

DORCHESTER



TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend the **MEETING** of the **DORCHESTER TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER** on **TUESDAY, 24th SEPTEMBER, 2013** at 7.00pm when the following business will be transacted:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To read, confirm and sign the Minutes of the Meeting of the Council held on 23rd July, 2013 (copy attached at the end of the document, pages 31 - 33).

3. **COMMUNICATIONS**

To receive such communications as the Mayor or the Town Clerk may desire to place before the Council.

4. **QUESTIONS**

To receive questions (if any) from any Member in accordance with Standing Order 12(3).

5. **MINUTES OF COMMITTEES**

To receive and consider the Minutes of the following Committees:

Planning and Environment Committee of the 5 th August, 2013	Page 2
Planning and Environment Committee of the 2 nd September, 2013	Page 9
Management Committee of the 10 th September, 2013	Page 17
Policy Committee of the 17 th September, 2013	Page 28

18th September, 2013

Town Clerk

DORCHESTER TOWN COUNCIL

PLANNING AND ENVIRONMENT COMMITTEE

5th AUGUST, 2013

PRESENT Councillors V.J. Allan, K.E. Armitage, C.S. Biggs, R.M. Biggs, T.C.N. Harries, S.C. Hosford, Trevor Jones, F.E. Kent-Ledger (Chairman), R.B. Potter, M.E. Rennie and D.S. Roberts.

APOLOGIES for absence were received from The Mayor (Councillor E.S. Jones) and Councillor D. Taylor.

17. **MINUTES**

The Minutes of the Meeting of the Committee held on 1st July, 2013, adopted by Council on 23rd July, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

18. **MINUTE UPDATE REPORT**

It was agreed that the Committee Clerk should send a copy of the response of the letting agent regarding 14 South Street, Dorchester to the Dorchester BID.

A Member raised concerns about parking issues in Williams Avenue and asked that this item be considered at the next meeting of the Traffic Panel.

19. **DORCHESTER AREA COMMUNITY PARTNERSHIP (DACP)**

Councillor T James, Chairman of the DACP and Ms M Clarke, West Dorset District Council link officer addressed the Committee, giving Members an update on the progress and success of ongoing projects and on the role of DACP and its partnership working.

(Councillor F. Kent-Ledger left the meeting at this point and the Vice Chairman took the Chair of the meeting).

They reported that the Community Plan and Action Plan had been launched and a new Service Level Agreement had been signed, guaranteeing funding for the next three years. The DACP was aiming to reach as many new people as possible through new initiatives and emphasis was placed on building good relationships with partner organisations to strengthen joint working.

Members asked questions about the involvement of Parish Councils and the input of the Primary Care Trust (PTC) into the DACP. They were advised that Parish Council involvement was informal but some Parish Councils were fully committed and the future of the PTC representative was being pursued. Comment was also made about the work of the Friends of West Station and new members on the DACP Steering Group from Dorchester Prison.

The Committee supported the work being undertaken by the DACP.

20. **CAR PARKING ISSUES – WOLLASTON ROAD**

Mr Stokes, a resident of Wollaston Road, addressed the Committee and he detailed the traffic problems being experienced in the narrow road, particularly with traffic speeds and motorists ignoring the one way signs. He also mentioned the narrow pavements, inadequate traffic signage and his concerns about the safety of pedestrians.

A Member mentioned the results of the recent Dorset County Council (DCC) speed survey in the road, the findings of which did not evidence further traffic works being undertaken. The Committee discussed introducing a 20mph restriction in the road but were aware of DCC's policy on this plus the costs and enforcement issues. They thanked Mr Stokes for providing more evidence for 20mph zones in the town and would ask DCC to make any improvements they could.

It was

RESOLVED

- (1) That the evidence from DCC's speed survey carried out at Wollaston Road be considered at a future meeting of the Planning and Environment Committee.
- (2) That the information provided by Mr Stokes be considered by the next meeting of the Traffic Panel.
- (3) That the Town Clerk write to Dorset County Council requesting that they ensure that the road signage to Wollaston Road is clear and visible and also requesting that a red strip be painted onto the road to reinforce the no entry point.

(Councillor R.B. Potter withdrew from the meeting at this point.)

21. **PLANNING APPLICATIONS FOR COMMENT**

(Councillor F. Kent-Ledger rejoined the meeting during this item and Councillor Trevor Jones left the meeting during this item).

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

RESOLVED

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

(Councillor R.B. Potter rejoined the meeting)

22. **CAR PARKING ISSUES – ALFRED PLACE**

The Committee considered the request from a local resident for the Council to support a residents' parking scheme in Alfred Place. Members noted that DCC had explored the introduction of permits in this area on three previous occasions.

It was

RESOLVED

That the resident be thanked for drawing his concerns to the Council's attention and that he be advised of the previous work undertaken by DCC.

23. **DORSET COUNTY COUNCIL**

(a) Proposed Changes to Bus Routes, subsidised by Dorset County Council, from 2014

The Committee understood that the Town Clerk would be responding formally to Councillor Flower's letter and points they wished to be included in this response were:

- Members regretted the loss of many local bus services
- DCC should continue to investigate the provision of sustainable and alternative transport
- The continued provision of public transport at weekends was an important issue for village residents.

(b) Temporary Traffic Regulation Order

The Committee noted the Temporary Traffic Regulation Order creating a loading bay on the east side of Trinity Street.

(c) Temporary Road Closures

The Committee noted the Temporary Road Traffic Regulation Orders relating to various road closures around the Dorchester Showground and Damers Road.

24. **WEST DORSET DISTRICT COUNCIL**

(a) Local Plan Submission

The Committee agreed that all Members needed to be vigilant and proactive with regards to any future inclusion of the land to the south east of Dorchester, near Came Down, for building development in the Local Plan.

(b) Trees

The Committee noted the various trees works detailed on the agenda.

(c) Decisions on Planning Applications

The Committee noted the decisions made by West Dorset District Council on planning applications previously referred to this Council for comments and particularly noted the changes made to the plans of Application No: 1/d/13/0662 regarding signage at the Royal Oak, High West Street.

