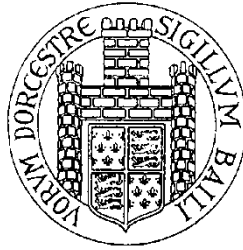


**DORCHESTER**



**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, 28<sup>th</sup> JANUARY 2014** 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 26th November 2013 (page 3).

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	2 <sup>nd</sup> December 2013	Page 7
Planning and Environment Committee	6 <sup>th</sup> January 2014	Page 13
Management Committee	14 <sup>th</sup> January 2014	Page 18
Mayoral Selection Committee	21 <sup>st</sup> January 2014	Page 34
Policy Committee	21 <sup>st</sup> January 2014	Page 36

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

To receive the report of Inspector Marsh regarding recent policing issues.

7. **DEMENTIA ACTION ALLIANCE**

To receive a presentation by a representative of the Alliance

22<sup>nd</sup> January 2014



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.

Following the meeting the Town Clerk will provide a private briefing to members of the Council regarding the development of the new Corporate Plan.

At the **MEETING** of the **DORCHESTER TOWN COUNCIL** held in the Council Chamber, Municipal Buildings, Dorchester on Tuesday 26<sup>th</sup> November, 2013:

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

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

In attendance:  
Inspector S. Marsh of Dorset Police.

**APOLOGIES** for absence were received from Councillors C.S. Biggs, A.J. Lyall and T. Loakes.

31. **MINUTES**

The Minutes of the meeting of the Council held on 24<sup>th</sup> September 2013 were taken as read and were confirmed and signed by the Mayor as a correct record.

32. **COMMUNICATIONS**

The Mayor welcomed the young people who had shown interest in the Youth Council, and invited their views regarding items on the agenda. A member of the Youth Council identified support for proposals for bags to be provided at the Great Field for dog walkers.

The Mayor thanked Councillors Kent-Ledger, Potter, the Mayor's Secretary, Mr J. Palmer and Ms M. Lane for taking part in the Mayor's team at the Swimathon in October, where the team raised £460 for the Lions Appeal.

The Mayor reminded Councillors that Carols in the Borough Gardens would take place on 19<sup>th</sup> December.

The Town Clerk updated Councillors regarding the pilot scheme for changed office opening hours.

He also advised Councillors regarding an informal private briefing to be made by the developer of the Charles Street site, Simons, to take place at 6.00 pm on Tuesday 14<sup>th</sup> January, 2014.

Finally the Town Clerk advised the Council regarding the retirement of Mr C. Membury, of the Outdoor Services Team, on 31 December 2013, after 15 years of service with the Council. The Mayor advised Council that she would write to Mr Membury to thank him for his service to the town.

33. **QUESTIONS**

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

34. **PLANNING AND ENVIRONMENT COMMITTEE – 7<sup>th</sup> OCTOBER 2013**

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

The Town Clerk confirmed that the Community Speed Watch presentation, minute 40, was to be rescheduled to the January Committee meeting.

The Town Clerk agreed to recirculate the letter referred to in the resolution at minute 40.

It was

**RESOLVED**

That the minutes of the meeting of the Planning and Environment Committee held on 7<sup>th</sup> October, 2013 be adopted.

35. **PLANNING AND ENVIRONMENT COMMITTEE – 4<sup>th</sup> NOVEMBER 2013**

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

A Member sought information regarding the Council's policy on shop fronts, particularly in relation to corporate images, in the town centre. The Chairman confirmed that the Council had no policy but took advice from the District Council's Listed Buildings Officers when appropriate.

It was

**RESOLVED**

That the minutes of the meeting of the Planning and Environment Committee held on 4<sup>th</sup> November, 2013 be adopted.

36. **MANAGEMENT COMMITTEE – 12<sup>th</sup> NOVEMBER 2013**

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

The Mayor welcomed Mr M. Lucas and footballers from the Dorchester Town U16 Gladiators FC to the meeting. They advised the Council regarding their recent trip to Lubbecke, and thanked the Council for their grant towards the transport costs of the young footballers. It was noted that a team of footballers was to visit Dorchester in 2014.

On receipt of a question from a Councillor the Chairman confirmed that no decision had yet been reached by the Committee regarding paying for additional Dog Warden services to focus on dog fouling problems encountered at the Great Field.

In response to a question the Town Clerk confirmed that it was intended that the proposed Changing Rooms at Poundbury would be funded from planning gain monies.

It was

**RESOLVED**

That the minutes of the meeting of the Management Committee held on 12<sup>th</sup> November, 2013 be adopted.

37. **POLICY COMMITTEE – 19<sup>th</sup> NOVEMBER 2013**

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

The Chairman gave some context to the resolution at minute 20, focusing on the significant heritage assets being managed by the Town Council. He emphasised the Town Council's support for the Shire Hall project. The Mayor made information about the project available to all Councillors.

A Member identified that it would be beneficial to separately list the key corporate risks identified in the Risk Register. The Town Clerk agreed to report this to a future meeting of the Policy Committee.

On a question from a Member the Town Clerk confirmed that, with regard to the Apprenticeship scheme, while travel costs might be reimbursed, it was unlikely that these would be significant if an apprentice was appointed from the Dorchester area.

It was

**RESOLVED**

That the minutes of the meeting of the Policy Committee held on 19<sup>th</sup> November, 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 an increase in shoplifting offences, but also a high detection rate locally. He also identified a drop in alcohol related crime since the summer, and outlined preventative activity to be carried out by Dorset Police over the Christmas period. A Member provided additional information regarding activity by the Dorchester Crime Protection Panel.

