

DORCHESTER



TOWN COUNCIL

YOU ARE SUMMONED to attend the **MEETING** of the **DORCHESTER TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER** on **TUESDAY, 26th NOVEMBER, 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 24th September 2013 (page 2).

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 - 7 th October 2013 | Page 5 |
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| Management Committee – 12 th November 2013 | Page 18 |
| Policy Committee – 19 th November 2013 | Page 35 |

6. **REPORT OF THE POLICE INSPECTOR FOR DORCHESTER**

- a) To receive the report of Inspector Marsh regarding recent policing issues.
- b) To formalise a response to Dorset Police's consultation regarding reducing front desk opening times to 2 x 2 hour surgeries per week.

20th November 2013

Town Clerk

At the conclusion of the Meeting there will be a half hour period when members of the public will have the opportunity to address the Council or ask questions on matters of local concern.

At the **MEETING** of the **DORCHESTER TOWN COUNCIL** held in the Council Chamber, Municipal Buildings, Dorchester on Tuesday 24th September, 2013:

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

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

In attendance:
Inspector S. Marsh of Dorset Police.

APOLOGIES for absence were received from Councillors A.J. Canning, M.E. Rennie and D. Taylor.

31. **MINUTES**

The Minutes of the meeting of the Council held on 23rd July 2013 were taken as read and were confirmed and signed by the Mayor as a correct record.

32. **COMMUNICATIONS**

The Mayor advised councillors of the recent deaths of two former Mayors, Colin Lucas and Di Dowell. The Council stood to remember them.

The Mayor thanked those who had helped raise over £400 for her charity during the Maumbury Rings music event. Particular thanks were reserved for Councillor A.J. Lyall, who led the event on the day.

The Mayor thanked those who had helped during the recent Lübbecke 40th anniversary twinning visit, in particular Councillors S.C. Hosford and V.J. Allan who had acted as hosts for our guests. The Mayor also reported on the successful recent visit to Bayeux with the Twinning Society, and the role of First Deputy Mayor Françoise Zeller, who will retire in 2014, was highlighted.

Finally the Mayor reminded councillors that she was hosting a MacMillan Coffee morning on Friday 27th September, and was also intending to enter a team in this year's Swimarathon event in November.

Cllr T.C.N. Harries advised councillors of his recent attendance at a day to celebrate the work of George Singer, pioneer car and motorbike manufacturer, at Kingston Maurward. He also thanked councillors for their personal donations in sponsorship of the John o' Groats to Lands End bike ride on behalf of the Fortuneswell Cancer Trust.

33. **QUESTIONS**

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

34. **PLANNING AND ENVIRONMENT COMMITTEE – 5th AUGUST 2013**

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

It was

RESOLVED

That the minutes of the meeting of the Planning and Environment Committee held on 5th August 2013 be adopted.

35. **PLANNING AND ENVIRONMENT COMMITTEE – 2nd SEPTEMBER 2013**

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

It was

RESOLVED

That the minutes of the meeting of the Planning and Environment Committee held on 2nd September 2013 be adopted.

36. **MANAGEMENT COMMITTEE – 10th SEPTEMBER 2013**

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

It was

RESOLVED

That the minutes of the meeting of the Management Committee held on 10th September 2013 be adopted.

37. **POLICY COMMITTEE – 17th SEPTEMBER 2013**

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

Councillor Trevor Jones took the opportunity to remind councillors that, with effect from 1st October 2013, the Council would be changing the pay of its staff as part of its commitment to implement pay at or above the Living Wage level.

It was

RESOLVED

That the minutes of the meeting of the Policy Committee held on 17th September 2013 be adopted.

38. **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. He noted that a small increase in crime levels year on year was due to alcohol related crime during the summer, but that this masked a general trend of lower crime activity in shoplifting and assaults. He also noted a reduction in drug related crime due to positive action by the local police team, but confirmed that the team were continuing to focus resources on this area.

The Council rose at 7.25pm.

Mayor

PUBLIC QUESTIONS

At the conclusion of the meeting members of the public asked questions related to the following issues: -

- CCTV in Dorchester
- Crime and Anti-Social behaviour
- The Living Wage

DORCHESTER TOWN COUNCIL

PLANNING AND ENVIRONMENT COMMITTEE

7th OCTOBER, 2013

PRESENT Councillors V.J. Allan, K.E. Armitage, R.M. Biggs, A. Canning, T.C.N. Harries, 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 Councillors C.S. Biggs, S.C. Hosford, Trevor Jones and D. Taylor

36. **MINUTES**

The Minutes of the Meeting of the Committee held on 2nd September, 2013, adopted by Council on 24th September, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

37. **MINUTE UPDATE REPORT**

(a) **'West Stafford Roundabout'**

The Committee Clerk reported that Dorset County Council (DCC) had confirmed that the roundabout would be called 'Came View Roundabout'.

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

(b) **Outline Planning Application 1/D/13/000999 – Brewery Development Site**

At the request of the Vice Chairman, and following receipt of representations from local residents, the Chairman had agreed that this application would be reconsidered. The Committee considered the issues raised by residents and they viewed various plans and elevations relating to the application. They discussed the size of the new Copper Building and the Malthouse and the potential for overlooking. Further comments for submission to West Dorset District Council (WDDC) were then agreed.

It was

RESOLVED

That with reference to Planning Application 1/D/13/000999, WDDC be informed that the Town Council's Planning and Environment Committee considered that the height of the new Copper Building and the revised Malt House building should not be any higher than the building previously approved on this part of the site (presumably the original larger Malt House) and also that there should not be any principal rooms of the Copper Building overlooking the properties on Prince of Wales Road, and any rooms on that north elevation should not have floor to ceiling height windows. Both of the last two points refer to rooms

and windows above ground level.

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

38. **TOP O'TOWN ROUNDABOUT**

Councillor Canning detailed the problems experienced by pedestrians at this roundabout and advised that whilst DCC officers had sufficient evidence to satisfy the criteria for safety improvements, they needed a referral from the Town Council to start the process. Historically, there had been plans to improve the roundabout through the DTEP scheme but this element of the scheme would not be progressed for some considerable time.

Mr Blacker, a local resident, addressed the Committee. He commented on how busy the junction was and on the dangers for all users particularly pedestrians, including a large number of local residents and users of the Top O'Town car park. Much of the crossings' signage was antiquated and unclear and DCC officers considered that there was a clear case for safety improvements. The changes for the roundabout within the original DTEP scheme would not be implemented until at least 2017 and he asked the Council to request DCC to implement these changes now.

Committee members gave their experiences of using the roundabout and its crossings and they accepted both how busy it was and also how dangerous it could be. They agreed that safety improvements, as detailed in the original DTEP scheme, needed to be made as soon as possible and they considered it was a high priority for the Town.

It was

RESOLVED

That Dorset County Council be requested to consider implementing safety improvements at the Top O'Town roundabout, as detailed in the original DTEP scheme, as a matter of priority and to report back to the Town Council with their proposals.

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

39. **PLANNING APPLICATIONS FOR COMMENT**

(a) 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.

(b) Planning Application 1/D/13/001272 – Charles Street Development Site

The Chairman suggested that the Committee might want to call a special meeting to consider this planning application and, in view of previous concerns about the

development, to consider what the Council's 'corporate' response to it should be. Appropriate WDDC officers could be invited to such a meeting to answer any questions from Members.

Members expressed varying views about the application and holding a special meeting, with some considering it a straight forward renewal of a planning permission and others wanting to consider the application in more depth. After discussion, two ways forward were agreed.