(d) Withdrawal of Planning Application – 1/D/13/000620 – Single storey side extension of ancillary accommodation at 8 Garfield

The Committee noted that this planning application had been withdrawn.

25. **URGENT ITEMS**

The Committee was advised that the Dorchester Community Church was nearly ready to submit its planning application and had suggested a meeting with Town Councillors and planning officers from West Dorset District Council. Members supported this proposal and agreed that they should have such a meeting to give their views on the planning application before it was finalised.

It was

RESOLVED

That, subject to confirmation, an informal meeting of Planning and Environment Committee Members would be held on Wednesday 21st August, 2013 at 7.00pm to consider the proposed planning application for the Dorchester Community Church.

Chairman

DORCHESTER TOWN COUNCIL

Planning applications considered by the Planning and Environment Committee on 5th August, 2013.

1. **1/D/13/000819**
6 WESSEX WAY, DORCHESTER, DT1 2NR
Erection of 1 new dwelling and formation of new vehicular access to existing dwelling
No objection

2. **1/D/13/000726**
9 LONDON ROAD, DORCHESTER, DT1 1NF
Change of use from light industrial to provide a one bedroom mezzanine dwelling, including re-building of the existing northern extensions
(Conservation Area)
No objection

3. **1/D/13/000818**
LITTLE MAEN, 37 PRINCE OF WALES ROAD, DORCHESTER, DT1 1QE
Demolish existing garage and build a two storey dwelling in existing footprint
Having heard representations from local residents and discussed the application in full, the Planning and Environment Committee judged that the planning considerations of the application were very finely balanced and therefore they requested the appropriate ward councillors, who were also West Dorset District Councillors, to request that the application be referred to the District Council's Development Control Committee as there were material planning reasons such as loss of neighbourhood amenity and overlooking to be considered.

4. **1/D/13/000896**
55 MELLSTOCK AVENUE, DORCHESTER, DT1 2BG
Alteration and extension to extend study and porch
No objection

5. **1/D/13/000807 Listed Building Consent**
22 HIGH EAST STREET, DORCHESTER, DT1 1EZ
Change of use/conversion of part of building to 7 No. dwellings
(Grade II Listed Building and Conservation Area)
No objection

6. **1/D/13/000806**
22 HIGH EAST STREET, DORCHESTER, DT1 1EZ
Change of use/conversion of part of building to 7 No. dwellings
(Grade II Listed Building and Conservation Area)
No objection

7. **1/D/13/000900 Advertisement Consent**
HERITAGE AUTOMOTIVE LTD, THE GROVE, DORCHESTER, DT1 1XU
2 x 48 sheet poster boards to the south elevation facing Lidl.
(Conservation Area)
No objection

8. **1/D/13/000904**
19 KINGSBERE CRESCENT, DORCHESTER, DT1 2DY
Demolition of an existing single storey, flat roofed, portion of the dwelling and replacement with a 2-storey side extension with a pitched roof to tie into the main dwelling
No objection
9. **1/D/13/000915 Listed Building Consent**
MOULE HOUSE, TRINITY STREET, DORCHESTER, DT1 1TT
Reroofing and associated external repairs. Replacement of lead parapet and valley gutters. Improvement to east front roof of modern garage. Minor internal alterations
(Grade II* Listed Building and Conservation Area)
No objection
10. **1/D/13/000799**
47 QUEENS AVENUE, DORCHESTER, DT1 2EP
Second storey extension over existing garage to form bedroom, family bathroom & ensuite. Replacement dormer & new dormer to front elevation. K render over existing reconstructed stone Replacement windows/doors to property
No objection
11. **1/D/13/000767**
109 BRIDPORT ROAD, DORCHESTER, DT1 2NH
Loft conversion
Recommend refusal. The development would be out of character with the street scene and at variance with the established character of the area. It would not enhance or complement neighbouring buildings.
12. **1/D/13/000766**
99 WEATHERBURY WAY, DORCHESTER, DT1 2EE
Two storey side extension and porch
No objection
13. **1/D/13/000847**
THE GREAT FIELD, PEVERELL AVENUE EAST, POUNDBURY
To provide play equipment for older young people at the Great Field
No comment as the Town Council is the applicant
14. **1/D/13/000977**
9 SOUTH STREET, DORCHESTER, DT1 1BL
Installation of 1No. externally illuminated fascia sign and 1No. non-illuminated hanging sign
(Grade II Listed Building and Conservation Area)
No objection
15. **1/D/13/000978 Listed Building Consent**
9 SOUTH STREET, DORCHESTER, DT1 1BL
Installation of 1No. externally illuminated fascia sign. Installation of 1No. non-illuminated hanging sign. Decoration to existing shopfront. Internal shop re-fit.
(Grade II Listed Building and Conservation Area)
No objection
16. **1/D/13/001015**

4 PUMMERY SQUARE, POUNDBURY, DORCHESTER, DT1 3GW

Variation of Condition 2 of planning permission 1/E/2002/1157 to change opening hours from 08:00 to 18:00hrs to 08:00 to 23:00hrs

No objection

17. **1/D/13/001046**

50 MARIE ROAD, DT1 2LF

Extension on footprint of current conservatory (Larger single storey rear extension)

Recommend refusal. The development would create overdevelopment of the site and cause an unacceptable detrimental impact on the residential amenity of the neighbouring properties.

18. **1/D/13/001035**

14 VESPASIAN WAY, DORCHESTER, DT1 2RD

Extension to existing flat roofed porch. New Porch to have 30° pitch roof.

No objection

19. **1/D/13/000908**

6 COPPER STREET, DORCHESTER, DT1 1GH

Installation of three fixed parasols within the external seating area. These will be fixed with ground sockets.

No objection

20. **1/D/13/000768 Listed Building Consent (Grade II and Conservation Area)**

10 PRINCES STREET, DORCHESTER, DT1 1TW

Replace the 2 sliding sash widows on a like for like basis at the front of the property.