Inspector Marsh provided information to support the Council's consideration of the consultation by the PCC on reductions in the opening hours of the front desk reception of Dorchester Police Station from 3 x 8-hour shifts to 2 x 2-hour shifts, supplemented by "Yellow phone" access to the Police Incident Centre in Bournemouth. He also identified that a number of tasks, including the review of bail conditions, driving documents and fire arms certificates remained to be resolved.

Inspector Marsh answered the Members concerns with regard to loss of visibility of the Police, the potential impact on unreported crime, and the potential drop in public

confidence in the Police. He explained that the choice being faced by the Police was between 10 front line officers or cuts to civilian front desk reception staff, both of which cost £500,000. Inspector Marsh identified that the Police were recruiting Police Officers for the first time in 4 years. He also identified a local initiative involving attendance at Dorchester Library, to increase the visibility of the Police.

After a comprehensive question and answer session it was

## **RESOLVED**

That the Council notes with regret the proposals made by the Police and Crime Commissioner, but acknowledges the dilemma that Dorset Police is facing regarding the prioritisation of its resources. The Council supports any initiative to increase Dorset Police's visibility, including the use of community space provided by other public providers, and will work to encourage co-operation across the public sector in the use of public buildings. The Council wishes to play a role in promoting awareness among residents of how they can access Police services.

The Council rose at 7.55pm.

Mayor

## **PUBLIC QUESTIONS**

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

Crime in Victoria Park, whether Dorset County Council's policy of turning street lights off at night had worsened the situation.

Vehicles with headlight defects.

Neighbourhood Planning.

# **DORCHESTER TOWN COUNCIL**

## **PLANNING AND ENVIRONMENT COMMITTEE**

**2<sup>ND</sup> DECEMBER, 2013**

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

**APOLOGIES** for absence were received from Councillors R.M. Biggs and T.C.N. Harries

### 51. **MINUTES**

The Minutes of the Meeting of the Committee held on 4<sup>th</sup> November, 2013, adopted by Council on 26 November 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

### 52. **DORCHESTER TRANSPORT AND ENVIRONMENT PLAN**

(a) **Presentation by Dorset County Council and West Dorset District Council officers, on the revised version of the Dorchester Transport and Environment Plan (DTEP)**

The Group Manager, Highways Improvements and Systems, Dorset County Council gave the Committee a presentation on the revised DTEP. He commented on the limitations of the Plan, the benefits of a phased approach and possible options for the scheme in the future. He confirmed that the County Council was committed to public consultation and to listening to local residents' views. A number of concerns had already been identified by the public who had also put forward suggestions for changes to the Plan.

The Director of Environment, West Dorset District, addressed the Committee and he spoke about Dorchester's heritage, its growth, recent developments and environmental aspects of the revised DTEP. He gave examples of town centre schemes in other towns and said that this was a key time to influence changes in the Town through the DTEP consultation process.

(b) **Public Participation**

Twenty one members of the public addressed the Committee. They covered a wide range of issues and concerns they had relating to the revised DTEP. The main points raised were:

- Access to the North Square area including Glyde Path Road and Colliton Street
- Safety/Congestion/Noise/Access for emergency vehicles
- The complexity of the Plan and its supporting evidence
- The accuracy of the traffic model used for the Plan was questioned
- Improving the By Pass and its use
- Emphasising improvements for cyclists and pedestrians
- Increasing consideration for local residents, particularly those living in Great Western Road and Cornwall Road
- The impact of the revised Plan on the Borough Gardens

- Protection of other historic elements of the Town
- The Plan in its current form would move existing problems to elsewhere in the Town
- Air pollution would be increased away from the High Street and, overall, more detail on air quality was needed
- The importance of linking the Brewery Square development with the Town Centre and its shops
- The future use of Stratton House and the Dorchester Prison site needed to be considered as part of the Plan
- Proposed changes to Princes Street access could have a negative impact of residents of Somerleigh Court Nursing Home
- There were small benefits to the High Street at a large cost to other parts of the Town
- The Plan appeared to offer poor value for money

(c) Consideration of the Town Council's formal response to the revised version of the DTEP

The Committee considered issues raised by the public and officers responded to questions about the DTEP decision making process, road surface treatments and air quality evidence.

Members commented on a number of points including improving the use of the bypass, traffic speeds, the change of use of the Prison site, linking Brewery Square to the Town Centre and safety issues throughout the Town.

They noted the aims of the original Plan but did not consider that the revised Plan was acceptable with so many residents seeming to be disadvantaged by it. The level of public concern would need to be addressed by the County Council and it was suggested that residents with ideas to improve or change the Plan should direct these to the County Council.

In response to a point made by a member of the public, it was agreed that the Council would endeavour to find out what was happening regarding the bollards at New Street.

In the light of the comments made by the Committee, the Chairman proposed a draft recommendation for the Committee to consider.

Funding for the Plan was then mentioned by Members and it was accepted that this, and the opportunity to make improvements, could be lost completely. All Members agreed that continued public consultation and engagement was important for any Plan to have a future and joint working between all the Councils involved would be useful.

Following these comments, changes were agreed to the draft recommendation. A further change, proposed by an individual Member was not supported.



