'Herringston Road and D'Urberville Close Traffic Regulation Order' as a neighbouring resident.

7. Minutes

The minutes of the meeting of the Committee held on 4 September 2023 and adopted by Council on 25 September 2023 were noted.

8. Herringston Road and D'Urberville Close Traffic Regulation Order

The Committee considered a revised proposal for a traffic regulation order in Herringston Road. The Committee were disappointed that the new proposal did not address the original concerns raised regarding problems with parking opposite Weldmar Hospicecare, but agreed that it would help alleviate some of the parking problems in the area.

The Committee agreed to support the proposal.

Resolved

That the Committee support the revised proposal for traffic measures in Herringston Road.

9. A35 Parishes Group

The Committee considered an invitation to join the A35 Parishes Group. The Committee agreed that it would enable an extra insight into proposed works to the A35 and agreed that Councillor F.E. Kent – Ledger would attend and represent Dorchester Town Council and Councillor R. Potter would act as a reserve if required.

Resolved

- i) That Councillor F.E. Kent – Ledger would represent Dorchester Town Council at the A35 Parishes Group and Councillor R. Potter would act as a reserve if required.

10. Planning Applications for Comment

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

11. Minute Update Report

There were no minute updates to report.

12. Planning Issues to Note

There were no planning issues to note.

Dorchester Town Council

Planning & Environment Committee – 2 October 2023

Planning Applications for Comment

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

E1. P/HOU/2023/05050 5 Farfrae Crescent Dorchester DT1 2SR

Replace front porch canopy with larger porch canopy. Install 2no. rooflights into rear lean-to roof.

No objection.

E2. P/VOC/2023/05084 Exhibition Court London Road Dorchester Dorset DT1 1NE

Demolish existing outbuildings, erect extensions & convert retained buildings to form 9 self-contained flats. Modify existing vehicular and pedestrian access (with variation of condition 6 of planning permission 1/E/03/000284 - to allow the reduction of parking spaces from 5 to 4 to form secure bin & cycle storage)

No objection.

North Ward (Councillors A. Canning, A. Chisholm & D. Taylor)

N1. P/ADV/2023/04630 8A Cornhill Dorchester Dorset DT1 1BA

Display 1no. non illuminated fascia sign and non illuminated projecting sign.

No objection.

N2. P/FUL/2023/00250 & P/LBC/2023/00251 4 & 5 Colliton Street Dorchester DT1 1XH

Change of use and conversion of former Museum office/stores to form 2 no. dwellings (use class C3). Demolish existing lean to extension and erect new lean to extension.

No objection

The committee welcomed the improvements to the site and recognised the efforts made to enhance the conservation area. The committee were particularly impressed with the efforts made to conserve biodiversity.

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

W1. P/HOU/2023/05231 32 Treves Road Dorchester DT1 2HE

Erect two storey rear and side extensions. Erect single storey lean-to extension and Internal alterations.

No objection.

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

S1. P/HOU/2023/04721 26 South Court Avenue Dorchester Dorset DT1 2BX

Erect two storey side extension and single storey rear extension.

No objection.

S2. P/FUL/2022/05673 & P/LBC/2022/05674 The Maltings and Maltings Mews Pope Street / Eldridge Street Dorchester Dorset

AMMENDED PLANS: Change of use & conversion of The Maltings to create flexible commercial (Use Class E)/community (Use Class F2)) uses & parking purposes at basement floor & for residential (Use Class C3) at ground to second floors; with external alterations, extension to existing basement & erection of side extensions up to five storeys (to provide a total of 43 flats). Erection of five-storey building (Malting Mews) with parking at ground floor & residential use (Use Class C3) at first to fourth floors (33 flats)

Objection.

The Committee reiterated its previous comments – ‘While the Committee appreciated the efforts of the developers to respect the listed building, it was felt that the Eastern extension to the building was somewhat overbearing. It may also have a negative impact on the amenity of residents of Prince of Wales Road due to its height and position to the South of those houses and gardens.

The Committee were concerned about the lack of natural light to some of the units.

The Committee welcomed the community space that would be provided for the benefit of residents.

The Committee requested that the application be considered by the Dorset Council’s Northern Area Planning Committee.’

The Committee felt that the new proposals did not address the issues of the previous design and agreed with the Conservation Officer’s previous comments which had not been since addressed. It was felt that the proposal did not comply with the following policies of the adopted local plan; ENV.10 as it did not ‘contribute positively to the maintenance and enhancement of local identity and distinctiveness., ENV 12 as the ‘general design is not in harmony with the adjoining buildings and the area as a whole; largely due to its scale and mass’ which would be overpowering to the properties in Prince of Wales Road and spoiling the amenity of the residents (ENV 16) through overshadowing and loss of privacy.