It was

RESOLVED

- (1) That if there are no changes/differences to the previously approved application (1/d/10/0763) then the Town Council does not object to this new application BUT if there are changes/difference to the previously approved application (1/d/10/0763) application, the Planning and Environment Committee will consider the application further at a special meeting to be held on Monday 21 October at 7pm and the WDDC Planning Officer dealing with this application and other appropriate WDDC officers dealing with the financial aspects of the application will be asked to attend this meeting to answer Members' questions.
- (2) That the Committee Clerk takes advice from WDDC Planning Officers on the above resolution and then takes any necessary action.

(Councillor R.B. Potter rejoined the meeting)

40. **TRAFFIC PANEL**

The Committee Clerk gave further updates to the minutes of the Traffic Panel meeting held on 2nd September 2013:

- Community Speed Watch – PCSO Sarah Pilcher would be attending the Planning and Environment Committee meeting on 2 December 2013.
- Williams Avenue – Dorset County Hospital had advised that as Williams Avenue was public highway it was DCC's responsibility and DCC had advised that the main problems appeared to be caused by drivers with Blue Badges and there was nothing that could be done to prevent them from parking if they did so within the guidelines. One answer would be to change the Traffic Regulation Order for Williams Avenue preventing any vehicles from parking there.

With regards to requests for new residents' parking schemes, the Chairman proposed that a standard letter be drafted, explaining that DCC would not be considering any new requests until 2016 and advising that the Town Council, via the Planning and

Environment Committee, would carry out a review of all requests received, prioritising them and then forwarding them to DCC for consideration at the appropriate time.

It was

RESOLVED

That the Committee Clerk drafts a letter to be sent out by the Town Council, and Ward Councillors, to residents requesting new parking permit schemes advising them of the current situation regarding DCC's consideration of such requests and of the Town Council's review process.

41. **CONSULTATION: DRAFT DORSET AONB MANAGEMENT PLAN 2014-2019**

The Chairman considered that this was a positive Plan for all and Members agreed to send any specific feedback, by the end of the week, to her or the Committee Clerk to formulate the Town Council's consultation response.

It was

RESOLVED

That Committee Members send their feedback to the Committee's Chairman or Clerk to formulate the Town Council's consultation response to the AONB Management Plan 2014-2019.

42. **WEST DORSET DISTRICT COUNCIL**

(a) Shire Hall Consultation

The Committee noted the draft response to the Shire Hall consultation and made some additions to the section regarding ticket prices.

It was

RESOLVED

That the Town Council's consultation response be finalised in line with the comments made by Committee members and forwarded to WDDC.

(b) Trees

The Committee noted the various tree works detailed on the agenda and agreed that in future only the tree works applications, as requested by Ward Councillors, would be considered by the Planning and Environment Committee.

(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.

Chairman

DORCHESTER TOWN COUNCIL

Planning applications considered by the Planning and Environment Committee on 7 October 2013.

1. 1/D/13/001019
133 BRIDPORT ROAD, DORCHESTER DT1 2NH
Erect a two storey side extension, extend rear decking and a new single storey rear lean-to
Objection: the development would create overdevelopment of the site and its proximity to the boundary line would be detrimental to the neighbour. There were concerns about the provision of an additional front door to the dwelling and it was considered that this could be used as access into a separated dwelling in future.

2. 1/D/13/001172
19 SYWARD CLOSE, DORCHESTER DT1 2AL
New flat roofed main entrance porch
No objection

3. 1/D/13/001049
27 WHITFIELD ROAD, DORCHESTER DT1 2NW
Lean-to rear extension
No objection

4. 1/D/13/1241(Advertisement Consent)
6 CORNHILL, DORCHESTER DT1 1BA
Replace the current signage with the new White Stuff logo
Grade II Listed Building and Conservation Area
No objection

5. 1/D/13/001246 (Listed Building Consent)
6 CORNHILL, DORCHESTER DT1 1BA
To repair where necessary and repaint the shop front in new White Stuff corporate colour and replace fascia and hanging sign logo with new White Stuff Logos
Grade II Listed Building and Conservation Area
No objection

6. 1/D/13/001151
28 SOUTH COURT AVENUE, DORCHESTER DT1 2BX
Loft conversion with side and rear dormer. Two storey extension. Lean-to to rear extension.
Garage
Objection: The side dormer is too large, is over dominant and out of character with the existing building and the street scene. It would also be out of keeping with the established character of the area.

7. 1/D/13/000906
23-29 ALFRED PLACE, DORCHESTER DT1 1NW
To replace all existing timber windows with PVCu Double Glazed windows
Conservation Area
No objection

8. 1/D/13/001212
42 KINGS ROAD, DORCHESTER DT1 1NQ
Replace existing timber windows with Aluminium windows
Conservation Area
No objection
9. 1/D/13/001287
128 COBURG ROAD, DORCHESTER DT1 2HT
Single storey extension to provide ground floor bedroom and shower room
No objection
10. 1/D/13/001280 (Retrospective Advertisement Consent)
TOPPS TILES, LONDON ROAD, DORCHESTER DT1 1NF
Externally Illuminated Flexbox Advertisement
No objection
11. 1/D/13/001291
LAND ADJACENT QUEEN MOTHER SQUARE, POUNDBURY
Application for an extension to the basement car park to provide 19 additional parking spaces.
No objection
12. 1/D/13/001169
1 SOUTHFIELD HOUSE, SOUTH WALKS ROAD, DORCHESTER DT1 1AD
Proposed replacement windows and doors
Conservation Area
No objection
13. 1/D/13/001302
12 VESPASIAN WAY, DORCHESTER DT1 2RD
Extend Existing Rear Conservatory
No objection
14. 1/D/13/1309
1 THE FORUM CENTRE, TRINITY STREET, DORCHESTER DT1 1TP
Use of mezzanine floor as a Place of Worship on Sundays only
No objection

DORCHESTER TOWN COUNCIL

PLANNING AND ENVIRONMENT COMMITTEE

4TH NOVEMBER, 2013

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

APOLOGIES for absence were received from Councillors S.C. Hosford, R. Potter and D. Taylor.

43. **CHAIRMAN'S OPENING REMARKS**

Prior to the formal commencement of the meeting, the Chairman addressed the number of local residents present, advising them that as there was no item on the agenda regarding the Dorchester Transport and Environment Package (DTEP), the issue would not be discussed. She also read out a statement, drawn up by the Town Clerk, explaining that the Committee would be discussing this item, and formalising the Town Council's response, at its next meeting on 2 December 2013. Members of the public made various comments about the public consultation process, the deadline for responses, the desire for a public meeting and the role of the Town Council. As a result of these comments, Committee members agreed that the Town Council should request the County Council to extend the deadline for responses to the public consultation.

44. **MINUTES**

The Minutes of the Meeting of the Committee held on 7th October, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

45. **MINUTE UPDATE REPORT**

(a) **Minute 3/13 Traffic Issues - Manor Road**

The Committee noted the outcome of Dorset County Council's speed survey in Manor Road and that, as a result of this survey, the County Council did not have the evidence to proceed with the installation of a Speed Indicating Device in the Road.

(b) **Minute 38/13 Top O'Town Roundabout**

Since the publication of the agenda, a response had been received from Dorset County Council regarding concerns raised about the safety of the Top O'Town Roundabout and a copy of this response, which referred to the traffic management proposals linked to the DTEP project, was circulated to Committee members.

(Councillor E.S. Jones withdrew from the meeting at this point).