It was

**RESOLVED**

- 1) That the Town Council continues to support the key aim that sits behind the Dorset Transport and Environmental Plan; the reduction and ultimate removal of traffic from High West Street and High East Street from the Top o' Town roundabout to the Church Street traffic lights, in order to increase the attractiveness of the internationally important heritage street to visitors, reconnect this part of town with the rest of town, and resolve air quality issues in this area.
- 2) That the Town Council is unable to support any solution that creates significant additional traffic and air quality issues on residential streets in the town, particularly Great Western Road, Cornwall Road and Princes Street, which fails to address access issues in the North Square area, and does not resolve safety issues at the Top o' Town.
- 3) That the Town Council wishes its officers to meet with officers from both County and District Council in the near future to look at all options to reduce the need for traffic to come into and move across the Town Centre, and to consider how any options might be funded and how consultation with the public will be maintained.

There was a short break in proceedings at this point and the Committee then reconvened.

Councillors T Jones and R Potter left the meeting.

**53. STANDING ORDER NO. 40**

As the meeting had now been in progress for over two hours, the Committee resolved to suspend Standing Order No. 40 and to continue the meeting.

**54. WEST DORSET DISTRICT COUNCIL – WEST DORSET ANNUAL PARKING REPORT TO THE EXECUTIVE COMMITTEE**

A member of the public commented on the changes to the Shoppers Permit Scheme. A representative of the Dorchester BID gave examples of the support local businesses gave to shoppers for parking costs through their own scheme and he asked the Council to actively support businesses in the Town.

The Committee looked at the recommendations being made to the Executive Committee of West Dorset District Council in its Annual Parking report. They considered that there was limited information on some of the recommendations and due

to Dorchester's individual parking issues, they would ask West Dorset District Council to consider a Shoppers Permit Scheme specifically for the Town.

It was

**RESOLVED**

- 1) That West Dorset District Council be advised that the Town Council supports proposed recommendations 1, 3 and 4 of the West Dorset Annual Parking Report
- 2) That West Dorset District Council be requested to consider introducing a Shoppers Permit Scheme for Dorchester car parks only and to advise the Town Council of their conclusion.

55. **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.

Chairman

**DORCHESTER TOWN COUNCIL****Planning applications to be considered by the Planning and Environment Committee on 2 December 2013**

1. 1/D/13/001473 (Listed Building Consent)
 

1/D/13/001472

4 FORDINGTON GREEN, DORCHESTER, DT1 1LU  
 Removal of existing non compliant dormer window and replacement with compliant window. New window to match that, in detail and pattern, of the dormer window to No 1 Fordington Green (on the same terrace)  
 Conservation Area and Grade II Listed Building  
 No Objection
2. 1/D/13/001440
 

8 PRINCES STREET, DORCHESTER DT1 1TW  
 Provide 4no Conservation type roof windows within the east and west elevations  
 Conservation Area  
 No objection
3. 1/D/13/001445
 

9 HARVEYS TERRACE, HOLLOWAY ROAD, DORCHESTER, DT1 1LE  
 Remove derelict structure and erect new extension  
 Conservation Area  
 Recommend refusal. The proposed extension would be out of keeping with the existing dwelling and it would neither preserve nor enhance the character of the Conservation Area. There were concerns that the extension would have a detrimental impact on the amenity of the adjoining neighbour due to its scale.
4. 1/D/13/001508
 

38 BRIDPORT ROAD, DORCHESTER, DT1 1RS  
 Single Storey lean-to rear extension  
 Conservation Area  
 No objection
5. 1/D/13/001476
 

6 SOUTH STREET, DORCHESTER, DT1 1AZ  
 1No 400mm High heritage projecting sign. 1No 680mm High illuminated fascia. 1No illuminated ATM Collar.  
 Conservation Area and Grade II Listed Building  
 Recommend refusal. It is the Town Council's policy to refuse all planning applications that that include the provision of internally illuminated signage in South Street.
6. 1/D/13/001584 (Listed Building Consent)
 

1/D/13/001583  
 64 HIGH STREET, FORDINGTON, DORCHESTER, DT1 1LB  
 Single storey extension, internal and external alterations  
 Conservation Area and Grade II Listed Building  
 No objection

7. 1/D/13/001591  
TOPPS TILES, LONDON ROAD, DORCHESTER, DT1 1NF  
Non Illuminated Post Sign (retrospective)  
Recommend refusal. The signage is detrimental to the street scene due to its size and position and it does not enhance the approach to the Conservation Area.
8. 1/D/13/001581 (Listed Building Consent)  
COURT COTTAGE, 62 HIGH WEST STREET, DORCHESTER, DT1 1UY  
The upgrading, refurbishment and alteration of Court Cottage  
Conservation Area and Grade II Listed Building  
No objection
9. 1/D/13/001562  
3 no. signs above the 3 main entrance doors to the building.  
1/D/13/001561  
External alterations, including part rendering and landscape works together with some internal alterations  
PULLMAN COURT, COPPER STREET, DORCHESTER, DT1 1GA  
No objection
10. 1/D/13/001564  
THE STATION, 27 WEYMOUTH AVENUE, DORCHESTER, DT1 1QY  
New single storey extension, 2 no. new glazed entrance lobbies, external landscaping, new car park and new boundary wall & planting  
No objection
11. 1/D/13/001570  
23 ST JOHN WAY, POUNDBURY, DORCHESTER, DT1 2FG  
To erect a glazed seasoned oak conservatory 6.5m wide by 4.6m projection. The ground level being lower on this property than the neighbours, the eaves height at the boundary will be the same as the height of the boundary fence. The ridge height will be approx. 3.35m above ground level.  
No objection
12. 1/D/13/001593  
1/D/13/001594 Listed Building Consent  
5 HIGH EAST STREET, DORCHESTER, DT1 1HS  
Proposed change of use of the lower ground floor, ground and first floors from A3 use to residential. Retain the residential use on the remaining second and third floor, but amend from a single residence to flats. Remove the rear outbuildings, construct a new retaining wall and external steps and create a new communal bin storage/bike area. Create a total of 6no one bedroom flats.  
Conservation Area and Grade II Listed Building  
Recommend refusal. The use of uncharacteristic materials (the security film to the 'shop window' on the ground floor) would create an incongruous feature that would be unsympathetic to the building's historic character. The use of this film would be too dominant on the prominent elevation of the building and it would also be detrimental to visual amenity and the character and appearance of the Conservation Area and the setting of nearby Listed Buildings. However, the Committee did support the principle of the building being redeveloped as flats.