Replace the bathroom window with a more suitable design, horizontal bar windows

No objection

21. **1/D/13/001004**

8 ALFRED ROAD, DORCHESTER, DT1 2DW

Erection of rear conservatory

Recommend refusal. The development would cause an unacceptable detrimental impact on the residential amenity of the adjoining property.

22. **1/D/13/000955**

28 SOUTH COURT AVENUE, DORCHESTER, DT1 2BX

New timber garage. Lean to rear extension forming extended kitchen and dining area.

Loft Conversion with side and rear dormer windows.

Recommend refusal. The development would be out of character with the street scene and at variance with the established character of the area. It would not enhance or complement neighbouring buildings.

23. **1/D/13/001045**

7 MARSHWOOD ROAD, DORCHESTER, DT1 2TR

Erect Conservatory to NW elevation (Utilizing Existing Boundary Wall)

No objection

DORCHESTER TOWN COUNCIL

PLANNING AND ENVIRONMENT COMMITTEE

2nd SEPTEMBER, 2013

PRESENT Councillors V.J. Allan, K.E. Armitage, R.M. Biggs, T.C.N. Harries, S.C. Hosford (in the Chair), R.B. Potter, D.S. Roberts and D. Taylor.

APOLOGIES for absence were received from The Mayor (Councillor E.S. Jones) and Councillors C.S. Biggs, A. Canning, Trevor Jones, F.E. Kent-Ledger (Chairman) and M.E. Rennie.

26. In the absence of the Chairman, the Vice-Chairman Councillor S. Hosford took the chair for the meeting. It was reported that a previous Town Mayor, Colin Lucas, had passed away the previous Friday and there would be a private family funeral.

27. **DORSET COUNTY COUNCIL (DCC) HIGHWAYS**

The Chairman welcomed Mr Andrew Brown, from Dorset Highways, and he gave an overview of the work of his section and their responsibilities in respect of highways matters. He then provided updates and further information on a number of issues, including:

Wollaston Road – as detailed in the letter to MP Oliver Letwin, DCC did not have any evidence to take further action and they were satisfied with the existing road signs and markings. The Committee supported this position.

Trinity Street – the reasons for the temporary loading bay was given.

Car Parking Guidance Signs – these were now working satisfactorily and progress on Phases 2 and 3 of the scheme would depend on the future of DTEP. Councillors provided details of the car parks where the signs did not appear to be working correctly.

St Osmunds and Manor Park First Schools – Dorset Highways were working with the Headteachers of the Schools and Sustrans on ‘Safer Routes to Schools’. Mr Brown was advised that the Dorchester Area Partnership was also establishing a group to consider this issue.

Disabled Parking – the Town continued to experience problems with disabled drivers parking inappropriately and this was a common problem across the County that could probably only be solved at national level.

Thomas Hardy and Dorchester Middle Schools – there were many conflicting traffic demands in the area with the increasing number of buses, cars and pedestrians although accident figures over the last three years were very low. Mr Brown was asked to provide guidance to parents new to the schools on good driving practice in the area and that traffic should be regularly monitored. He was advised that another section of the Highways Department were scheduled to run a drop in session for local residents at Hardy’s School and he agreed to link in with this.

Community Speed Watch Scheme – Mr Brown’s section supported the work of the Police on this scheme and he commented on the involvement of the local community and the need to identify suitable roads for the scheme.

20mph Zones – DCC was in the process of reviewing all speed limits across the County due to changes in Government guidelines and Dorset’s Police and Crime Commissioner was now involved in discussions. The budget for such projects, across the County, continued to decrease. Mr Brown agreed to send the Council information on the implementation and success, or otherwise, of 20mph schemes established elsewhere in the country.

Areas of Concern – Members raised issues relating to the timing of the traffic lights at Great Western Cross, the synchronisation of the traffic lights in the High Street and the use of Normandy Way and others as a ‘rat run’ and Mr Brown agreed to look into these.

28. **DORSET COUNTY COUNCIL**

(a) Double Yellow Lines in Icen Way

A Councillor detailed the problems being experienced in Icen Way with motorists contravening the double yellow lines, particularly at night. DCC had suggested introducing a no loading order at certain times of the day to resolve this and were seeking the Town Council’s support. Members noted that such an order would have implications for residents and local traders but agreed that if timed appropriately, it could be effective.

It was

RESOLVED

That the Town Council supported the request for introducing a no loading order in Icen Way at appropriate times of the day.

(b) Trading on the Highway Policy

It was

RESOLVED

That DCC’s Trading on the Highway Policy be noted.

The Chairman thanked Mr Brown for attending the meeting and his helpful information.

(c) ‘West Stafford’ Roundabout

The Chairman presented the item and suggested that it might be worthwhile considering a name for the roundabout with a heritage connection. Councillor Trevor Jones’ views on the name for the roundabout were reported. Several names were proposed with varying levels of support. After further discussion, it was

RESOLVED

That Dorset County Council be advised that the Town Council's suggested name for the roundabout at the junction of the A352 and the West Stafford by pass on the eastern outskirts of Dorchester is 'Came View Roundabout'.

29. **MINUTES**

The Minutes of the Meeting of the Committee held on 5th August, 2013 a copy of which had been circulated to all members of the Committee, were taken as read and were confirmed and signed by the Chairman as a correct record.

30. **MINUTE UPDATE REPORT**

It was

RESOLVED

That the Minute Update Report be noted.

(Councillor R.B. Potter withdrew from the meeting at this point.)

31. **PLANNING APPLICATIONS FOR COMMENT**

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

RESOLVED

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

(Councillor R.B. Potter rejoined the meeting)

32. **TRAFFIC PANEL**

The Chairman of the Traffic Panel confirmed that any issues the Panel had wished to raise had been covered under Minute 27.