The committee felt that the current proposal did not meet the requirements of the NPPF, paras 200 and 202 as it would cause more harm than gain to the grade ii listed building, therefore failing to comply with Policy ENV4 of the adopted local plan as the proposal would harm the historically significant building.

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

P1. P/HOU/2023/05313 5 Hintock Street Poundbury Dorset DT1 3FB

Erect single storey lean-to conservatory.

No objection.

For Information

FI1. P/NMA/2023/05244 5 Caernarvon Close Dorchester DT1 2EH

Non material amendment to amend the gable roof to hipped roof on single storey rear extension planning permission P/HOU/2021/057843 (Erect single storey side and front extension with air conditioning unit over and two storey side extension)

Dorchester Town Council
Minutes of the Planning and Environment Committee
6 November 2023

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

Apologies: Cllrs. T. Harries, J. Hewitt and S. Jones.

Also in attendance: Cllrs. S. Biles and K. Reid.

13. Declarations of Interest

Councillors L. Fry and 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. Potter stated that he would not comment on Agenda item 8, Planning Applications for Comment, Application S2. P/FUL/2023/04329 10 Manor Road Dorchester DT1 2AU as he had already made comment on the application on the Dorset Council website.

14. Minutes

The minutes of the meeting of the Committee held on 2 October 2023 were approved and signed by the Chairman.

15. Draft Community Resilience Plan

The Committee considered the draft Community Resilience Plan and agreed to recommend the plan for approval by Council, subject to some minor amendments. The Committee requested that the plan be reviewed annually.

The Committee thanked the Community Development Officer for the work carried out to create the plan.

Recommended

That the draft Community Resilience Plan be approved by Council and that the plan be reviewed annually.

16. Strategic Employment Land Development Plan

The Committee considered a request to explore the process of designating existing areas of Dorchester's Employment Land as Strategic Employment Land. The Committee heard from Cllr G. Jones that he was concerned that Dorchester would lose valuable employment land and skilled trades if greater protections of Dorchester's employment land were not in place.

The Committee agreed to support the request and agreed that council should be invited to form a working group to consist of Cllr G. Jones and others.

Recommended

- ii) That the process of designating existing areas of Dorchester's Employment Land as Strategic Employment Land be explored.
- iii) That a working group to consist of Cllr G. Jones and others be formed.

17. Notice of Application to Stop Up Highway Land Adjoining Ackerman Road, Dorchester

The Committee noted that Dorset Council intends to apply to the Dorset Magistrates' Court for an application under Section 116 of the Highways Act 1980 to stop up public highway rights over a section of highway making up part of Ackerman Road.

18. A35 Parishes Update

The Committee received a verbal update on the A35 Parishes Group from Councillor F Kent-Ledger.

19. Speed Surveys – Maiden Castle Road

The Committee heard that reports had been received of perceived speeding in Maiden Castle Road and noted that the last speed surveys in the vicinity were carried out in 1995, the Committee agreed that it should be recommended to the Policy Committee that a speed survey should be commissioned for Maiden Castle Road.

Recommended

That a request be made to the Policy Committee be made for funding for a speed survey in Maiden Castle Road.

20. Planning Applications for Comment

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

21. Minute Update Report

Minute 175, Planning and Environment Committee meeting held on 3 May 2016

The Committee heard that Damory Coaches had expressed serious concerns about inconsiderate parking around Manor Park First School which had led to a number of its services being severely delayed. The Committee heard that the experimental traffic order that was in operation in the area was working well but motorists were now parking inconsiderately in Mellstock Avenue during school drop off / collection times. The Committee were supportive of an additional experimental traffic order in Mellstock Avenue to alleviate the problems.

22. **Planning Issues to Note**

There were no planning issues to note.

Dorchester Town Council

Planning & Environment Committee – 6 November 2023

Planning Applications for Comment

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

E1. P/HOU/2023/04374 1 Came View Road Dorchester DT1 2AE

Erect front porch, demolish conservatory, Erect sunroom and Erect flat roof rear extension.

No objection.

E2. 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.

Amended plans or additional information relating to the planning application have been received. – Previously considered by DTC 2 May 2023

Objection

The Committee considered that the amendments did not address the Committee's original concerns, Therefore the the Committee's comments made at the Dorchester Town Council Planning and Environment Committee meeting held on 2 May 2023 remain.

North Ward (Councillors A. Canning, A. Chisholm & D. Taylor)

N1. P/LBC/2023/05639 8A Cornhill Dorchester Dorset DT1 1BA

Carry out internal and external alterations.

No objection, subject to the required sitting out licences being applied for and granted.