# **DORCHESTER TOWN COUNCIL**

## **PLANNING AND ENVIRONMENT COMMITTEE**

**6<sup>TH</sup>, JANUARY 2014**

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

**APOLOGIES** for absence were received from Councillors K.E. Armitage, A.Canning, T.C.N. Harries, E.S. Jones and D. Taylor.

### **56. MINUTES**

A Councillor questioned the accuracy of Minute 52. (c) relating to Members 'commenting' on a number of points raised by public speakers and she was also disappointed at the lack of discussion on the resolution proposed at the meeting. Other Members were content that the Minute reflected the content of the meeting.

With regards to Minute 55. Planning Application 1/D/13/1561 – Pullman Court, the Committee were advised of the additional wording to the description of the planning application, regarding change of use, and it supported this addition.

With regards to Minute 55. following the Committee recommending refusal of this application because of the use of uncharacteristic materials i.e. the use of security film to the 'shop window' on the ground floor, the agent had put forward a proposal to use obscured (not two way) film on the internal face of the ground floor "shop window". The extent of the film would be limited to 1.80m from the internal finished floor level and the remainder of the glazing above would remain clear. This window treatment would mirror that of the former shop premises two doors down from the proposal site and a photograph of these premises was circulated, as a comparison, at the meeting. The agent had also advised that his client would be content for this to be added as a planning condition so that WDDC would have control over the type of window film used.

The Committee was pleased with this proposal that appeared to address their concerns that the original security film would have a reflective/mirrored appearance. They also accepted the suggestion that this window treatment be added as a planning condition if the application was approved and it was

### **RESOLVED:**

- 1) That West Dorset District Council be advised that the Town Council's objection to Planning Application 1/D/13/1593 be withdrawn, subject to the use of obscured (not two way) film on the internal face of the ground floor "shop window". The extent of the film to be limited to 1.80m from the internal finished floor level and the remainder of the glazing above would remain clear.

- 2) That West Dorset District Council be requested to add the proposed window treatment as a planning condition if the application was approved.

The Minutes of the meeting of the Committee held on 2<sup>nd</sup> December, 2013 were then taken as read and were confirmed and signed by the Chairman as a correct record.

## **57. MINUTE UPDATE REPORT**

### Minute 54. – West Dorset Parking Annual Report

A Member asked if West Dorset District Council could be requested to start their consultation with the Town Council, on their Annual Parking Report, earlier in the year and the Committee agreed with this. Also the Committee Clerk reported that the recommendations in the final report were not those that had originally been passed to the Council for consultation.

It was

### **RESOLVED**

That West Dorset District Council's Parking Manager be requested to start consultation with the Town Council on the Parking Annual Report earlier in the year and that the Town Council be provided with the most up to date recommendations in the report as they evolved.

## **58. COMMUNITY SPEED WATCH SCHEME**

Police Community Support Officers (PCSOs) Mark Wordarek-Black and Ken Lightfoot gave the Committee a summary of how the Scheme operated and showed Members the basic kit, which at present cost £300.

West Dorset District Councillor Teresa Seall and Sally Little, of the Osmington Society, explained how the Scheme worked in Osmington, they detailed the role of volunteers, the support provided by the Police and they gave practical examples of their own experiences. They considered that the Scheme was an educational tool and this view was supported by the PCSOs.

Members discussed how the Scheme might operate in Dorchester, the co-ordination required to run the Scheme and the community response to the Scheme.

The Chairman thanked the guests for their useful and informative presentation.

## **59. DORCHESTER AREA COMMUNITY PARTNERSHIP (DACP)**

Ms Maria Clark, West Dorset District Council Link Officer presented the most recent DACP update report which the Committee noted.

A Member suggested that it would be a useful exercise for the Planning and Environment Committee to meet with representatives of the Access Group, DCC, WDDC and Dorchester BID to assess how DCC's new 'A' Board Policy was working. Positive comments were also made about the Community Lunches.

It was

**RESOLVED**

That representatives of the Access Group, DCC, WDDC and Dorchester BID be invited to a future Planning and Environment Committee meeting to assess how DCC's new 'A' Board Policy was working.

**60. PARKING – QUEEN'S AVENUE AREA**

Dr Morris, a resident of Clarence Road, addressed the Committee and detailed the problems he experienced accessing his property due to the number of vehicles parked on the both sides of the road. He considered that additional parking restrictions would improve the situation.

Mr Kerr, a resident of Clarence Road, addressed the Committee. He experienced similar problems to Dr Morris and had concerns about visibility, childrens' safety and access for emergency vehicles.

The Chairman detailed the additional parking restrictions that had already been requested in Clarence Road through DCC.

Members noted the various parking problems in this and adjoining roads as well as traffic management issues in the whole of Victoria Park.