46. **PLANNING APPLICATIONS**

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

RESOLVED

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

(Councillor E.S. Jones rejoined the meeting).

47. **INTERNALLY ILLUMINATED SHOP SIGNAGE POLICY**

The Chairman introduced the report regarding the review of the Council's policy on Internally Illuminated Shop Signs and summarised the recommendation to change the current policy.

Some Members considered that the current policy provided protection to specific sites and buildings within the Conservation Area and they would not wish to see this protection lost by withdrawing the policy completely. After further discussion, it was

RECOMMENDED

That the Council's current Internally Illuminated Shop Signage Policy be retained for South Street, High West and High East Streets and that the Council's Planning and Environment Committee considers all other planning applications that include the provision of internally illuminated signage on their merits, based on material planning considerations and using Policy ENV 14, in the Draft Local Plan, as guidance.

48. **DORSET COUNTY COUNCIL**

The Committee considered Planning Application 1/D/13/1329, which referred to the change of use of the former Dorchester Library HQ to composite office/D1 use and involved alterations to fenestration and the provision of a condenser unit.

It was

RESOLVED

That Dorset County Council be advised that the Town Council has no objection to Planning Application 1/D/13/1329.

49. **WEST DORSET DISTRICT COUNCIL – 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.

50. **URGENT ITEMS**

(a) **Proposed Toucan Crossing, Weymouth Avenue**

The Council had been consulted by DCC about their proposal to locate a Toucan Crossing, south of Sawmills Lane, Weymouth Avenue. This would replace the existing Pelican Crossing and connect national cycle routes.

Members mentioned the issues that local residents had with the cycle signage of the path linking this crossing point and Castle Park.

It was

RESOLVED

That Dorset County Council be advised that the Town Council supports the provision of a Toucan Crossing, south of Sawmills Lane, Weymouth Avenue.

(b) **Supported Local Bus Services**

The Committee were informed that DCC's Cabinet were due to consider a report on the future of Supported Local Bus Services on 6 November 2013 and they were asked to consider giving the Council's view on the recommended option.

Members regretted the reduction of any part of the bus services but understood the financial pressures involved. It was

RESOLVED

That Dorset County Council be advised that the Town Council supports the recommendation to provide revised Monday to Saturday Dorchester Town Services 1, 2 and 6 from January 2014 at a reduced subsidy level of £62,000 per annum.

(c) **DTEP**

The Chairman reiterated the reasons why this item had not been treated as an urgent agenda item and there a brief discussion on the format of the meeting being held on 2 December 2013.

Chairman

DORCHESTER TOWN COUNCIL

Planning applications considered by the Planning and Environment Committee on 4 November 2013.

1. 1/D/13/001345
72 SOUTH COURT AVENUE, DORCHESTER DT1 2BZ
Single storey rear extension and external alterations.
No objection
2. 1/D/13/001366
UNIT 2, WEYMOUTH AVENUE, DORCHESTER DT1 2RY
Application for the installation of a mezzanine floor to be used for retail and/or a pet care, treatment and grooming facility
No objection
3. 1/D/13/001388
FORMER FIRE STATION AND 67 AND 69 BRIDPORT ROAD, DORCHESTER DT1 2NQ
Demolition of two dwellings Nos. 67/69 Bridport Road and the Former Fire Station and the redevelopment to form 39 sheltered apartments for the elderly including communal facilities (Category II type accommodation), access, car parking and landscaping with minor material amendments to design of the scheme previously approved (reference 1/D/12/000936) with variation to condition 1 to reflect amended drawings (Variation of condition)
No objection
4. 1/D/13/001294
POUNDBURY PHASES 3 AND 4, PEVERELL AVENUE EAST, POUNDBURY
Erect 8 No. Flats (Reserved Matters)
No objection
5. 1/D/13/001409
LAND TO REAR OF SOUTH TERRACE, SOUTH STREET, DORCHESTER
3 storey mixed use development comprising 2 retail units (A1/A2/A3) and 4 self-contained one bedroom flats
(Grade II Listed Building and Conservation Area)
No objection
6. 1/D/13/1418
5 TRINITY STREET, DORCHESTER DT1 1TU
New church to provide main hall, coffee lounge, 4 meeting rooms, office and kitchen.
Demolition of public wc's building and provision of new flat roofed public wc's. Location of car park entrance relocated and layout of public car park altered. Relocated bus stop and replacement bus shelter.
No objection. However, the Committee considered that the render finish to aspects of the building was rather characterless and uninspiring and they would have preferred to have seen more use of natural materials and more creativity in the external finishes.

7. 1/D/13/1393
59 MELLSTOCK AVENUE, DORCHESTER DT1 2BG
Two storey side extension, remodel of front entrance porch
No objection
8. 1/D/13/1433
40 MELLSTOCK AVENUE, DORCHESTER DT1 2BQ
Extension to provide sun room
No objection
9. 1/D/13/1432
8 ACKERMAN ROAD, DORCHESTER DT1 1NZ
Two Storey Dwelling House
Recommend refusal. The development would cause loss of amenity to the host dwelling by creating very cramped and restricted access to the main entrance to the host dwelling. There were concerns that the new dwelling would create overdevelopment of the site and it would be built right on the boundary line with the neighbouring host dwelling.
10. 1/D/13/1404
8 GARFIELD AVENUE, DORCHESTER, DT1 2EX
Construct a single storey annexe (revised scheme)
Recommend refusal. There were concerns that the new dwelling would create overdevelopment of the site and it would be built right on the boundary line with the neighbouring dwelling. Comments were made about the lack of continuity to the front elevation as compared with the neighbouring property in that the roof lines of the adjoining extensions were at variance and this could detract from the street scene.
11. 1/D/13/001454
COLSON HOUSE, 36 HIGH STREET FORDINGTON, DORCHESTER DT1 1LB
Remove modern cement render from elevations and apply lime render and Keim mineral paint
(Grade II Listed Building and Conservation Area)
No objection.
12. 1/D/13/001358
29 DIGGORY CRESCENT, DORCHESTER DT1 2SP
Single storey side extension
Recommend refusal. The development would be out of character with the area and visually would be out of keeping with the street scene. It would also create overdevelopment of the site.
13. 1/D/13/001453
28 HERRINGSTON ROAD, DORCHESTER DT1 2BS
Dormers to front, side and rear roof slopes
Recommend refusal. The dormer on the roof of the south elevation would create adverse effects on the living conditions of the neighbouring occupiers as a result of its overbearing impact.
14. 1/D/13/001452
NADEN HOUSE, POUNDBURY ROAD, DORCHESTER, DT1 2PJ
Refurbishment of existing building to include: Demolition of 755m² of existing extensions, recladding and extending main portal frame along with new internal mezzanine floor, new

maintenance store outbuilding and associated external hard and soft landscaping
No objection. The Committee considered this development to be an improvement to the area.