N2. P/LBC/2023/04830 49 & 50 South Street Dorchester DT1 1DW

Refurbish part of main roof, rainwater good and rear single flat roof. Re-point & clean stonework. Repair and redecorate windows.

No objection.

N3. P/FUL/2023/01357 & P/LBC/2023/01358 (Listed Building Consent)51 High West Street Dorchester Dorset DT1 1UT

Reinstate 2no. dormer windows in south roof slope, relocate rooflight in south roof slope, replace modern slates on south roof slope & plain tiles on remaining roof slopes with rosemary clay tiles.

No objection.

- N4. P/ADV/2023/05763 14 South Street Dorchester DT1 1BS (Retrospect)**
Erect new fascia sign and projecting hanging sign to front elevation of building.
No objection.
- N5. P/FUL/2023/05761 & P/LBC/2023/05762 (Listed Building Consent) 13-14 Princes Street Dorchester DT1 1TW**
Change of use from commercial 'E' use to residential and the creation of two dwellings including partial demolition as well as internal and external works.
No objection.
- N6. P/HOU/2023/06042 10 Whitfield Road Dorchester DT1 2NW**
Erect detached double garage.
No objection.
- N7. P/FUL/2023/05969 16-17 Cornwall Road Dorchester DT1 1RU**
Removal of existing single storey lean-to and replaced with a new single storey extension.
No objection.
- N8. P/FUL/2023/05525 Borough Gardens Cornwall Road Dorchester**
Installation of Solar panels (PV) & 2no. air source heat pumps.
As Dorchester Town Council is the applicant, no comment was made on this application.
West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)
- W1. P/HOU/2023/05504 11A Garfield Avenue Dorchester DT1 2EX**
Erect single storey side extension.
No objection.
- W2. P/FUL/2023/05810 Fairfield Car Park Fairfield Road Dorchester**
Construct footway along Fairfield Road and carry out vehicle restrictions works. Form pedestrian access from Weymouth Avenue.
No objection.
South Ward (Councillors G. Jones, R. Potter and M. Rennie)
- S1. P/HOU/2023/05580 72 Weatherbury Way Dorchester DT1 2EG**
Erect single storey rear extension and alterations. Erect front porch, alterations to front elevation and changes to garage opening.
No objection.

S2. P/FUL/2023/04329 10 Manor Road Dorchester DT1 2AU

Erect bungalow with associated access and parking.

Amended plans or additional information relating to the planning application have been received.

Previously considered by DTC 4 September 2023

Objection

The Committee considered that the amendments did not address the Committee's original concerns, Therefore the Committee's comments made at the Dorchester Town Council Planning and Environment Committee meeting held on 4 September 2023 remain.

S3. P/HOU/2023/05938 62 South Court Avenue Dorchester DT1 2BZ

Erect first floor extension.

No objection.

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

No applications received to date.

For Information

FI1. P/CLP/2023/05598 6 Albert Road Dorchester Dorset DT1 1SF

Certificate of lawfulness to confirm that both applications 1/E/87/137 (the 1987 PP) and P/FUL/2023/01834 (the 2023 PP) can be concurrently and fully implemented on the site.

The above Certificate of Lawful Use Proposed application has been received. You are being notified for information purposes only.

The Committee concluded that that both applications 1/E/87/000137 (the 1987 PP) and P/FUL/2023/01834 (the 2023 PP) could not be concurrently and fully implemented on the site.

- Application 1/E/87/000137 1987 PP was to 'make alterations to convert house into 3 flats and erect 6 new flats', Application P/FUL/2023/01834 was to 'Erect garage, first floor extension & alterations to existing building. Erect bike & bin stores, form parking area & carry out landscaping works to include garden wall.' Which included office space, a reception, holding rooms and chapels of rest on the ground floor – the latter permission does not also accommodate a flat on the ground floor, both applications contain different class uses for the ground floor. Nor does the 1987 permission accommodate office space on the first floor as per the 2023 permission.
- Condition 4 of the grant of planning permission for Application 1/E/87/000137 1987 PP states that 'Before the development hereby approved is first occupied, the 12 car parking spaces as shown on drawing no 86/10/01 Rev A shall be laid out and made available for use by residents and visitors and shall thereafter be maintained in perpetuity.' Application P/FUL/2023/01834 consists of 7 parking

spaces. It would not be physically possible to instate the required 12 parking spaces as per Application 1/E/87/000137 due to the proposed garage as per application P/FUL/2023/01834.

Therefore, the Pilkington principle should be applied as per the Supreme Court Judgement (Hillside Parks Limited v Snowdonia National Park Authority 2 November 2022) as application P/FUL/2023/01834 is inconsistent with the permission granted in 1987 (1/E/87/000137) and has had the effect that it is physically impossible to develop the site of 6 Albert Road site in accordance with the plans approved by the 1987 permission.