33. **CONSULTATION ON MODIFICATIONS TO THE PROPOSED NEW LOCAL PLAN FOR WEST DORSET, WEYMOUTH AND PORTLAND**

The Town Clerk presented the report and said that the Planning Inspector had advised West Dorset District Council that it should consult again on the revisions it had made to the Local Plan following the initial public consultation. The report detailed the areas of interest to the Town Council and he commented on housing targets for West Dorset, Dorchester's position at the top of the settlement hierarchy, the timescale for the completion of Poundbury and the predicted housing shortfall in West Dorset.

At present the Territorial and Army Centre Recreation Ground was included within the Marabout and Grove Key Employment Site boundary and the Town Clerk considered that as the site was not currently used for employment purposes and it was difficult to predict the role of this large site, over the Local Plan life of 20 years, it would be preferable not to see it described as such. Members supported this proposal to allow flexible use of the site in future if needed. They also accepted that the Town Council needed to be proactive in their discussions with West Dorset District Council to agree a suitable process for considering the long term future requirements for housing land allocations and that they should give attention to the future of neighbourhood planning.

It was

RECOMMENDED

- (1) That the Town Council endorses the Local Plan in its current form;
- (2) That West Dorset District Council be informed that the Town Council requests that the Territorial and Army Centre Recreation Ground is not included within the boundary of the Marabout and Grove Key Employment Site in the Local Plan;
- (3) That the Town Clerk requests a meeting with officers of West Dorset District Council to agree a suitable process for considering the long term future requirements for housing land allocations;
- (4) That the Planning and Environment Committee, or a sub group of the Committee, considers neighbourhood planning at a future meeting.

34. **WEST DORSET DISTRICT COUNCIL**

(a) Shire Hall Consultation

The Committee agreed that there was insufficient time at this meeting to give a full response on behalf of the Council. The Town Clerk suggested that West Dorset District Council be asked if they would accept a response after the deadline to allow the Committee to consider the consultation at its meeting on 7 October 2013. The Chairman asked Members to send their initial thoughts to the Committee Clerk in order that she could draft a response in advance of that meeting. A member of Dorchester Civic Society present at the meeting, offered to send the Town Council a copy of their response to the consultation.

It was

RESOLVED

- (1) That the Town Clerk asks West Dorset District Council if they will accept the Town Council's consultation response after 15

September 2013 and that Members of the Committee be informed of their reply.

- (2) That subject to the response to Minute 34. (1), Members send their initial thoughts on the Shire Hall consultation to the Committee Clerk by 20 September 2013 for consideration at the Planning and Environment Committee meeting on 7 October 2013.

(b) Trees

The Committee noted the various trees works detailed on the agenda.

(c) Decisions on Planning Applications

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

35. **SEAGULLS**

The Chairman reported that she had had numerous complaints, about seagulls, from residents in the area of the hospital. Since the owners of Brewery Square had employed falconers, seagull problems had moved to the hospital vicinity. She proposed that the Town Council wrote to the hospital management asking what measures they were taking to deal with the problems caused by the seagull population in that area. Members of the Committee supported this proposal and it was

RESOLVED

That the Town Clerk writes to the management of Dorset County Hospital asking them what measures they were taking to deal with the problems caused by the seagull population in the area of the hospital.

Chairman

DORCHESTER TOWN COUNCIL

Planning applications considered by the Planning and Environment Committee on 2nd September, 2013.

1. **1/D/13/001085**
7 ALBERT ROAD, DORCHESTER, DT1 1SF
Change of use of 7 Albert Road to a Class C3 (dwellinghouse) from Class B1(a) (business)
(Conservation Area)
No objection

2. **1/D/13/000989**
19 BARNES WAY, DORCHESTER, DT1 2DZ
Replace existing boundary of wall/fence with a new fence (Retrospective)
Recommend refusal. The development on this prominent site is out of character with and detrimental to the street scene. The height of the new fence makes it overbearing and is at variance with the established character of the area. There is concern that approval of this application could set a precedent for others in the area.

3. **1/D/13/001092**
97 WEATHERBURY WAY, DORCHESTER, DT1 2EE
Extend height of existing extension, move garage, construct porch and additional extension to rear and side, internal layout alterations, divert foul sewer, provide loft storage space.
No objection

4. **1/D/13/001054**
54 MANOR ROAD, DORCHESTER, DT1 2AY
Erect a two storey extension to the front of the property to provide an improved entrance hall and bedroom. Erect a single storey extension to the rear.
No objection

5. **1/D/13/001048 Listed Building Consent**
10 CORNHILL, DORCHESTER, DT1 1BA
Replace existing fascia signage, leaving background remaining to front and side elevations of property
(Grade II Listed Building and Conservation Area)
No objection

6. **1/D/13/001095**
28 MIDDLEMARSH STREET, POUNDBURY, DORCHESTER, DT1 3FD
Convert part of garage & study over to a flat (comprising of kitchen/dining, bed sitting room & shower room)
No objection but the Council regrets that this development is not in keeping with the original design brief for Poundbury.

7. **1/D/13/001126**
4 ATHELSTAN ROAD, DORCHESTER, DT1 1NR
Formation of new front entrance porch. Erection of single storey garden lounge extension to rear of host property.