15. 1/D/13/001478 (Certificate of Lawfulness)
7 GREENINGS COURT, DORCHESTER, DT1 1HR
Use as separate dwelling
No comment.
16. 1/D/13/001391
3 ALBERT ROAD, DORCHESTER DT1 1SE
Demolition of existing 2 storey rear extension. Construction of new 2 storey extension
(Conservation Area)
No objection.
17. 1/D/13/001493
1 - 4 OLD MILL FLATS, HOLLOWAY ROAD, DORCHESTER DT1 1LQ
Provision of six flood defence barriers to the external doors of the ground floor flats no. 1-4
Conservation Area and Grade II Listed Building
No objection
18. 1/D/13/001498 (Change of Use)
KINGS POINT HOUSE, 5 QUEEN MOTHER SQUARE, POUNDBURY,
DORCHESTER DT1 3BW
Change of use of Pannier Market from A1 (shop) to A1 (shop) and/or A3 (food and drink).
Replace roller shutter door with glazed opening (north elevation)
No objection

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

12th NOVEMBER, 2013

At a Meeting of the Management Committee held on 12th November, 2013:

PRESENT The Mayor (Councillor E.S. Jones) and Councillors, D.J. Barrett, C.S. Biggs, A.J. Canning, S. Hosford, T. James, F.E. Kent-Ledger, T. Loakes, A.J. Lyall, R.B. Potter (Chairman), M.E. Rennie and D. Taylor.

In attendance:

Two local residents from Armada Way in respect of Minute No. 30.

APOLOGY for absence was received from Councillor K.E. Armitage.

25. **MINUTES**

The Minutes of the Meeting of the Committee held on 10th September, 2013, adopted by Council on 24th September, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

26. **PANEL MINUTES**

(a) **Arts Panel**

The Committee considered the Minutes of the Arts Panel held on 5th November, 2013 (for Minutes see Appendix I). Members supported the outcome of the reviews in respect of Maumbury Rings and Borough Gardens events and noted that the Dorchester Youth and Community Centre had agreed to take all of the old PA equipment and would also loan the equipment to other organisations if it was needed.

It was

RESOLVED

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

(b) **Community Activities Panel**

The Committee considered the Minutes of the Community Activities Panel held on 7th November, 2013 (for Minutes see Appendix II).

It noted that a letter had also been written to the previous Mayor of Holbæk regarding re-establishing the twinning link but there had also been no response to that correspondence.

It was

RESOLVED

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

(c) Grants Panel

The Committee considered an oral report of the Grants Panel held on 12th November, 2013 (for Minutes see Appendix III) and it was

RESOLVED

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

27. **MANAGEMENT ARRANGEMENTS**

The Committee considered the schedule of work for the Outdoor Services Team. It was reported that the tree at Salisbury Fields which had to be felled following recent bad weather was to be replaced with a Sycamore tree. Members requested that Officers continue to look at opportunities for reduced grass cutting in order to help create wildflower ‘strips’.

It was noted that Dorset County Council was reviewing its highway verge cutting policy for next year.

It was

RESOLVED

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

28. **DOG FOULING**

Members were reminded that there had been an ongoing issue of dog fouling at the Great Field. West Dorset District Council’s Dog Warden had previously undertaken some targeted work in the area and was still monitoring it as time permitted.

West Dorset District Council had indicated that it might be possible for the part time Dog Warden to work on behalf of the Town Council to target particular problem areas with the aim of catching and prosecuting offenders subject to the Town Council covering the additional costs incurred. Members noted that the Town Council would specify exactly what service it required from the dog warden as a part of the contract.

The Mayor reported that additional signage would also be helpful and proposed that the signs be designed by first school children so as to be more eye catching. The Mayor confirmed that she could arrange for the designs to be drawn up after Christmas.

It was also reported that the young people who attended the Youth Council training day at Thomas Hardy School recently had all suggested that free pick up bags should be provided in the location.

Members also put forward a number of other proposals for consideration.

The Committee felt that a programme of action should be developed with a view to implementing in the Spring 2014. It was felt that the provision of free dog waste collection bags should be undertaken straight away.

It was

RESOLVED

- (1) That the proposed programme of action in respect of reducing dog fouling at the Great Field be presented to the March 2014 Committee.
- (2) That investigations be made into the possibility of introducing free dog waste collection bags at the Great Field.

29. **FREE RUNNING EQUIPMENT – SANDRINGHAM SPORTS CENTRE**

The Committee considered whether to locate Free Running equipment at Sandringham Sports Centre in the location where the fitness trail had previously been located. The proposed design of the equipment had been put together following meetings with experts in the discipline and would be the first purpose built facility in the county. The cost of the proposal was approximately £20,000 and initial enquiries had indicated that this could be funded from Section 106 monies.

Members were informed of concerns raised by the school adjacent to the proposed site and some Members felt that a better site would be Kings Road playing fields. The Committee felt that it would be useful to get the views of some young potential users of the equipment regarding the location.

It was

RESOLVED

- (1) That the principle of purchasing free running equipment be agreed.
- (2) That young potential users of the equipment be asked their views regarding its location.

30. **SANDRINGHAM SPORTS CENTRE - TREES**

The Committee considered a report by the Town Clerk on the future approach to be taken to tree management at Sandringham Sports Centre following receipt of representations from neighbours.

Local residents then addressed the Committee in respect of the detrimental impact the trees were having on their properties and urged the Committee to take action.

Members noted that the Ash dieback disease had reached Dorset and it was likely to infect the Ash trees at Sandringham at some stage in the future which would mean the Council would have to fell the trees quickly.

It was also reported that one tree had been earmarked for crown thinning in the proposed management plan but it was very likely that this tree's roots had invaded at least one adjacent property and that if the tree management plan went ahead it would be necessary to investigate root invasiveness which might change the approach proposed for that tree.

The Committee reluctantly agreed that the best way forward would be to introduce a new screening scheme over the next two years, by removing those trees which, in the opinion of the Council's tree consultant, posed the greatest risk to property, and thinning the crown of many more trees. This would result in the removal of at least nine, mainly ash trees, to be replaced by a similar number of hazel, dogwood and laurel trees.

It was noted that before any action could be taken the proposal would need to be discussed with the Tree Officer at West Dorset District Council.

It was

RESOLVED

- (1) That, subject to consultation with West Dorset District Council's Tree Officer, a new screening scheme be introduced at Sandringham Sports Centre over the next two years by removing those trees which, in the opinion of the Council's tree consultant, posed the greatest risk to property, and thinning the crown of many more trees.
- (2) That the Mayor, Chairman and an East Ward Member be consulted prior to any action in respect of the timing and exact nature of the work to be undertaken.

31. **DORCHESTER COMMUNITY PLAY**

The Committee considered a request for a grant for the next Community Play for Dorchester – Drummer Hodge and for use of Council premises for occasional rehearsals subject to there being no cost to the Council and also some storing of scenery at Louds Mill depot.

It was

RESOLVED

- (1) That a cultural activities grant of £2,000 be made toward the sixth Community Play for Dorchester – Drummer Hodge.

- (2) That occasional rehearsals be agreed on Council premises subject to there being no additional cost to the Council and also that permission be given to store some scenery at Louds Mill depot subject to room being available.

(Councillor R.B. Potter declared an interest in respect of the above matter.)

32. **ALLOTMENT CHARGES**

The Committee reviewed the charges for allotments to be effective from 1st January 2014. Members noted that a general review of all the Council's charges, including allotment charges for new tenancies, would be undertaken during 2014.

It was

RESOLVED

- (1) That the allotment charges for 2014 be as follows:

Half Plots

| | |
|---------------|--------|
| Frome Terrace | £16.90 |
| Other Sites | £17.40 |

Full Plot

| | |
|-----------|--------|
| All Sites | £32.50 |
|-----------|--------|

Green Waste Removal

| | |
|-----------|-------|
| Full Plot | £5.20 |
| Half Plot | £3.20 |

Administration Fee

| | |
|---------------------|--------|
| All Sites and Plots | £40.00 |
|---------------------|--------|

- (2) That the existing arrangement to charge double rent to those people resident within a four mile radius of the Municipal Buildings who would not qualify for an allotment under the normal criteria be confirmed.