A Member proposed that the consultation, already agreed by the Committee to consider parking issues in Queen's Avenue, be extended to include Clarence Road and Lime Close. He said that although there might not be a manageable solution to the problems, the Council should consider all possible options for improvements. He also commented on arrangements for the proposed consultation. This proposal was seconded and agreed.

**RESOLVED**

That the Town Council's consultation, to consider parking issues in Queen's Avenue, be extended to include Clarence Road and Lime Close.

Councillor Potter withdrew from the meeting.

**61. 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 Potter rejoined the meeting.

**62. BUDGET ISSUES**

The Chairman outlined the options for consideration and Members gave their views on the possible purchase of a Speed Indication Device (SID) and making a financial commitment to the Community Speed Watch Scheme.

Those Members supporting the Community Speed Watch Scheme considered it was a more sustainable option, it was an easier Scheme to operate, there were likely to be a large number of residents interested in operating the Scheme and it would be accessible to residents across the Town. They also raised the issue of the management and operation of the Scheme and various suggestions on how this might be achieved were put forward.

A Member commented that while the SID application procedure was very complex it could be worthwhile leaving this as a budget bid to be accessed if required.

Having considered the options, the Committee agreed to support a financial commitment to the Community Speed Watch Scheme and it was

**RESOLVED**

- 1) That a budget bid of £1,000 be made to Policy Committee, for 2014/15, for equipment and training to be spent on supporting the Community Speed Watch Scheme as required and when sufficient volunteers were available.
- 2) That the Traffic Management Panel be asked to investigate the best way for the Community Speed Watch Scheme to be administered in Dorchester

**63. TELEPHONE BOXES**

A Member had raised a concern about the poor condition of the telephone box adjacent to the (old) Exhibition Hotel and he also commented about the similar state of the telephone box at Wessex Road. Another Member said that he had already reported the condition of the first box to BT.

It was

**RESOLVED**

That a letter be sent to BT drawing their attention to the poor condition of the telephone boxes adjacent to the (old) Exhibition Hotel and at Wessex Road and asking for their response.



**64. URGENT ITEMS**

A Member suggested that the Town Council become involved in the editorial of a commercial publication promoting Dorchester that she had received through the post and she was advised to speak to the Town Clerk.

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

**RESOLVED**

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

**66. QUEEN'S AVENUE PARKING ISSUES CONSULTATION**

A Member asked about the staff resources required for the Queen's Avenue consultation and about the details of the practical arrangements of the consultation. Another Member provided fuller details of what he understood to be the consultation process that he had discussed with the Town Clerk.

Following this discussion, the Chairman offered her resignation as Chairman of the Planning and Environment Committee and members of the Committee thanked her for her work in the role.

Chairman

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE**

**14th JANUARY, 2014**

At a Meeting of the Management Committee held on 14th January, 2014:

**PRESENT** The Mayor (Councillor E.S. Jones) and Councillors K.E. Armitage, S. Hosford, T. James, T. Loakes, A.J. Lyall, R.B. Potter (Chairman) and M.E. Rennie.

In Attendance Councillor D.S. Roberts.

**APOLOGIES** for absence were received from Councillors D.J. Barrett, C.S. Biggs, A.J. Canning F.E. Kent-Ledger and D. Taylor.

39. **MINUTES**

The Minutes of the Meeting of the Committee held on 12th November, 2013, adopted by Council on 26th November, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

40. **COMMUNITY ACTIVITIES PANEL**

The Committee considered the Minutes of the Community Activities Panel held on 7th January, 2014 (for Minutes see Appendix I). It was suggested that a 'Battle Honours Day' be discussed with the Director of The Keep museum as a part of the discussions proposed to be held with the Director.

It was

**RESOLVED**

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

41. **MANAGEMENT ARRANGEMENTS**

The Committee considered the schedule of work for the Outdoor Services Team. It was noted that the gravel path at the southern end of Salisbury Field required some attention. It was also noted that the rugby posts had yet to be installed at Kings Road playing field and the Deputy Town Clerk agreed to contact Sunninghill Preparatory School to find out when this would happen.

In response to a question the Compliance Manager confirmed that more bird boxes would be welcomed.

It was

**RESOLVED**

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

42. **USE OF BOWLING GREEN SITE IN THE BOROUGH GARDENS**

Members considered the report of the Town Clerk which identified the need to bring the site into full use during 2014. It was noted that there had been an aspiration to create a mini golf course in the location previously but that full funding had not been identified as yet and the benefits of such a scheme had not been fully researched. It was proposed that for 2014 a grass tennis court be marked out with some form of fencing around the court which could probably be provided for a modest cost. This would present the opportunity to provide a grass court tennis to Dorchester for one season only.

During 2014 it was intended that additional monitoring would take place of tennis court usage in the Gardens and also the courts adjacent to Trinity Street car park. The results would indicate whether there might be a need for additional courts or replacement courts in the Gardens in the longer term which could possibly free up land adjacent to Trinity Street car park for other purposes.

It was also proposed that officers would work with the Borough Gardens Panel to develop alternative proposals for the bowling green site and the site adjacent to the car park, which would include the mini golf option, to allow an options report to be submitted to the Committee by September 2014.

Members felt that an adult grass tennis court would require proper fencing and significant maintenance and suggested that the area be used for 'mini tennis' so as to attract children to use the area and develop their skills. It was noted that it might be possible to mark out two 'mini tennis' courts depending on their size. Use of the courts should be free for children.

Members also suggested a number of ideas for the long term use of the site which would be considered through the Borough Gardens Panel.