No objection

8. **1/D/13/000999**
BREWERY DEVELOPMENT SITE, WEYMOUTH AVENUE,
DORCHESTER
Redevelopment for residential purposes, comprising apartments and houses, with associated parking, landscaping and internal roads (outline)
Grade II Listed Building and Conservation Area
No objection
9. **1/D/13/000264 Listed Building Consent**
KINGS ARMS HOTEL, 30 HIGH EAST STREET, DORCHESTER, DT1 1HF
Fix information board
(Grade II* Listed Building and Conservation Area)
No comment as Dorchester Town Council is the applicant on behalf of the Dorchester Joint Heritage Committee
10. **1/D/13/000265 Listed Building Consent**
22 HIGH EAST STREET, DORCHESTER, DT1 1EZ
Fix information board
(Grade II Listed Building and Conservation Area)
No comment as Dorchester Town Council is the applicant on behalf of the Dorchester Joint Heritage Committee
11. **1/D/13/000905**
80 MELLSTOCK AVENUE, DORCHESTER, DT1 2BH
Erect prefabricated storage building to rear of fast food outlet at application.site
(Retrospective.)
No objection
12. **1/D/13/000856**
80 MELLSTOCK AVENUE, DORCHESTER, DT1 2BH
Display externally illuminated fascia sign (Retrospective).
No objection
13. **1/D/13/001149**
41 GREAT WESTERN ROAD, DORCHESTER DT1 1UF
Remove and replace existing shopfront. Remove pitched glazed atrium area and replace with slates and velux windows. Undertake internal alterations.
(Conservation Area)
No objection
14. **1/D/13/001181**
17 MAUMBURY ROAD, DORCHESTER DT1 1QN
External and internal alterations
(Conservation Area)
Recommend refusal. The installation of shutters on the building at this prominent site would be create an unacceptable and detrimental impact on the visual amenity of the Conservation Area and the neighbouring ancient monument of Maumbury Rings
15. **1/D/13/001134 (Certificate of Lawfulness - Existing)**
FORDINGTON HOUSE, ICEN WAY, DORCHESTER DT1 1NP
Use of Fordington House as six flats

(Grade II* Listed Building and Conservation Area)

Members of the Planning and Environment Committee stated that, to their knowledge, Fordington House had been used as flats for at least 10 years and they supported the Statutory Declaration made by the owner of the property.

16. **1/D/13/001160** (Listed Building Consent)

1 ALINGTON STREET, DORCHESTER DT1 1TR

To fit defibrillator cabinet, sign, light and instruction panel

(Grade II Listed Building and Conservation Area)

No objection

17. **1/D/13/001099** (Change of Use)

35 SOUTH STREET, DORCHESTER DT1 1DD

Change of use of first floor to flat

(Conservation Area)

Recommend refusal. The proposed replacement windows to the building would be detrimental to the character of the Conservation Area and would not integrate with or complement adjoining buildings. The Council would support the retention and refurbishment of the original windows.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

10th SEPTEMBER, 2013

At a Meeting of the Management Committee held on 10th September, 2013:

PRESENT The Mayor (Councillor E.S. Jones) and Councillors K.E. Armitage, D.J. Barrett, C.S. Biggs, A.J. Canning, S. Hosford, T. James, A.J. Lyall, R.B. Potter (Chairman) and D. Taylor.

APOLOGIES for absence were received from Councillors F.E. Kent-Ledger and M.E. Rennie.

16. **MINUTES**

The Minutes of the Meeting of the Committee held on 9th July, 2013, adopted by Council on 23rd July, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

17. **PANEL MINUTES**

(a) **Borough Gardens Panel**

The Committee considered the Minutes of the Borough Gardens Panel held on 31st July, 2013 (for Minutes see Appendix I). Members expressed their gratitude for the on-going help received from the Police in respect of the anti-social behaviour that had been experienced in the Borough Gardens which had now reduced considerably.

It was noted that the bowling green area was still being closed and Members felt that this area should now be opened up again.

Some concern was also expressed regarding the need for a new byelaw to deal with ball games a report on which would be brought to a future meeting of the Committee.

It was

RESOLVED

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

(b) **Property Management and Maintenance Panel**

The Committee considered the Minutes of the Property Management and Maintenance Panel held on 9th July, 2013 (for Minutes see Appendix II).

It was noted that the alcoves on the inner wall of the Corn Exchange were in need of re-painting.

It was

RESOLVED

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

(c) Grants Panel

The Committee considered the Minutes of the Grants Panel held on 28th August, 2013 (for Minutes see Appendix III).

It was

RESOLVED

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

(Councillor R.B. Potter declared an interest in respect of Minute No. 1 (5) of the Grants Panel and did not speak or vote on the matter.)

18. **MANAGEMENT ARRANGEMENTS**

The Committee considered the schedule of work for the Outdoor Services Team. It was noted that the grass in and around Woodlands Crescent play area was looking untidy and needed cutting. It was also felt that it would be useful to identify who would be responsible for maintaining the various benches at Poundbury.

It was

RESOLVED

- (1) That the schedule of work for the Outdoor Services Team be noted.
- (2) That the Duchy of Cornwall be requested to get the grass cut at Woodlands Crescent play area.

19. **DECKCHAIRS**

The Committee considered a report from the Deputy Town Clerk on whether the Council should purchase replacement deckchairs for the 2014 onwards summer entertainment programme. Members felt that the deckchairs were popular but wished to look at alternative seating and whether any alternative seating could be secured so as to prevent theft.

It was

RESOLVED

That a report be presented to a future meeting of the Committee on alternative seating options for next year's summer events programme.

20. **DURNOVARIA COMMUNITY HALL**

Further to Minute No. 5 the Committee gave further consideration to the request from the Durnovaria Silver Band for a grant or loan towards the cost of purchase of the old Fordington Methodist Church. Members had been supplied with a fully costed Business Plan in respect of the proposal.

Members were supportive of the proposal but expressed some concern regarding the lack of parking at the Church and in the area particularly once the Lubbecke Way extension had been completed.

The Committee felt that a grant pledge of £5,000 should be made to the project in recognition of the Band playing without charge at the Council's civic events both in the past and in recognition of this continuing in the future. The grant to be paid once the Band had secured all of its funding and was in a position to purchase the Church.

It was

RESOLVED

- (1) That a grant pledge of £5,000 be made towards the purchase of the Fordington Methodist Church by the Durnovaria Silver Band in recognition of the Band playing without charge at the Council's civic events both in the past and in the future.
- (2) That the grant be paid once the band has secured all of its funding and is in a position to purchase the Church.

(Councillor D.J. Barrett declared an interest in respect of this matter and left the meeting during its consideration.)

21. **OUTDOOR EVENTS PA SYSTEM**

Members considered a report by the Deputy Town Clerk on an alternative active speaker outdoor PA system which would be easier to use and more flexible than the existing PA equipment. The estimated cost of the proposed new active speaker system was £3,300. The Committee was reminded that the Council had allocated £3,600 in this year's budget to fund permanent speakers on the Borough Gardens Bandstand but that Listed Building Consent had not been given for this proposal. The existing old PA equipment would be kept and made available for community use. It was noted that training would be given to staff on how to use the new equipment.