33. **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 3992 to 4000 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

(d) Weymouth Avenue Chapels - Insurance

Members were informed that a recent reinstatement valuation of the Chapels had indicated that they should be insured for a sum of £1.5m instead of the present £370,000. The additional cost to the insurance premium would be approximately £1,500 per year. The Committee discussed the options available and felt that it was unlikely that the Council would rebuild like for like should there be an incident which involved total loss of both chapels. It was noted that the Council did carry general reserves for unforeseen incidents.

It was

RECOMMENDED

That the Council no longer insures for full like for like reinstatement in respect of the two chapels at Weymouth Avenue Cemetery.

34. **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. Members also felt that the Council's own use of the Municipal Buildings should be included within the monitoring report.

It was

RESOLVED

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

35. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information and it was

RESOLVED

That the various information reports be noted.

36. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st September, 2013 and 31st October, 2013 totalling £182,293.56 (net) together with direct debits for the same period totalling £107,251.56 (net).

It was

RESOLVED

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

37. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

RESOLVED

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

38. **CHANGING FACILITIES – THE GREAT FIELD**

The Committee received a report by the Deputy Town Clerk on the progress being made in respect of the proposed new first school to be built at the Great Field. It was noted that the project was at the feasibility stage and the Town Council needed to have input with regard to its preferred way forward in respect of changing rooms for users of the sports pitches. The Town Clerk and Deputy Town Clerk would be attending a meeting on this matter in the near future. Members indicated that their preferred way forward was to have a facility that was built within/attached to the school but which the Council would own, maintain and be able to manage bookings (the Sandringham model). Members also requested that safeguards be in place should the new school, at some stage in the future, seek academy status.

It was

RESOLVED

That the Council's preferred way forward for the introduction of changing facilities at the Great Field be as set out above.

Chairman

DORCHESTER TOWN COUNCIL

ARTS PANEL

5th NOVEMBER, 2013

At a Meeting of the Arts Panel held on 5th November, 2013:

PRESENT The Mayor (Councillor E.S. Jones) and Councillors V.J. Allan, C.S. Biggs and A.J. Lyall (Chairman).

In Attendance:

Councillors S.C. Hosford and M.E. Rennie.

APOLOGIES for absence were received from Councillors F.E. Kent-Ledger and T. James.

4. MAUMBURY RINGS EVENTS – AUGUST BANK HOLIDAY - 2013 REVIEW

Members had before them a report by the Deputy Town Clerk reviewing the events held in Maumbury Rings over the August bank holiday. The Panel noted that the events held on the Saturday and Sunday – Anonymous Youth Festival and Love Parade, both received an indirect grant to the value of £1,100 which was a third of the infrastructure costs paid for by the Council. Additionally Anonymous received a £1,300 cash grant from the Council.

The Panel felt that Anonymous was a well organised festival which was growing in size and Dorchester Youth Extra had indicated that it wished to continue with its organisation.

The Panel noted that there had been some issues with regard to the Love Parade event this year. Initial discussions had taken place with the organiser who accepted that some of the acts were inappropriate for a family audience but that he did wish to continue with the event in the future. He had been informed that the Council was reviewing the weekend events and a further meeting had been scheduled to discuss the matter further. Members expressed concern about the organisation of the event and felt that if it was to continue an officer from the Council should be in attendance during the day, the cost of which should be passed on to the Love Parade Committee and that the Council's approval be given to any acts that were to be performing. Members also felt that it would be beneficial to maximise the use of the Rings for that day.

With regard to the Council's music day the Chairman reported that he had felt isolated during the day and that improvements were necessary for the event to continue. It was noted that the event was again very well attended and Members felt that it should continue in its present format subject to the improvements proposed in the report. Members also volunteered their help for future events and it was reported that Waitrose volunteers had also indicated that it was something that they would like to help at. The Panel felt that it was a good idea to purchase a Town Council branded gazebo that could be erected by one person and used as a focal point at any Council event. It was noted that the Round Table had recently purchased a large gazebo and it was considered that a facility like this might be useful for the Council's community events.

It was also reported that there was a possibility that Dorchester Arts might wish to hold an event on the Friday evening.

Members noted the total cost of providing the events in 2013 and that there would be no significant increase in that cost for running/facilitating them in 2014.

It was

RECOMMENDED

- (1) That the maximum grant to be allocated to Anonymous Youth Festival in 2014 be £1,000.
- (2) That if Love Parade is to continue an officer from the Council should be in attendance during the day (the cost of which should be passed on to the Love Parade Committee) and that the Council's approval be given to the content of any acts that are to be performing.
- (3) That consideration be given to maximising the use of Maumbury Rings particularly with regard to the Friday night and the Sunday.
- (4) That the improvements proposed in the report be implemented in readiness for the 2014 Music Day.
- (5) That the Community Activities Panel look at the possibility of purchasing a larger gazebo/marquee that could be used for the Council's other community events.

5. **BOROUGH GARDENS EVENTS - 2013 REVIEW**

The Panel considered a report by the Deputy Town Clerk reviewing the events held in the Borough Gardens over the summer. Members noted that the revised arrangements with having a responsible officer present during events and only setting up basic PA had generally worked well, there were however some issues with performers leaving their vehicles by the bandstand etc but these would be addressed for 2014. Members felt that a varied musical events programme should continue in the future but that consideration should be given to the amount paid for acts, which was felt to be too high, and also the number of acts that were staged over the summer with a view to reducing the number for example there was no need to have Council sponsored events on Saturdays and Sundays. The Panel also suggested that DASP Music be contacted with regard to performing in the Gardens. Members also agreed that the more community focussed events such as Teddy Bears Picnic, Love Parks etc should be reviewed by the Community Activities Panel alongside its general review of community events that the Council has some involvement with. In considering the events staged by other

organisations it was felt that a booking form should be introduced giving details of the event, responsible person details, a checklist of requirements etc.

In respect of the budget for 2014 it was not anticipated that there would be any significant difference from 2013 expenditure but how that resource was spent would be reviewed and the budget would be split so as to show the money available for the Borough Gardens music events and the community events separately.

It was

RECOMMENDED

- (1) That a varied musical programme continue in the Borough Gardens but that acts should not be booked for both Saturday and Sunday.
- (2) That the Community Activities Panel be asked to review and manage the events other than the Council's music programme such as Teddy Bears Picnic and Love Parks alongside its general review of community events.
- (3) That a booking form be introduced for use by organisations wishing to stage events in the Borough Gardens.
- (4) That the budget be separated so as to identify the money available for the Borough Gardens music events and the community events separately.

6. DORCHESTER ARTS – JOINT PROMOTIONS

The Panel considered correspondence from Dorchester Arts which gave a choice of two possible shows to be considered for the last 2013-14 joint promotion. Members felt that 'Pirate Gran' would be a great family show that would be very popular. It was noted that this performance would be staged on Good Friday. It was suggested that raked or partially raked seating be used for this show so that everyone could have a good view. Members felt that joint promotions now being offered by Dorchester Arts were excellent.

It was

RECOMMENDED

That the Council contribute £1,000 towards the production of 'Pirate Gran' as a joint promotion between Dorchester Arts and the Town Council subject to the show not going out to 'Artsreach'.

7. **DISPOSAL OF OLD PA EQUIPMENT**

Members were reminded that the Council owned an amount of PA equipment that it no longer used. The equipment was originally used when 'high level' PA was required at a very limited number (one maybe two) of events over previous summers. The Panel had previously agreed that the Council would no longer provide this 'high level' PA but that the equipment should be retained in case community organisations wished to make use of it at their events. There had however been no requests to borrow the equipment.