It was

**RESOLVED**

- (1) That for 2014 the bowling green site be marked out for mini tennis use with some appropriate fencing if necessary.
- (2) That officers work with the Borough Gardens Panel to prepare an options report for the bowling green area and site adjacent to Trinity Street car park to be submitted to Committee by September 2014.

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

Further to Minute No 29/2013 Members were reminded that it had been agreed that some specialist free running equipment should be provided at one of the Council's open spaces. Prior to making a final decision on the location Members requested that potential users be consulted on a choice of three locations. Forty one young people responded to the consultation which produced the following results:-

- First preference (44%) - Sandringham Sports Centre to the rear of the

Bowling Club in the area which previously accommodated the fitness trail.

- Second preference (32%) - Sandringham Sports Centre in the area between the outside gym and kickwall.
- Third preference (24%) - Kings Road Playing Fields.

Members felt that the second preference was not suitable due to the possible impact on residents. The Committee also felt that it was important for the Dorchester Youth Council to consider the matter and it was

## **RESOLVED**

That the Dorchester Youth Council consider the matter and make a recommendation on the location to the next full Council meeting.

## 44. **2014-15 ESTIMATES**

The Committee considered a report by the Town Clerk which incorporated draft Estimates for 2014-15 in respect of Allotments, Cemeteries, Cultural and Twinning Municipal Buildings and Parks Gardens and Open Spaces. The report also included details regarding Reserves and the main changes which affected the proposed budget.

Members noted that £18,000 had been provisionally included for Special Items and the report included a long list of items based on service needs and also those items which officers had identified as a priority.

The Committee discussed its priorities for Special Items in detail. In respect of replacing the Corn Exchange acoustic fabric it was felt that painting it might be a short term solution and that this should be tested. In respect of replacement deckchairs it was felt that this should be revisited next year following public feedback received from Maumbury Rings Music Day and other Council events.

It was

## **RECOMMENDED**

- (1) That the draft Estimates for 2014-15 as now submitted be approved so far as this Committee is concerned.
- (2) That the following Special Items be funded from the £18,000 included within the budget estimates:-
  - Skatepark fencing works - £7,500
  - Cemeteries Memorial Testing - £2,000.
  - Corn Exchange Wall & Dressing Rooms Roof – Investigative work prior to repair - £3,500.
  - WWI Commemorations – War Memorial refurbishment and Events - £5,000.

45. **REVIEW OF CHARGES**

(a) **Recreation Facilities**

The Committee considered revised charges for recreation facilities. It was noted that the tennis season ticket charges would be included within the review of tennis facilities agreed for this year.

It was

**RESOLVED**

That the various charges for the use of recreation facilities be as set out at Appendix II with effect from 1st April, 2014.

(b) **Municipal Buildings**

Members considered proposals for revised charges for the hire of the Municipal Buildings. It was noted that a number of Friday and Saturday bookings of the Corn Exchange and Town Hall were cancelled which resulted in no fees being received. Members felt that a non-returnable deposit of £75 should be charged for Friday and Saturday bookings of the Corn Exchange and Town Hall.

It was

**RESOLVED**

- (1) That charges for the hire of the Municipal Buildings be as set out in Appendix III with effect from 1st April, 2014.
- (2) That, with immediate effect, a non-returnable deposit of £75 be charged for Friday and Saturday bookings of the Corn Exchange and Town Hall.

(c) **Borough Gardens House and Weymouth Avenue Pavilion**

Members considered proposals for revised charges for the hire of the Borough Gardens House Community Room and Weymouth Avenue Pavilion and it was

**RESOLVED**

That charges for the hire of the Borough Gardens House Community Room and Weymouth Avenue Pavilion be as set out in Appendix IV with effect from 1st April, 2014.

(d) Cemetery Fees

The Committee considered the various charges in respect of Dorchester, Fordington and Poundbury Cemeteries and it was

**RESOLVED**

That the charges in respect of Dorchester, Fordington and Poundbury Cemeteries be as set out in Appendix V with effect from 1st April, 2014.

46. **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 4001 to 4007 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

47. **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.

It was

**RESOLVED**

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

48. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st November, 2013 and 31st December, 2013 totalling £172,452.25 (net) together with direct debits for the same period totalling £60,208.17 (net).

It was

**RESOLVED**

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

49. **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.

50. **RESOURCES PANEL – 9TH JANUARY 2014**

As a matter of urgency the Committee was circulated with an extract of the Minutes of the Resources Panel Meeting held on 9th January, 2014 together with supporting reports of the Town Clerk in respect of future staffing arrangements for the Outdoor Services Team and Income Generation.

It was

**RESOLVED**

- (1) That the action plan in respect of future staffing arrangements for the outdoor Services Team be agreed.
- (2) That the Recommendation of the Resources Panel in respect of income generation be noted.

Chairman



**DORCHESTER TOWN COUNCIL**

**COMMUNITY ACTIVITIES PANEL**

**7th JANUARY, 2014**

At a Meeting of the Community Activities Panel held on 7th January, 2014:

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

6. **SUMMER EVENTS PROGRAMME**

The Panel had before it the first draft Summer Events Programme 2014. The Panel agreed that the Council should only arrange one event per weekend throughout the summer. Members considered the possibility of moving the annual Love Parks event to the weekend so as to enable more families to attend but agreed that for this year as preparations were already underway, the event should continue to be held midweek on Wednesday, 30 July 2014. The Panel agreed that the revised Summer Events Programme should be circulated to all Councillors as and when amendments were made. The Panel also felt that a further family event should be held on a weekend towards the end of June to replace the Teddy Bear's Picnic in its previous format to a Family Picnic event, The Panel agreed that the Ridgeway Radio should be contacted and requested to take part in the event. It was agreed that the Town Clerk would report to the Panel in due course with proposals for a weekend family event.