It was

RESOLVED

That the new active speaker outdoor PA equipment be purchased to be funded from the money originally set aside for the permanent Bandstand speakers.

22. **CEMETERY MATTERS**

(a) **Exclusive Right of Burial**

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

RESOLVED

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

(b) **Interments and Burial of Ashes**

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

RESOLVED

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

(c) **Headstones and Inscriptions**

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

RESOLVED

That the action of the Town Clerk in approving designs numbered 3979 to 3991 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

23. **MONITORING REPORTS**

The Committee received the monitoring reports for the Weymouth Avenue Pavilion, Borough Gardens Community Room and the Municipal Buildings which included additional detail regarding forthcoming projects, scheduled maintenance and urgent repairs.

Members noted that the Municipal Buildings bookings had declined and that serious consideration needed to be given to a strategy to promote and market all of the Council's facilities in the future. The Committee felt that it would be worthwhile for the Chairmen of the Management Committee and Arts Panel to meet with Officers to discuss the matter in detail and report back to the Committee in due course.

It was

RESOLVED

- (1) That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Reports be received.
- (2) That the Chairmen of the Management Committee and Arts Panel meet with Officers to discuss a strategy for promoting and marketing all of the Council's activities and a report be prepared for consideration by the Committee.

24. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st July, 2013 and 31st August, 2013 totalling £137,793.94 (net) together with direct debits for the same period totalling £62,935.51 (net).

It was

RESOLVED

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

Chairman

DORCHESTER TOWN COUNCIL

BOROUGH GARDENS PANEL

31st JULY, 2013

At a Meeting of the Borough Gardens Panel held on 31st July, 2013:

PRESENT Councillors K.E. Armitage, R.B. Potter and D. Taylor.

In attendance:

Mrs. F. McLaren, Friends of the Borough Gardens.

APOLOGIES for absence were received from The Mayor (Councillor E.S. Jones) and Councillor A.J. Canning.

1. **FRIENDS OF THE BOROUGH GARDENS**

The representative from the Friends of the Borough Gardens informed Members of the following matters:-

- That some weekend entertainers were leaving their vehicles by the Bandstand whilst performing rather than moving their vehicles out of the way.
- That on occasions the Bandstand had not been opened in readiness for weekend performers.
- That the number of deckchairs available for use had reduced significantly and that there was no notice letting people know that they could help themselves to them.

2. **ANTI-SOCIAL BEHAVIOUR – BOROUGH GARDENS**

The Panel considered a report prepared by Dorset Police on measures that could be taken to help reduce incidents of anti-social and reckless behaviour in the Borough Gardens. Members were also circulated with a report by the Deputy Town Clerk which summarised the Police report and included some additional suggestions previously proposed by Members.

Members stressed that staff safety was paramount and the Operations Supervisor confirmed that staff had been instructed to call the Police whenever they felt uncomfortable with a situation.

The Panel noted that there had been considerable help and support from the Police during the recent spike in activity in the Gardens. The Police were continuing to support and being proactive with regular patrols in the Gardens.

Following consideration of the various options Members felt that the following package of measures should be pursued:-

- That staff continue to report all incidents to the Police and complete an internal log regarding incidents which would be reviewed regularly by the Management Committee / Borough Gardens Panel.
- That the Council proceed with a comprehensive review for the bowling green end of the Gardens so as to increase the amount of human intervention / presence at that end of the Gardens.
- That the Council provide radios and join the Dorchester shopwatch scheme as soon as possible.
- That a review of Byelaws be carried out to include a new Byelaw so as to enable people to be asked to stop playing ball games if they were preventing people using an area of the Gardens, the ball games were dangerous or annoying other users and also if the ball games were causing damage to shrubs or flowerbeds.
- That three picnic tables be installed into sockets so they could be removed as necessary into the grass bowl area of the Gardens. The picnic tables to be of a similar style to other picnic tables in the Gardens.
- That the planting between the tennis courts and the bowling green, particularly on the eastern side, be opened up by reducing the amount/height of some of the planting with the aim of increasing visibility to that end of the Gardens.
- The Panel wished to support staff in the actions that may need to be taken when incidents occurred. Any action to be reported back to the Chairmen and Vice-Chairmen of the Management Committee and Borough Gardens Panel.

The Panel also agreed that the bowling green should be opened up so as to enable putting to be played, initially between 2.00pm to 6.00pm with a view to opening fully as soon as possible.

In accordance with Standing Order 50 it was

RESOLVED

That the Council provide radios and join the Dorchester shopwatch scheme as soon as possible.

It was also

RECOMMENDED

- (1) That the package of measures set out above be agreed.
- (2) That Dorset Police be thanked for their considerable past and ongoing help and support in helping resolving this matter.

DORCHESTER TOWN COUNCIL

PROPERTY MANAGEMENT AND MAINTENANCE PANEL

28th AUGUST, 2013

At a Site Meeting of the Property Management and Maintenance Panel held at The Municipal Buildings, Fordington Cemetery, Louds Mill Depot, Sandringham Sports Centre, Weymouth Avenue Pavilion, Weymouth Avenue Cemetery and Poundbury Cemetery on 28th August, 2013:

PRESENT Councillors A.J. Lyall (Chairman) and D.S. Roberts.

APOLOGIES for absence were received from The Mayor (Councillor E.S. Jones) and Councillors C.S. Biggs, S.C. Hosford and F.E. Kent-Ledger.