The Chairman of the Arts Panel and Deputy Town Clerk had reviewed the equipment and earmarked a number of items for disposal, which included the old white trailer that was used to transport the equipment. The Council would be retaining sufficient equipment so as to have two simple PA systems that could be borrowed or used by the Council plus the new equipment which was agreed to be purchased at the last Management Committee meeting.

The Panel agreed that the unwanted PA equipment should be offered free of charge to youth/community organisations who might be able to make good use of it. The Dorchester Youth and Community Centre had already expressed an interest in the equipment. With regard to the old trailer it was believed that this had a small resale value and an offer had been received to purchase it. Members reported that the Dorchester Crime Prevention Panel was looking for some form of trailer.

It was

RECOMMENDED

- (1) That the PA equipment that was no longer used be offered free of charge to the Dorchester Youth and Community Centre and any other youth / community organisations that might be able to make good use of it.
- (2) That old trailer be disposed of to either the Dorchester Crime Prevention Panel or to the establishment that had already made an offer to purchase.

DORCHESTER TOWN COUNCIL

COMMUNITY ACTIVITIES PANEL

7th NOVEMBER, 2013

At a Meeting of the Community Activities Panel held on 7th November, 2013:

PRESENT The Mayor (Councillor E.S. Jones) and Councillors S. C. Hosford, T. James, P. G. Mann and M.E. Rennie (Chairman).

In attendance:

Councillor V.J. Allan

Mr A Thorpe – Dorchester Bayeux Society

Mr. J.H. Antell, Dorchester-Lübbecke Society

APOLOGY for absence was received from Councillor F.E. Kent Ledger.

1. SOCIETY REPORTS

(a) Dorchester - Bayeux Society

Mr Thorpe informed the Panel that the Society had enjoyed a successful visit to Bayeux in September and thanked the Mayor and the Mayor's Consort for joining them. The Mayor confirmed that the visit had been enjoyable. He reported that the Society had held a Special General Meeting on 10th October at the request of two of the Society's Members who each proposed to change the Society's constitution. It had been agreed that the numbers serving on the Society's Management Committee would be reduced to a minimum of seven and a maximum of ten plus the representative from the Dorchester Town Council. It had also been agreed the Society would continue to be called the Dorchester Bayeux Society.

The Panel noted that the Dorchester Tigers Basketball Club had been invited to Bayeux to participate in a four nation basketball tournament over the weekend of the 14th and 15th June 2014. Although at present the numbers had not been confirmed it was likely that a party from the Dorchester - Bayeux Society would attend the tournament. It was confirmed that the Mayor would be welcome to join them.

Mr Thorpe informed the Panel that he believed that no formal plans as yet had been put in place to mark the 100 year anniversary of WW1 in Bayeux but that they would more likely mark the 70th anniversary of D-Day.

Mr Thorpe confirmed that a party from Bayeux would be visiting Dorchester from the 12th -15th September and that a request for a reception had been made. The Panel Chairman confirmed that the Town Hall and Weymouth Avenue Sports Pavilion had been booked for Friday, 12th September and that the Weymouth Avenue Sports Pavilion had been booked for the afternoon of the 13th September 2014.

(b) Dorchester - Holbæk Society

The Mayor reported that she had written personally to the Mayor of Holbæk but had not received a response. It was agreed that efforts to re-establish links should be regularly made.

Councillor P.G. Mann informed the Panel that the Thomas Hardy School had received an award for its international links and suggested that they may be interested in establishing links with Holbæk. It was agreed that the Mayor would request a meeting with the International Co-Ordinator at the School.

The Mayor informed the Panel that arrangements had been made for a bench to be placed in the Borough Gardens and dedicated to the former Chairman of the Holbæk Society, Dennis Maggs on the 26th April 2014.

(c) Lübbecke Society

Mr Antell reported that there had been a change in the committee and that a new Secretary had been appointed and that the Society was also looking to appoint a new Treasurer and Events Co-ordinator. He reiterated the club's concern that a number of its Members were reaching an age where they would not be able to take an active role. Mr Antell informed the Panel of his intention to step down from the role as Chairman of the Society at the next AGM. Councillor Mann (the President of the Society) and the Chairman of the Community Activities Panel thanked him for all of his hard work over the years.

It was reported that local Dorchester Artist Mike Chapman had completed a sculpture in the town centre of Lübbecke and a request was made that in the future a similar initiative could happen in Dorchester.

A member informed the Panel that students from the Thomas Hardy School had established links with a counterpart school in Lübbecke and that they were regularly in contact via Skype and email.

Councillor T. James informed the committee that 24 Members from Dorchester Choral Society had recently returned from a visit to Lübbecke and confirmed that as part of the WW1 commemorations that the choirs from Dorchester and Lübbecke would be performing together 'A Child of Our Time' in Lübbecke on 24 October 2014 and in Dorchester on 1 November 2014. It was hoped that a choir from Bayeux would also take part but that was yet to be confirmed.

Mr Antell informed the Panel that the society would be interested to research what life was like for people living in Lübbecke during WW1 as part of the WW1 Commemorations.

2. **LÜBBECKE 40TH TWINNING ANNIVERSARY CELEBRATIONS**

(a) The Mayor reported that a Civic delegation from Lübbecke had enjoyed a successful visit to Dorchester from the 29th August – 2nd September as part of the 40th twinning anniversary celebrations. The weekend had included a Civic Reception, a church service and a programme of activities. She thanked the United Church for their hospitality at the farewell supper on the 2nd September. The Chairman of the Dorchester Lübbecke Society said that Members that had attended the Civic Reception had enjoyed

themselves and the opportunity to meet friends old and new. As part of the celebrations the Dorchester Town Youth Under 16's Gladiators visited Lübbecke to play football against local teams.

(b) It was reported that the Town Council had received a request for help with funds from Members of the Dorchester Town Youth Under 16's Gladiators to visit Lübbecke from 25th October – 28th October as part of the 40th twinning anniversary celebrations. The Panel noted that following consultation with the Chairman, Vice Chairman and Panel Members it had been agreed to award a grant of £500 to Dorchester Town Youth Under 16's football team.

It was

RECOMMENDED

That the action taken under delegated powers be noted.

3. TWINNING LEAFLET

Members of the Panel received examples of twinning leaflets and considered the possibility of the Town Council creating a similar information leaflet or working with the twinning societies to create a joint leaflet and it was

RECOMMENDED

- (1) That consideration of the leaflets be taken by each of the Societies.
- (2) That each society reports back if they would like to proceed in creating a joint leaflet.

4. COMMUNITY EVENTS

(a) WW1 Commemorations

The Town Clerk reminded Members of the Panel that the 100 year anniversary commemorations would take place over the period of 5 years. He informed the Panel that the Town Council had been in discussion with a number of local organisations and was aware of a number of events that are already in the process of being organised. The Town Clerk suggested that the Town Council assist many of the events by providing infrastructure to event organisers and co-ordination for the public to understand what events will be taking place within the town.

The Panel discussed and considered a number of suggestions of ways to commemorate the Great War and it was

RECOMMENDED

That further consideration be given to ways to commemorate the Great War.

(b) Summer Events Programme

Members noted that the non-music events organised by the Town Council would be the responsibility of the Community Activities Panel. Members requested further information regarding the events currently organised by the Town Council.