It was noted that Love Parade would be going ahead in 2014 but that the next One World event would not take place until 2015.

The Panel agreed that one of music events to be held in the Borough Gardens would be an ideal opportunity for local charities to showcase their activities and that suitable music for the occasion should be booked.

The Town Clerk confirmed that he would contact Brewery Square Development Ltd so as to ensure that none of the Council's events clashed with events proposed for Brewery Square.

It was

**RECOMMENDED**

- (1) That, with the amendment of reintroducing a family orientated event for 29<sup>th</sup> June, the draft Summer programme be supported.
- (2) That the Summer programme is regularly circulated to Councillors as amendments are made.

- (3) That the Council should only arrange a maximum of one event per weekend throughout the summer.
- (4) That the annual Love Parks event take place on 30th July, 2014.
- (5) That local charities be encouraged to showcase their activities in the Borough Gardens.
- (6) That the Town Clerk report back to the Panel in due course with proposals for a weekend Family Picnic event to be held towards the end of June, 2014 and that Ridgeway Radio be contacted.

7. **FREEDOM / LIBERATION FLAME RELAY**

Members considered a request for the Freedom/Liberation Flame to pass through / be amalgamated in Dorchester between the 12th and 15th September, 2014. The Flame was established by the residents of Bayeux following being liberated from German occupation during World War II in June 1944. It was The Dorset Regiment that liberated Bayeux which was the first town in France to be liberated.

The Chairman reminded Members that funding was available to support such events. The Panel were pleased to note that the event would coincide with a visit from guests from Bayeux and that a reception had been booked for Friday, 12 September 2014 in the Town Hall and that consideration may be given to amalgamate the two events. The Panel agreed that in principal the flame could pass through / be amalgamated in Dorchester and that provisions would be made for the event.

It was

**RECOMMENDED**

- (1) That the Town Council continue contact with Dr Pinto and Hull City Council.
- (2) That, when further details of the event are known, members of the Panel meet with the Chairman of the Bayeux Society to discuss the Weekened.

8. **YOUTH FOOTBALL**

Members noted that it was proposed that youth footballers from Lubbecke would again be visiting Dorchester in October, 2014. More details would be provided nearer the time.

9. **MEMORIAL**

As a matter of urgency the Panel considered correspondence from Dr J. Travell requesting that the Council give some consideration to a remembrance ceremony for the battle of Kohima at the Cenotaph on Friday, 4 April 2014 and for a memorial to be erected in Dorchester.

Members felt that it would be worthwhile contacting the director of the Keep Museum to discuss the matter prior to a decision being made by the Panel. The Panel also discussed the possibility for a list of the Dorset Regiment's Battle Honours to be displayed in the Council Chamber.

It was

**RECOMMENDED**

- (1) That the matters raised in the correspondence be discussed with the director of the Keep Museum with a report back to the Panel in due course.
- (2) That consideration be given to displaying a list of the Dorset Regiments Battle Honours in the Council Chamber.

10. **LOZENGE TO COMMEMORATE THE CLOSING OF DORCHESTER PRISON**

Members of the Panel considered a proposal for a lozenge to be commissioned for the Council Chamber to commemorate the closing of Dorchester Prison and it was

**RECOMMENDED**

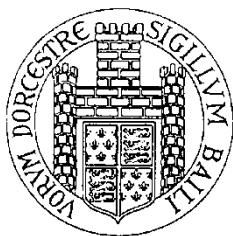
That a lozenge be commissioned for the Council Chamber to commemorate the closing of Dorchester Prison.

11. **DORCHESTER HERITAGE WEEK**

Members considered the potential for the Municipal Buildings to be opened as part of the annual Dorset Architectural Heritage Week, next held in September 2014, and supported the idea of opening the Municipal Buildings to members of the public.

**RECOMMENDED**

That Dorchester Stitches be contacted and requested to talk to members of the public about the tapestries that are on display in the Municipal Buildings.



# DORCHESTER TOWN COUNCIL

## PARKS, GARDENS & OPEN SPACES CHARGES FOR RECREATIONAL FACILITIES

April 2014 – March 2015

<b><u>TENNIS</u></b>	Per Court per hour	£6.20
	Per Court per hour prior to 12 Noon Monday - Friday (except Bank Holidays)	£4.70
	Concessionary Per Court per hour	£3.70
	Adult Season Ticket – six month	£51.00
	Adult Season Ticket – twelve month	£81.00
	Concessionary Season Ticket – six month	£34.80
	Concessionary Season Ticket – twelve month	£47.00
<b><u>PUTTING</u></b>	Adult per round	£1.00
	Children under 16	50p

*The prices above are inclusive of VAT at 20%*

<b><u>FOOTBALL</u></b>	Weymouth Avenue Recreation Ground		
	- Senior Pitch	- with showers	£40.00
		- Junior use	£32.60
	Weymouth Avenue Junior Pitch		£24.20
	Weymouth Avenue Mini Pitch		£12.00
	Sandringham Sports Centre	- Senior Pitch	£40.00
		- Junior Pitch	£24.20
	Sandringham / Hardye's Pitch (Mini Pitches 1 & 2)		£12.00
	King's Road Playing Field and The Great Field Junior Pitches		£17.10
	<b><u>CRICKET</u></b>	Evening Matches (6.30p.m. start)	
Afternoon Matches (2.00p.m. - 6.00p.m.)		Adult Use	£52.50
		Under 18 Use	£32.60
Artificial wicket (maximum of 2 hours)			£12.00
All Day Matches (11.00a.m. - 6.00p.m. or 1.00p.m. - 8.00p.m.)			£68.70
Sunday Matches (2.00p.m. - 6.00p.m)			£68.70

*The prices above are exclusive of VAT*

With effect from 1st April, 2014.