1. **THE MUNICIPAL BUILDINGS**

The Panel carried out an inspection of the Buildings and the following matters were identified:

- Investigations should be made into using microporous paint on the sound absorbent covering at the back of the Corn Exchange and advice sought from the operator of the Royal Albert Hall which used a similar system.
- Investigations should be made into what was causing the damp on the external North Square wall to the Corn Exchange (it was considered that the built up bench area outside was the most likely reason).
- The bar area could benefit from some appropriate pictures/mirrors etc being erected.
- The curtains in the Magistrates Room were reaching the end of their natural life and quotes should be obtained for replacing them with vertical blinds.
- Consideration should be given to changing the colour scheme in the Magistrates Room.
- Draft excluder to be placed at the bottom of the main entrance doors to the Buildings.
- The entrance carpet should be replaced when funds allowed – the carpet to match the rest of the downstairs carpet and have a different colour edging strip as at present.

It was

RECOMMENDED

That attention be given to those matters identified above.

2. **FORDINGTON CEMETERY**

The Panel inspected the Cemetery and were pleased with its overall condition.

Members also considered a report by the Compliance Manager on the possible need to undertake some work to the boundary wall. The Panel felt a letter should be sent to the landowners asking permission to gain access to inspect the wall in order that a report could be presented to Management Committee on any significant work that required to be undertaken. It was suggested that the clearance of the wall and ongoing maintenance might be something that the Waitrose Community Volunteers would be interested in helping with.

It was

RECOMMENDED

That access be gained to inspect the boundary wall and a report on the outcome be presented to a future meeting of the Management Committee.

3. **LOUDS MILL DEPOT AND SANDRINGHAM SPORTS CENTRE**

The Panel inspected Louds Mill Depot and Sandringham Sports Centre and were pleased with their overall condition.

4. **WEYMOUTH AVENUE PAVILION**

The Panel inspected the Pavilion and identified the following matters which needed attention:-

- The toilet light switches needed to be changed to either pull cord, automatic or located on the outside wall.
- There was a cracked paving slab at the entrance to the changing rooms that needed replacing.

It was

RECOMMENDED

That attention be given to those matters identified above.

5. **WEYMOUTH AVENUE CEMETERY**

The Panel was informed of the actions that had been taken since the site visit held last year and then went on to inspect the Cemetery.

The following matters were identified:

- The ashes pit would benefit from being heightened by one brick course.

- The brambles needed removing from the shrubs near to the ashes pit.

It was also noted that there was sufficient room near to the eastern boundary wall for a number of additional ashes plots. Members felt that this would be appropriate subject to a plan being provided to show the exact location and distance from the wall.

It was

RECOMMENDED

- (1) That attention be given to those matters identified above.
- (2) That additional ashes plots be provided near to the eastern boundary wall subject to a plan being provided clearly identifying the proposed area.

6. **POUNDBURY CEMETERY**

Members were informed of the actions that had been taken since the site visit held last year and then went on to inspect the Cemetery.

The following matters were identified:

- The storage area wall needed rendering in some areas using the appropriate lime mortar.
- The paving slabs leading to the ashes pit needed re-pointing.

It was

RECOMMENDED

That attention be given to those matters identified above.

DORCHESTER TOWN COUNCIL

GRANTS PANEL

28th AUGUST, 2013

At a Meeting of the Grants Panel held on 28th August, 2013:

PRESENT C.S. Biggs (Chairman) and P.G. Mann.

APOLOGIES for absence were received from The Mayor (Councillor E.S. Jones) and M.E. Rennie and F.E. Kent-Ledger.

1. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

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

RECOMMENDED

- (1) That the application from Victim Support Dorset be not approved.
- (2) That the application from the One World Organising Committee be approved in the sum of £500.

(During discussion of this application it was noted that West Dorset District Council charged for use of its Action Van. The Panel felt that this was totally inappropriate given that Councils responsibility for promoting the multi-cultural network and that any future grant would be considered against the District Council's contribution to the event.)

- (3) That the application from the Dorchester Youth Theatre be approved in the sum of £475.

(During discussion of this matter Members felt that it would be useful for the Youth Theatre to encourage drama to as many young people as possible by making it attractive to first and middle school children.)

- (4) That the application from the Dorchester and District Gardening Club be approved in the sum of £100.
- (5) That the application from the Volunteer Centre Dorset be approved in the sum of £150 in respect of the Young Volunteer of the Year award.

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE

17TH SEPTEMBER 2013

At a Meeting of the Policy Committee held on 17th September 2013:

PRESENT Councillors V.J. Allan, T.C.N. Harries, G.M. Jones, Trevor Jones (Chairman), P.G. Mann, D.S. Roberts and the Mayor (Councillor E.S. Jones).

In attendance:
Councillor T.C. James

APOLOGY for absence was received from Councillor R.M. Biggs

11. **MINUTES**

The Minutes of the Meeting of the Committee held on 16th July 2013, having been adopted by Council on 23rd July 2013, were confirmed and signed by the Chairman as a correct record.

12. **MANAGEMENT ACCOUNTS**

The Committee received and noted the Council's Management Accounts for the period 1st April to 31st August 2013.

In response to questions from Members the Financial Services Provider agreed to include information on outstanding debts in his next report. Further work would be undertaken to improve presentation of the report relating to use of reserves and budget profiling, and balance sheet reporting.

In response to a question Cllr P.G. Mann explained the nature of spending by the Heritage Committee.

13. **DORCHESTER TOWN YOUTH COUNCIL**

The Committee noted the report of the Deputy Town Clerk on positive progress towards the establishment of a Dorchester Town Youth Council.

14. **INDEPENDENT LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW OF WEST DORSET DISTRICT COUNCIL MEMBER ARRANGEMENTS**

The Committee considered the Commissioner's consultation regarding ward boundaries, noting that he was minded to recommend that 43 councillors represent the district from 2015.

It was

RECOMMENDED

- (1) That the Town Clerk should respond to the boundary commissioner and propose that Dorchester be represented by 9 councillors
- (2) That, in order to minimise changes to existing voting arrangements, a third council seat be added to the North ward, with minor adjustments being made to other ward boundaries to maintain electorates within the required tolerances for the average for the district area

The Committee noted that once work had concluded on district ward boundaries, in spring 2014 work would commence on a review of town councillor numbers and boundaries.