It was

RECOMMENDED

That on receipt of further information of events organised by the Town Council further discussions take place.

(c) Dorchester Carnival

The Panel considered a letter received on the 9th October from John Palmer, the Acting Chairman of Dorchester Carnival Committee requesting help in organising the carnival as Dorchester Round Table was no longer able to.

It was

RECOMMENDED

That Councillor E.S. Jones would join the new Dorchester Carnival Committee and represent Dorchester Town Council.

5. **CHRISTMAS LIGHTS AND TREES**

The Town Clerk informed the Panel that the preparations for the Christmas lights in Dorchester was well underway and that a Christmas tree and lights would also be provided at Queen Mother Square.

DORCHESTER TOWN COUNCIL

GRANTS PANEL

12th NOVEMBER, 2013

At a Meeting of the Grants Panel held on 12th November, 2013:

PRESENT The Mayor (Councillor E.S. Jones) and Councillors C.S. Biggs (Chairman), F.E. Kent-Ledger, P.G. Mann and M.E. Rennie.

APOLOGY for absence was received from Councillor D. Taylor.

2. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

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

RECOMMENDED

- (1) That the application from the Dorchester Chamber of Commerce (Christmas Cracker) be approved in the sum of £269.
- (2) That the application from the Dorchester Strollers be approved in the sum of £100.
- (3) That the application from the West Dorset Community justice Panel be approved in the sum of £500.

(During discussion of this matter Members felt that it was important that the Panel established a permanent system of funding for the future as it was unlikely that the Panel would be able to fund on an ongoing basis, that the people being trained stay working with the Panel and that an annual report be provided to the Council.)

- (4) That the application from the Steve Charles Help a Friend Fund be not approved as the Council had already funded one event for the Fund in this financial year.

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE

19TH NOVEMBER 2013

At a Meeting of the Policy Committee held on 19th November 2013:

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

18. **MINUTES & MINUTE UPDATE**

The Minutes of the Meeting of the Committee held on 17th September 2013, having been adopted by Council on 24th September 2013, were confirmed and signed by the Chairman as a correct record.

The Town Clerk highlighted progress since the last meeting on Minutes 13 Town Youth Council, 15 Community Justice Panel, and 16 CCTV Scrutiny.

19. **MANAGEMENT ACCOUNTS**

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

In response to questions from Members the Financial Services Provider explained the background to the most recent budget variances. The Committee voiced their disappointment regarding the actions of the previous Financial Services Provider in relation to the lack of prior year accruals for electricity bills totalling £12,000.

The Committee sought reassurance that the issue relating to the lack of accounts for the Dorchester Market for 2012/13 was being addressed. The Town Clerk confirmed that the Property Officer at West Dorset District Council was actively pursuing the issue with the market operator, Ensors.

The Committee noted the cash position, and that the current position regarding Reserves and Balances was in line with the Medium Term Financial Strategy. On being asked a question by a Member the Chairman noted that a review of the number of reviews would take place as part of the budget process for 2014/15.

Issues relating to outstanding debtors and accumulated staff hours would be considered in private session at the end of the meeting.

20. **SHIRE HALL DORCHESTER – REQUEST FOR SUPPORT FROM THE TOWN COUNCIL**

The Committee noted the requests of the District Council. The Town Clerk was instructed to respond with a positive letter of support for the project, which should emphasise the need to integrate the site into a clear strategy for a heritage quarter in the town. The Town Council would also ensure that Shire Hall was integrated into the Town Trails network.

The Committee considered whether to make a financial contribution to the scheme. A Member made a proposal that a token grant should be made, but on being put to the vote this was rejected for the present time and it was

RESOLVED

That no financial contribution be made towards the Shire Hall project at the present time.

21. **PANEL MINUTES**

(a) **Risk Management Panel**

The Committee considered the Minutes of the Risk Management Panel held on 29th October 2013 (Appendix I) and it was

RECOMMENDED

(1) That the strategic and operational risk registers, as amended, be forwarded to Council for approval.

(2) That the opportunities section of the risk registers, as amended, be forwarded to Council for approval.

(b) **Resources Panel**

The Committee considered the Minutes of the Resources Panel held on 6th November 2013 (Appendix II).

A member of the public asked for clarification on the role of and remuneration of any apprentices employed by the Town Council. The Town Clerk confirmed that any appointment would be fixed in nature and would not lead on to employment with the Council, that the national apprenticeship rate would be used, but would be supernumerary and not as a replacement for existing staff. Consideration would be given to any travel costs of the apprentice. The Chairman identified that a report would be brought to Committee if the Council's expression of interest was accepted by the District Council.

It was

RESOLVED

That the Minutes be approved so far as this Committee is concerned, and that progress on the creation of the Medium Term Financial Strategy, Revenue Budget 2014/15, and the Corporate Plan, be noted.

22. **ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2013: ISSUES ARISING REPORT OF THE EXTERNAL AUDITOR**

The Committee noted the report of the External Auditor and the response prepared to manage the issues raised.

23. **REVIEW OF PRACTICES RELATING TO NOTICE FOR COUNCIL MEETINGS**

The Chairman identified the importance of the report in clarifying and confirming the rules under which the Council published its notice of Council and Committee meetings.

Following a question by a Member the Town Clerk agreed to include the dates of future Council meetings in "Dorchester News" and to seek other cost effective opportunities to promote attendance by the public at meetings. It was

RESOLVED

That the process of placing public notices in the press is suspended for a period of six months

24. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

RESOLVED

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

25. **REPORT OF THE FINANCIAL SERVICES PROVIDER**

The Committee considered, and raised questions regarding a list of outstanding debtors provided by the Town Clerk. It was

RESOLVED

That the report be noted, and repeated every second Committee cycle.

The Committee considered how to manage the future accumulation and use of Time Off in Lieu (TOIL) hours by staff. The Town Clerk would give further consideration to a scheme which ensured that hours accumulated were correctly authorised and properly recorded, and how a reduction in the current level of hours would be managed.

Chairman

DORCHESTER TOWN COUNCIL**RISK MANAGEMENT PANEL****29th OCTOBER, 2013**

At a Meeting of the Risk Management Panel held on Tuesday, 29th October, 2013:

PRESENT Councillors K.E. Armitage, S.C. Hosford, G.M. Jones (Chairman), Trevor Jones, F.E. Kent-Ledger and R.B. Potter.

APOLOGY for absence were received from The Mayor (Councillor E.S. Jones).

1. **STRATEGIC AND OPERATIONAL RISK REGISTERS**

(a) **Review of the Strategic Risk Register**

The Panel reviewed the strategic and operational risk registers which identified the risks faced by the Council as follows:-

SO1 - Failure to have clear priorities / conflicts with national or local needs - It was noted that a more targeted and concise Corporate Plan, to include SMART targets and Council vision was being prepared for initial consideration by Resources Panel in November 2013.

SO4 - Members not fully engaged with Committee/Panel process - It was noted that there would be a review of Panels over the next year so as to ensure that all Members were fully engaged.

SO6 - Adequacy of financial resources to meet identified needs / Council priorities - It was agreed to increase the probability of this risk to '2' due to the uncertainties surrounding the impact of localising council tax support.

SO10 - Over reliance and / or too demanding of key officers, taking on too many responsibilities - Members considered reducing this risk but felt that it should remain as it was for another year by which time the new Town Clerk and Deputy job roles would have bedded in and that of the other new and existing staff who had new responsibilities. Control wording to be amended to reflect the new staffing and monitoring arrangements.