FI2. P/PALH/2023/05865 17 Dukes Parade Poundbury Dorset DT1 3EA

Erect rear extension: to extend 3.50 metres beyond rear wall of the original dwellinghouse: maximum height 2.90 metres; height to eaves 2.50 metres.

This application is not a planning application but a request for the Council to determine whether or not Prior Approval is required for the proposal.

The Committee felt that prior approval should be required.

Dorchester Town Council

Management Committee

13th November 2023

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

In Attendance:

Councillors S. Hosford and R. Biggs.

Apologies: None.

20. Declaration of Interests

Cllr K. Reid declared that she was an allotment holder.

21. Minutes

The Minutes of the Meeting of the Committee held on 11th September 2023, adopted by Council on 25th September 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

22. Market Proposal

The committee received the report from the Assistant Town Clerk (Corporate) and were provided with additional information from Jules Bradburn of Dorset Artisan Markets Ltd, who was in attendance to answer questions. In response to a question from Cllr Jones, it was confirmed that the Sherborne and Shaftesbury markets had resulted in traders moving on to open high street shops.

It was also confirmed that stallholders would be expected to park their cars/vans offsite and appropriate arrangements would be put in place – Cllr Jones suggested that perhaps an arrangement at the County Hall car park could avoid traders taking up space in the public car parks.

Cllr Rennie relayed to the committee the outcome of the discussion at the Markets Joint Panel, which had been very supportive of this proposal. However, there were concerns that extending the artisan market into Brewery Square might take trade away from South Street. Cllr Rennie also suggested that the allocated free parking days could be used to support the markets.

Cllr Kent-Ledger mentioned that the operator of the Cornhill market had been consulted and was in favour of the proposal.

Resolved:

- 1) That the proposals from Dorset Artisan Markets Ltd, as set out in Appendix A, for a monthly artisan market in Borough Gardens be agreed.
- 2) That a review report on the performance of the Dorset Artisan Markets Ltd market in Borough Gardens in 2024 is presented to the committee prior to any further bookings for 2025 onward.

23. Outdoor Services – Update Report - Autumn 2023

The committee received the update report from the Assistant Town Clerk (Outdoor Services). The future financial implications of the council taking on the management of The Great Field was highlighted and it was noted that this would need to be addressed during the budget setting process. Cllr Biggs asked about the approach to trimming hedgerows and it was confirmed that an appropriate technique would be used. Cllr Canning asked about the disposal of grass cuttings from The Great Field and it was confirmed that this would need to be disposed of due to contamination. Cllr Reid asked about putting up a notice to identify the trees at Kings Road however there had not yet been any further progress with this proposal.

Resolved:

That the Outdoor Services update report for Autumn 2023 be noted.

24. Donated Trees Policy for The Great Field

The committee received a report from the Assistant Town Clerk (Outdoor Services) which set out a proposed 'Donated Tree Policy' for the Great Field. Cllr Potter asked how the council might acknowledge the donation of trees in future and Cllr Reid proposed that there be an online list of donors on the council website.

Resolved:

That the Donated Tree Policy for The Great Field be agreed for implementation from January 2024.

25. Pleached lime trees at Borough Gardens.

The committee received a report from the Assistant Town Clerk (Outdoor Services) who confirmed that replacement trees could be funded from existing budgets. Cllr Leaper queried whether the limes could be replaced with another species and it was suggested that hornbeam was an option but Cllr Major proposed that limes would be more in keeping with the Gardens. Cllr Canning suggested that the council newsletter could provide residents with more information about the many changes being made to the stock of trees across the town.

Resolved:

That the proposal for the removal pleached lime trees in Borough Gardens be agreed and new pleached specimens be planted.

26. Allotments charges and annual review

The Assistant Town Clerk (Corporate) presented a report and outlined changes to the way officers inspected allotments and administered the agreements. Members discussed their involvement in the inspection process and the previous practice of holding annual meetings with allotment holders. The Assistant Town Clerk proposed that there be briefings on allotments (including the council's legal obligations) to members following the elections in 2024.

Members discussed the current waiting list (c. 30 people) but officers explained that although the council could try to reduce this by offering more half plots, many of those on the list were waiting for plots at specific sites, such as Frome Terrace.

Members discussed the fees charged by the council and queried whether these had been compared to other councils. Officers confirmed that there was current liaison with other town councils in Dorset to improve benchmarking. Cllr Major considered the council's fees to be very reasonable and Cllr Ricardo was concerned that, overall, the service still ran at a deficit and that below inflation fee increases would make this worse. Cllr Reid suggested that offering more smaller plots would help increase income.

Cllr Kent-Ledger proposed that the committee review allotment prices in 2024 well in advance of the 2025-26 budget setting process and that there should be more frequent allotment updates to the committee.