15. **INTRODUCTION OF A COMMUNITY JUSTICE PANEL IN DORCHESTER**

Councillor T.C. James updated the Committee regarding progress on the implementation of a Community Justice Panel. The Committee were very supportive of the principle of the Community Justice Panel. Councillor V.J. Allan asked that discussions take place with Relate about their possible support for the Panel.

It was

RESOLVED

That Councillor T.C. James and the Town Clerk consider practical opportunities by which the Town Council could support the new Panel, including, if appropriate, a request for funding to the Grants Panel for training or hall hire costs.

16. **THE ROLE OF THE COUNCIL IN FUNDING CCTV IN DORCHESTER**

The Committee considered the report of the Town Clerk. It was

RESOLVED

That a task and finish group, comprising Councillors V.J. Allan, T.C.N. Harries and G.M. Jones, scrutinises the current contribution for CCTV, gathers evidence from our partners, and presents a report to the Policy Committee on 21 January 2014 recommending any proposed changes

17. **URGENT ITEMS**

The Town Clerk brought to the attention of members that he had held discussions with the Secretary to the Lord Lieutenant regarding his developing a greater understanding of the Council's civic responsibilities.

The Town Clerk identified the arrangements that had been put in place in relation to the management of the Council's services, noting that while it was the intention of the Town Clerk that either he or the Deputy Town Clerk would routinely be available during normal working hours, in exceptional circumstances the management role would be performed by the Council's Compliance Manager.

The Town Clerk identified that he was reviewing the need to register town councillors as Data Controllers with the Information Commissioners Office, and that he would only reregister councillors when he had clear evidence that their roles were covered by the Data Protection Act.

Chairman

At the **MEETING** of the **DORCHESTER TOWN COUNCIL** held in the Council Chamber, Municipal Buildings, Dorchester on Tuesday 23rd July, 2013:

PRESENT The Mayor (Councillor E.S. Jones) in the Chair.

Councillors V.J. Allan, K.E. Armitage, C.S. Biggs, R.M. Biggs, A.J. Canning, T.C.N. Harries, S.C. Hosford, T. James, Trevor Jones, F.E. Kent-Ledger, A.J. Lyall, P.G. Mann, R.B. Potter, M.E. Rennie and D.S. Roberts.

In attendance:

Miss N. Glendening, Deputy Member of Youth Parliament (Dorset)

Inspector S. Marsh of Dorset Police

APOLOGIES for absence were received from Councillors D.J. Barrett, G.M. Jones, and D. Taylor.

22. **MINUTES**

The Minutes of the Annual Meeting of the Council held on 20th May 2013, of the adjourned Annual Meeting of Council held on 21st May 2013, and of the Special Meeting of Council held on 25th June 2013, copies of which had been circulated to all Members of the Council, were taken as read and were confirmed and signed by the Mayor as a correct record.

23. **COMMUNICATIONS**

The Mayor thanked Councillors for their support at recent civic events, in particular the Home-Start West Dorset quiz night, and highlighted the reception for the Dorchester Youth Theatre on the conclusion of this evening's Council meeting.

The Town Clerk invited Council to record its congratulations to the Duke and Duchess of Cambridge on the birth of their son by way of letter, which was approved.

24. **QUESTIONS**

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

25. **PLANNING AND ENVIRONMENT COMMITTEE – 3rd JUNE 2013**

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

It was clarified that minute 4, which identified a meeting to be arranged regarding road safety in the vicinity of Dorchester Middle and Thomas Hardy schools was to be co-ordinated by Dorset County Council.

It was

RESOLVED

That the minutes of the meeting of the Planning and Environment Committee held on 3rd June 2013 be adopted.

26. **PLANNING AND ENVIRONMENT COMMITTEE – 1st JULY 2013**

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

Some progress was noted with regard to minute 9, Maiden Castle House access protection markings, but that active enforcement would continue.

In relation to minute 11 it was noted that Dorchester Area Partnership was considering opportunities to improve safe travel to schools in Dorchester.

In response to a question the Chairman of the Traffic Panel identified that a meeting of the Panel would be called as soon as possible.

It was

RESOLVED

That the minutes of the meeting of the Planning and Environment Committee held on 1st July 2013 be adopted.

27. **MANAGEMENT COMMITTEE – 9TH JULY 2013**

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

It was noted that a site visit had taken place with PC Sean Cannon of Dorset Police regarding safety improvements that could be made at the Borough Gardens, and that a meeting of the Borough Gardens Panel would take place on 31st July 2013. In response to a question Inspector Steve Marsh confirmed that mobile CCTV and the Police dog handling service would be made available if required.

It was

RESOLVED

That the minutes of the meeting of the Management Committee held on 9th July 2013 be adopted.

28. **POLICY COMMITTEE – 16TH JULY 2013**

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

Miss N. Glendening addressed Council regarding minute 3, the setting up of the Dorchester Town Youth Council. She explained her experience as a youth advisor to Sherborne Town Council and as a member of the Dorset Youth Council.

In response to questions Miss Glendening discussed the processes that she and other advisors had adopted to collect the views of young people on decisions to be made by the Town Council, and advised regarding some of the issues that this Council would need to consider when seeking to engage young people, particularly around protocols and language. She also recognised the difficulty of succession planning as young people move out of the area when leaving school.

She identified a Skatepark project as an example of the positive influence that young people had achieved in regard to services provided in Sherborne.

It was

RESOLVED

That the minutes of the meeting of the Policy Committee held on 16th July 2013 be adopted.

29. **INTERVIEW PANEL – 17TH JULY 2013**

With the agreement of the Mayor the Council was circulated with minutes of the Interview Panel held on 17th July, 2013. Members considered the minutes and it was proposed, seconded and

RESOLVED

That the minutes of the meeting of the Interview Panel held on 17th July 2013 be adopted.

30. **POLICE MATTERS**

Inspector Marsh reported on the crime statistics for Dorchester for the period since the last Council meeting, and updated Members on current police issues and initiatives.

The Council rose at 7.40pm.

Mayor