SO30 - Significant increase in pension fund deficit - The Panel felt that there was a possibility that the contributions to the pension fund would not increase significantly considering that average salary pensions had now been agreed and that the stock market had recovered significantly, however it was felt that the risk should remain as it was until the Actuary had reported.

SO36 - Significant fire in Council owned buildings - It was noted that an independent reinstatement valuation had been completed on all property and the Council's insurance policy amended accordingly with the exception of Weymouth Avenue Chapels. The original valuation on the Chapels was £370,000 and the revised valuation was £1.5 million which would increase the insurance premiums by approximately £1,500 per year. Members felt that the risk should remain as it was on the

register but that the Management Committee consider how best to proceed with the Chapel insurance.

SO37 - Pressure to fund 'top-ups' - Members agreed that the pressure to fund 'top ups' would only increase and it was agreed to increase the probability of this happening to '4'.

SO46 - Lack of financial oversight/scrutiny - It was noted that the Town Clerk was reviewing budget presentation and would be offering financial training to Members.

SO47 - No formal job evaluation process undertaken - It was agreed to remove this risk from the register now that all jobs had been reviewed following the retirement of two senior members of staff and the process undertaken to work towards implementing the Living Wage.

In respect of 'Special Projects' it was agreed that projects related to the conversion of the Borough Gardens Bowls Pavilion to public toilets and Maumbury Rings could be removed as these projects had been satisfactorily completed.

(b) Review of the Operational Risk Registers

Bonfires - It was noted that the partnership that organised the bonfire at Elizabeth Place had dissolved so there would be no organised event in 2013. The Council would therefore designate an area for the bonfire, check and remove dangerous items, inform police and fire authority and clear up afterwards – all risks related to this issue were increased.

Municipal Buildings - It was noted that the bookings system had now been computerised and was working well (MB7), that the charges and charge structure was to be reviewed in the near future (MB9) and that the lift was now working satisfactorily so this risk could be removed (MB14).

Open Spaces - The Panel agreed that dog fouling on the Council's playing pitches was still an issue (OS8), particularly at the Great Field and that Management Committee was to give some consideration as to what could be done to solve the problem. It was noted that Ash die back and tree spreading tree roots were a potential issue (OS11) at Sandringham Playing Fields. The Management Committee would be considering this matter at its next meeting.

Borough Gardens - It was noted that the booking system had now been computerised and was working well (BG2). Members were also informed of the arrangements that had been put in place at the Borough Gardens in respect of the difficulties experienced this past summer in respect of anti-social behaviour (BG4 and 14).

Cemeteries - Members agreed that the risk relating to a significant increase in Cemetery Rates (CEM13) could now be removed following the revaluation being completed and Weymouth Avenue Cemetery being formally closed. It was also agreed that a new risk should be added related to the impact of a significant increase in contract price for grass cutting.

Other - It was noted that a valuation of civic regalia had been completed and insurances adjusted accordingly (OTH7) and that the Christmas lights contract has ceased

(OTH9) with the Council making the arrangements for erection in 2013 with financial support from the BID and West Dorset District Council.

(c) Review of the Opportunities

It was noted that the opportunities previously identified in relation to the retirements of staff (OPP1, 3 and 4) had been achieved.

Members identified new opportunities in respect of reviewing the Financial Services Provider contract, a property review and the old bowling green area at the Borough Gardens.

It was

RECOMMENDED

- (1) That the strategic and operational risk registers, as amended, be approved.
- (2) That the opportunities section of the risk registers, as amended, be approved.

DORCHESTER TOWN COUNCIL

RESOURCES PANEL

6TH NOVEMBER, 2013

PRESENT Councillors S.C. Hosford, G.M. Jones, Trevor Jones (Chairman), R.B. Potter and The Mayor (Councillor E.S. Jones).

In Attendance: Councillor V.J. Allan.

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

1. **INTERNAL AUDIT PROVISION**

The Panel noted the Town Clerks report of progress on the procurement of new auditors for the 2014/15 financial year, and confirmed that at least one councillor should have a role in the final selection process.

2. **MEDIUM TERM FINANCIAL STRATEGY AND REVENUE BUDGET 2014/15**

The Panel received the report of the Town Clerk which identified a number of presentational changes to the budget document.

Councillors considered and supported the assumptions made regarding the financial issues including in the report. In particular they confirmed the need for a budget consistent with the Local Government employers most recent pay offer.

The process for considering Special Items, valued at this stage at £17,500, through the January cycle of Committee meetings, to be recommended by Policy Committee to Council on 28 January 2014, was confirmed.

It was noted that the financial pressure on the budget for 2014/15 came not from the Council's own operational services, but from strategic issues affecting other Councils, in particular changes to Council Tax Subsidy Grant and the ability of upper tier authorities to maintain their current levels of service provision. A Medium Term Financial Strategy should be prepared that takes account of these risks.

Further reports would be prepared on the levels of Specific and General Reserves considered appropriate for the Council in the medium term, and on the role that income generation should play in the medium term.

In concluding discussions it was noted that a natural tension existed in relation to financial management at the Town Council, typical of most small organisations. While the need for accurate and timely information and a service which could adapt to the changing needs of the Council might be better delivered in house the risk of placing too great a reliance on one person to provide such a service exposed the Council to potential financial risks. The alternative solution of contracting out some elements of the financial service had significantly reduced that risk, but was struggling to adapt to the changing needs of the Town Council. It was agreed that this issue would be revisited at a future date.

It was

RECOMMENDED

That in preparing the Medium Term Financial Statement and Revenue Budget the views of the Panel as expressed above are taken into account

3. **DEVELOPING A NEW CORPORATE PLAN**

The Town Clerk's report identified work being undertaken to develop a new style Corporate Plan, which would be linked to the Financial cycle. It would also identify the Council's strategic vision for the town relating to issues delivered by other bodies, for example housing, health and the local economy. The time focus of the plan would cover short term operations through medium term project planning and on to long term vision.

The Panel supported the timetable proposed by the Town Clerk, which would start with a short briefing about the Council's finances at Council on 26 November. This would be followed by the formal adoption of the budget at Council on 28 January 2014, and at the same meeting a short briefing regarding the Corporate Plan would be presented. Following a series of strategic workshops for members during February the Corporate Plan would then be adopted through the March 2013 cycle of meetings.

In the absence of the old style Corporate Plan the Panel noted the 16 operational and governance indicators against which the Management Team were seeking to deliver during the period to March 2014, and that these would be reported on during the January and May 2014 cycles.

The Panel considered the views of those officers and councillors involved in the monthly Management Team Development meetings and endorsed their view that the meetings had achieved their aims, and would cease.

Further discussion would take place regarding the appraisal of the Town Clerk and his Deputy by the Chairman of Policy Committee and a second Chairman or Vice-Chairman.

Finally the Town Clerk requested that two informal meetings take place with Committee Chairman and the Mayor to consider standardising a number of minor changes to Committee documentation and procedures. This was agreed.

It was

RECOMMENDED

That the preparation of a new Corporate Plan be progressed according to the timetable identified in the Town Clerk's report

5. APPRENTICESHIP SUPPORTED BY GRANT FROM WEST DORSET DISTRICT COUNCIL

On receipt of a verbal update from the Town Clerk regarding an offer of financial support the Panel considered and appreciated the positive benefits, both to a young person and to the Council as host, which result from an apprenticeship.

If successful with the grant request the Town Clerk will report back to an appropriate Committee regarding how an apprentice might best be utilised and supported, and how any costs from an appointment would be funded.