Resolved:

- 1) That the allotment rent, from January 2024, be increased by £1.00 per plot no matter the size.
- 2) That the water fee, from January 2024, be increased by £1.00 per plot no matter the size.
- 3) That the practice of charging double fees for non-Dorchester residents continues.

27. Grant Applications

The Committee considered various requests for financial assistance.

Resolved:

- 1) That no grant be awarded to Age UK NSW Dorset for its community allotment project.
- 2) That a grant of £300 be awarded to South West Dorset Multi-cultural Network towards the costs of Holocaust Memorial Day event
- 3) That a grant of £250 be awarded to Damers First School towards the cost of a wildlife information board on The Great Field.
- 4) That no grant be awarded to Dorchester Rugby Football Club towards the cost of recently installed floodlights.
- 5) That no grant be awarded to Dorchester Arts towards the cost of the Rise programme of creative therapy for mothers with postnatal depression and anxiety.

- 6) That no grant be awarded to Art in Poundbury towards the cost of hall hire for its December 2023 exhibition.
- 7) That the Assistant Town Clerk, following consultation with the Committee Chairman, be given delegated authority to agree a grant of £500 to Dorset County Museum towards the cost of allowing free entry for local residents to the 2024 Dorchester Family Science Day.
- 8) That a grant of £350 be awarded to Dorchester Chamber for public liability insurance of the Christmas Cracker event 2023.
- 9) That a grant of £350 be awarded to Dorchester Chamber for venue hire for the Christmas Cracker 2023.

28. Notes of Twinning & Cultural Activities Panel

Members considered the notes of the Twinning & Cultural Activities Panel established by Management Committee. Cllr Potter agreed with the suggestion from the Panel that there should be a memorial to the late Queen.

Resolved:

That the notes of the Twinning & Cultural Activities Panel meeting be noted.

29. Minutes of Dorchester Arts board meeting.

The committee considered the minutes of the Dorchester Art board meeting on 17th July 2023.

Resolved:

That the minutes of the Dorchester Arts board meeting be noted.

30. 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 5367 to 5381 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

31. **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.

32. **Borough Gardens – extension to staff mess facilities.**

The Assistant Town Clerk (Outdoor Services) reported to members on the outcome of the procurement process for the contract to build the extension to the Borough Gardens mess facility. The bid from Skelly Construction Ltd offered the best value for money but was £19,927 above the original budget estimate for the project of £40,000 already agreed by Committee. Members were invited to consider either abandoning the project, and thereby leave the staff with inadequate mess facilities, or increase the budget from reserves to enable construction to proceed. Members expressed support for the project and agreed to request to Policy Committee a further allocation from reserves.

Resolved:

That Policy Committee be requested to allocate an additional £19,927 to the project budget for the extension of the gardeners’ mess facilities at Borough Gardens from the Parks Buildings reserves.

Chairman.....

Dorchester Town Council

Policy Committee

20 November 2023

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

Apologies: Councillors G. Jones and T. Harries.

21. Minutes

The Minutes of the Meeting of the Committee held on 18 September 2023, adopted by Council on 25 September 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

22. Declaration of Interests

Councillor R. Biggs declared a personal interest in respect of Minute No. 28 below.

23. Finance Update

Members considered a report by the Finance Officer which updated them on the financial position of the Council as at end of October 2023, the level of debt over 30 days and gave details of the payments list from 1 September 2023 to 31 October 2023.

The report also gave details about the agreed 2023-24 NJC pay award, the external audit report 2022-23 and the internal audit report 2023-24.

Resolved

- (1) That the payments list, totalling £259,703.95, be approved.
- (2) That the first 2023-24 internal audit report, with officer responses be noted.

Recommended

- (3) That the certified Annual Governance and Accountability Return for the year ended 31 March 2023 is approved and accepted.

24. Engagement of Internal Auditor

Members considered a report by the Responsible Finance Officer on the appointment of an Internal Auditor for the Council. It was proposed that the existing Internal Auditor, Darkin Miller Ltd, be re-engaged for a period of three years. It was noted that there would be no further extension to the contract at the end of this three year period.

Resolved

That Darkin Miller Ltd are engaged by the Council for a further period of three years after which a competitive procurement process would be undertaken.

25. Planning and Environment Committee Extracts

The Committee considered extracts from the Planning and Environment Committee meetings held on 7 August 2023 and 6 November 2023 regarding the funding of two speed surveys at a cost of £275 per survey.

Resolved

That funding of £550 be approved for speed surveys at Kings Road and Maiden Castle Road.

26. Management Committee Extract

The Committee considered an extract from the Management Committee meeting held on 13 November requesting additional capital funding for the works to extend the staff mess room at the Borough Gardens.

Resolved

That additional capital funding of £20,000 be approved from the Parks Buildings Reserve, so as to enable the works to go ahead to extend the staff mess room at the Borough Gardens.

27. Appointment of New Town Crier

Members had before them a report by the Assistant Town Clerk (Corporate) on the retirement of the Town Crier on New Years Day 2024.

The Committee felt that a new Town Crier should be sought and agreed that an appointments Panel be established to undertake the recruitment process. Members also felt that a budget should be set aside for new Town Crier livery. It was hoped that the new livery could be made locally and the Town Clerk confirmed that it would remain the property of the Council.

Resolved

(1) That a Town Crier Recruitment Panel, to include the present Town Crier and four other Members, be established to oversee the recruitment and selection process for the post of Town Crier.

(2) That an allocation of no more £5,000 be included in the 2024-25 budget to meet the cost of purchasing livery for the new Town Crier.

28. **Corn Exchange Front of House Works**

The Committee considered a report by the Town Clerk updating it on progress with the Municipal Buildings front of house works, including funding arrangements and appointment of professional services.

Resolved

That the update be noted and that the professional services continue to be provided by Crickmay Stark (Architects), Peter Gunning and Partners (Quantity Surveyors) and Dencher Consulting Engineers (Structural Engineers).

29. **Strategic and Operational Risk Registers**

Members considered a report of the Assistant Town Clerk (Corporate) relating to the Council's Risk Registers.

The Committee reviewed each of the high level risks included in the report. In respect of the risk associated with an increase in energy costs it was felt that the wording should be amended to read 'An exceptional and unexpected increase in energy costs'.

Recommended

(1) That, subject to the amendment above, the assessed high level strategic and operational risks be approved.

(2) That the Strategic and Operational Risk Registers, as a whole, be approved.

30. **Dorchester Business Awards**

The Committee considered whether to again sponsor the Dorchester Business awards 2024. Members expressed a preference to sponsor the 'excellence in customer service' category.

Resolved

That the 2023 Dorchester Business Awards be sponsored in the sum of £325.

31. **Council Chamber / Town Hall Refurbishment Task and Finish Group**

Members received the notes of the Council Chamber / Town Hall Refurbishment Task and Finish Group held on 18 September 2023.

Resolved

That the notes of the Council Chamber / Town Hall Refurbishment Task and Finish Group held on 18 September 2023, as set out in Appendix 1 to these Minutes, be received.

32. **Cornhill / South Street Improvements – Replacement Lamp Posts**

The Committee had before it a report by the Tourism Officer on the replacement of seven lampposts in South Street with new lampposts that were able to safely hold hanging flower baskets. The report showed a picture of the proposed replacement lampposts that would be made of steel rather than cast iron the total cost of which would be £28,614.

Members hoped it would be possible to have more discreet identification numbers on the lampposts.

Resolved

That the proposed replacement lampposts be agreed at a cost of £28,614.

33. **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.

34. **Staffing**

The Committee considered a report by the Town Clerk on the temporary, part time appointment to cover the absence of the Development Assistant.

Resolved

That the arrangements set out in the report be agreed.

35. **Carbon Reduction Measures 19 North Square**

Members had before them a report by the Town Clerk on the outcome of the tender process to undertake carbon reduction works at 19 North Square. It was noted that it was anticipated that the works would attract a 50% grant from Low Carbon Dorset.

Resolved

That the tender received from G R Edwards in the sum of £43,732 be agreed.

36. **Claim for Property Damage**

The Committee considered a report by the Town Clerk on a small claim for property damage.

Resolved

That the claim be settled directly by the Town Council.

Chairman.....

Appendix 1

DORCHESTER TOWN COUNCIL

COUNCIL CHAMBER / TOWN HALL TASK AND FINISH GROUP

18 SEPTEMBER 2023

Present: The Mayor (Councillor A. Chisholm) and Councillors L. Fry, S. Hosford, S. Jones and F. Kent-Ledger.

Officers: S. Newman, Town Clerk.

1. Terms of Reference

The Group noted its terms of reference.

2. Council Chamber Refurbishment

Members discussed those changes / improvements they would like to see in the Council Chamber as follows:-

- The far left hand display bay needs reviewing and smartening.
- The twinning memorabilia needs reviewing and rationalising – any memorabilia in storage to be reviewed at North Square in due course.
- The vertical radiator pipes to be painted the same colour as the wall to help them blend in.
- Investigate new 'flexible' tables and chairs to replace the existing furniture.
- Investigate alternative and more accessible for the public, Committee meeting 'styles'.
- Obtain prices for linking the hearing loop to the existing in the tech room.
- Consider having a screen at each end of the room.
- Remove redundant switches from the wall.
- Leave the carpet as it is following a clean.
- New LED spotlights to highlight the plaques and dais.
- Repaint the room using the heritage colours used in the Corn Exchange
- LED lighting for the Seal display.
- Put the Mayor's photo album in the Mayor's draw.
- Create a framed Honorary Citizens list.
- Create a file of historical information on everything that is displayed, including the history of twinning.
- New AV equipment to be fixed to the ceiling and accessed remotely.

3. Town Hall Refurbishment

Members discussed those changes / improvements they would like to see in the Town Hall as follows:-

- Investigate double glazing for the High East Street windows.
- Leave the oriel window as it is.
- Investigate designs to allow for a vestibule and second door to reduce noise intrusion into the Council Chamber via the existing door between the Council Chamber and Town Hall. Designs to include the possibility of increasing storage space.
- No change to the lighting.
- Obtain prices for linking the hearing loop to the existing on the tech room.
- New PA equipment – possibly by using stand alone equipment if it could be linked to hearing loop.
- Review the twinning items attached to the walls.
- Repaint the room using the heritage colours used in the Corn Exchange.
- Install destratification fans.

4. Upper hallway / landing

Members discussed those changes / improvements they would like to see in the upper hallway / landing as follows:-

- Repaint using the heritage colours used in the Corn Exchange
- Check to make sure that the hallway is not damp.

5. Next Meeting

To be arranged as and when necessary.

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL
DORCHESTER JOINT HERITAGE COMMITTEE

17 OCTOBER 2023

At a Meeting of the Dorchester Joint Heritage Committee held on 17th October 2023:

PRESENT:

Dorchester Town Council	Councillors:	G. Jones (Chairman) A. Chisholm F. Hogwood
	Officers:	T. Hurley M. Manley
Dorset Council	Councillors:	R. Biggs S. Jones M. Rice
Dorchester Association		L. Poulsen
Local Nature Reserve		C. Dixon
Dorset Museum & Art Gallery		F. Scott
The Keep Military Museum		S. Wallis
Dorset Council - Archaeology		M. Chutter
Thomas Hardy Society		

1. **APOLOGIES**

Apologies for absence were received from Councillors S. Biles and D. Taylor (Dorchester Town Council), I. Gosling (Dorchester Civic Society) and N. Corey (Shire Hall Historic Courthouse Museum)

2. **MINUTES**

The minutes of the meeting held on 25 July 2023, a copy of which had been circulated, were confirmed and signed.

Cllr Biggs asked that a request be made to Dorset Council for an update on the repair of the wall on the corner of West Walks and North Walks.

3. **ELECTION OF CHAIR**

RESOLVED

That Cllr Gareth Jones be elected as chair.

4. **BUDGET UPDATE**

A report on the budget position as at 1st October was presented. With regard to the expenditure on road closures, Cllr Jones asked that officers enquire whether Dorset Council can provide these at a lower cost as a contribution in kind to the work of the Joint Committee. Cllr Chisholm also asked if road closure signs owned by Dorchester BID could be used to reduce costs. Officers agreed to follow up on these suggestions.

RESOLVED

That the budget update be noted.

5. **HERITAGE TOURISM STRATEGY - UPDATE**

Matilda Manley provided an update on the work of the Tourism Partnership and circulated the detailed proposal for the Events & Experiences small grant fund. Once the scheme details are agreed, it will be launched as soon as possible and applications assessed before Christmas.

RESOLVED

- (a) The Committee received the notes of the Tourism Partnership meeting held on 3 October 2023.
- (b) That Cllr Gareth Jones represent the Joint Committee on the evaluation panel for the Events & Experiences grant scheme.
- (c) That requests for heritage tourism funding of £250 for the BrewDorch festival and £500 for the Walking Festival in 2024 be agreed.
- (d) That Mark Chutter be nominated to attend the Tourism Partnership as the Committee's representative.

6. **HERITAGE OPEN DAY – EVALUATION REPORT**

The committee received the report from the Tourism Development Officer (DTC) on Heritage Open Day 2023. Feedback from businesses was discussed and efforts should be made in future to improve signage for access to Princes Street.

Mark Chutter mentioned that the owners of the Oak Room (Antelope Walk) would be prepared to open it to the public next year.

Flora Scott stated that, in terms of expenditure, the cost of the road closure was far greater than that spent on promotion / publicity. Given that the heritage institutions were sacrificing income on that day, more should be spent to promote the event and there could also be investment in portable microphones and headsets to help with tours if the road wasn't closed. High quality images of the day could also be commissioned. Steve Wallis also highlighted the benefit of giving an introductory talk at an indoor venue before starting a walk.

RESOLVED

- (a) That the cost of portable microphones and headsets to help with guided walks be investigated.
- (b) That a proposal for Heritage Open Day 2024 be brought before the committee early in 2024.

7. ONGOING PROJECTS:

Verbal updates on the following were received:

- a) Information board at Poundbury. No further progress had been made.
- b) Millstream Paths information boards – the proposed locations for the first three boards were agreed but before installation, officers were asked to pursue Dorset Council and the Environment Agency with regard to tackling weeds and shrubs. Mark Chutter also asked that the Millstreet Housing Association be asked to refurbish their heritage information board.
- c) Roman mosaic project – Matilda Manley stated that this project was on hold subject to staff capacity.

RESOLVED

- (a) That the updates be noted.
- (b) That the locations of the Millstream information boards were agreed but both Dorset Council and the Environment Agency be asked to clear the overgrown path before installation.
- (c) That the Millstreet Housing Association be requested to refurbish its heritage information panel.

8. FUTURE PROJECTS

The committee discussed the following potential projects:

- a) **Roman baths.** The issue of how best to interpret and present the remains of the Roman baths in the area of Wollaston Field car park. Cllr Gareth Jones proposed a small working group to discuss options. Linda Poulson highlighted the pavement art (trompe-l'oeil) used in Gloucester to interpret Roman archaeology. It was agreed to find more information about this approach. It was also mentioned that a heritage information panel had been produced for the Roman baths but not installed. Tony Hurley agreed to locate the designs.
- b) **Water meadows.** Cllr Gareth Jones proposed that there should be an information board to explain the importance of the water meadows. Cllr Stella Jones suggested that Stinsford Parish Council be invited to contribute to the cost of the board given that most of the meadows lie in that parish.

- c) **History of Dorchester display.** Matilda Manley reported that she was filming / photographing artefacts and objects from the main heritage organisations for Discover Dorchester's social media channels. These would portray highlights in the history of the town – and promote the heritage attractions.

- d) **Tourist information centre.** Cllr Chisholm highlighted the need for better tourist information in the town – given the success of the TIC in Bridport. There was a debate as to whether such facilities were mainly used by residents rather than visitors. Matilda Manley highlighted the success of the Tourist Information Point in the reception area at Shire Hall. Cllr Gareth Jones asked that information on the use of this TIP be presented to the Committee in future. Cllr Stella Jones suggested that perhaps some tourist information could be included in Dorchester Arts' plan for converting an area of the Corn Exchange to a café /community area.

- e) **List of major events.** Cllr Chisholm suggested that a single list of the key/major events throughout the year would be very useful. Matilda Manley agreed to produce this.

- f) **List of experienced guides.** Matilda Manley reported that a list of guides was available on Discover Dorchester.

- g) **Proposed statues.** The committee was joined by Anya Pearson of the Mary Anning Rocks organisation. Mark Chutter explained that as part of his interest in erecting a statue of Henry Moule he had contacted Anya and asked for support. This had led to a discussion about the lack of statues to named, non-royal / non-fictional women in the public realm. There was a need, therefore, to address this as a priority. Mark Chutter suggested Mary Channing and Martha Brown whose personal stories reflected important social issues. Linda Poulson highlighted that Mary Moule had played an important role in helping the Mill Street community. It was agreed that this was an interesting project and that more historical research could reveal more women who had played an important role in the history of Dorchester. Mark Chutter agreed to undertake more research to develop the project further for future consideration by the committee.

RESOLVED

- a) That the updates be noted.

- b) That Stinsford Parish Council be approached regard the partnership funding of a water meadows information board.

- c) That information on the use/popularity of the tourist information point in Shire Hall be presented to a future meeting of the committee.

- d) That Dorchester Arts be requested to consider including tourist information in plans for the refurbishment of the downstairs of the Corn Exchange.

9. **ROUND-UP FROM HERITAGE ORGANISATIONS**

The chairman invited the heritage attractions (museums) to provide a brief update on their activities:

Dorset Museum & Art Gallery – Claire Dixon outlined the aim to triple footfall and better promote the art exhibitions. The new Frink exhibition would be used to help relaunch the museum with better publicity and promotion.

The Keep – Flora Scott informed the committee that the museum was doing well and preparing for several significant 80th anniversaries in 2024, including D-Day. However, Flora was leaving the museum but would be replaced soon. The committee thanked Flora for her contribution and hard work.

10. **QUESTIONS**

Mark Chutter highlighted the poor condition of Nappers Mite and need for better maintenance. It was agreed that the agents for the property would be approached.

Claire Dixon asked if future meetings of the committee could start at 5.30pm to make it easier to attend straight from work. Others agreed with this suggestion and it was decided to change the start time of future meetings.

11. **URGENT ITEMS**

None were raised.

Chairman.....