# DORCHESTER TOWN COUNCIL

## MUNICIPAL BUILDINGS CHARGES

**1st APRIL, 2014 until 31st MARCH, 2015**

*Session Times are based on 8.00a.m - 1.00p.m, 1.00p.m - 5.00p.m and 5.00p.m - 11.00p.m*

All prices are exclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting, public address system, light use of the kitchen and crockery, piano (if booking the Corn Exchange) and a duty caretaker throughout your event.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are 'by negotiation'.

◆ **Voluntary or Charitable Organisations**

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Corn Exchange - Weekday</b>	£86.90	£26.35	£36.65
<b>- Weekend</b>	£108.65	£35.55	£45.75
<b>Dressing Rooms</b>	£34.10		£15.25
<b>(When other functions are on)</b>	£17.00		£15.25
<b>Corn Exchange Kitchen</b>	Full use £35.75		£17.25
	Part Use £20.50		£17.25
<b>Town Hall</b>	£45.75	£26.35	£20.50
<b>Magistrates Room</b>	£34.10	£20.00	£15.25
<b>Council Chamber</b>	£45.75	£26.35	£20.50

**Other Non Commercial or Private Events**

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Corn Exchange - Weekday</b>	£115.50	£29.20	£37.30
<b>- Weekend</b>	£138.50	£35.50	£47.00
<b>Dressing Rooms</b>	£43.50		£18.30
<b>(When other functions are on)</b>	£29.20		£18.30

<b>Corn Exchange Kitchen</b>	Full use £35.50		£17.25
	Part Use £20.50		£17.25
<b>Town Hall</b>	£57.15	£32.85	£22.85
<b>Magistrates Room</b>	£43.50	£21.80	£18.30
<b>Council Chamber</b>	£57.15	£32.85	£22.85
<b>◆ Commercial</b>	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Corn Exchange - Weekday</b>	£145.85	£47.00	£62.95
<b>- Weekend</b>	£180.75	£60.00	£80.00
<b>Dressing Rooms</b>	£56.00		£23.60
<b>(When other functions are on)</b>	£42.35		£23.60
<b>Corn Exchange Kitchen</b>	Full use £36.65		£17.75
	Part Use £21.75		£17.75
<b>Town Hall</b>	£80.00	£47.00	£35.50
<b>Magistrates Room</b>	£56.15	£34.40	£23.60
<b>Council Chamber</b>	£80.00	£47.00	£35.50

**◆ Civil Weddings/Civil Partnerships**

<b><i>Town Hall/Corn Exchange</i></b>		
	Monday - Thursday	£167
	Friday - Saturday	£229

<b><i>Council Chamber</i></b>		
	Monday - Thursday	£139
	Friday - Saturday	£206



# DORCHESTER TOWN COUNCIL

## BOROUGH GARDENS HOUSE AND WEYMOUTH AVENUE PAVILION CHARGES

1st APRIL, 2014 until 31st MARCH, 2015

*Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only).*

*Session times for Weymouth Avenue Pavilion are 8.00am – 1.00pm, 1.00pm – 4.00pm and by agreement in the evening – the Pavilion is not available to hire on Tuesdays or Wednesday morning.*

All prices are exclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting and light use of the kitchen.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are by negotiation.

<b>◆ Voluntary or Charitable Organisations</b>	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Borough Gardens House</b>	£40.00	£22.90	£18.30
<b>Weymouth Avenue Pavilion</b>	£34.10	£20.00	£15.25

<b>◆ Other Non Commercial or Private Events</b>	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Borough Gardens House</b>	£50.00	£27.50	£20.60
<b>Weymouth Avenue Pavilion</b>	£43.50	£21.80	£18.30

<b>◆ Commercial</b>	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Borough Gardens House</b>	£68.70	£40.00	£28.65
<b>Weymouth Avenue Pavilion</b>	£56.15	£34.40	£23.60

**DORCHESTER TOWN COUNCIL****Dorchester, Fordington and Poundbury Cemeteries****FEES, PAYMENTS AND SUMS  
WITH EFFECT FROM 1st APRIL, 2014****INTERMENTS****A For the interment of the body of:**

- |   |         |
|---|---------|
| a) a stillborn child or a child whose age at the time of death did not exceed 2 years (for the Green Burial Area at Poundbury an additional £10 will be charged)  | £67.00  |
| b) a child whose age at the time of death exceeded 2 years but did not exceed 12 years (for the Green Burial Area at Poundbury an additional £10 will be charged) | £142.00 |
| c) a person whose age at the time of death exceeded 12 years (for the Green Burial Area at Poundbury an additional £10 will be charged)                           | £302.00 |
| d) for the interment of a casket of ashes (for the Green Burial Area at Poundbury an additional £10 will be charged)  | £101.00 |

**B Graves in respect of which an exclusive right of burial granted:**

- |  |        |
|--|--------|
| For an interment over the depth of 1.8 metres, an additional charge of - for each 30cm dug (graves at Poundbury Cemetery will be dug to 2.7 metres for which no additional charge be made) | £52.00 |
|--|--------|

**SCATTERING OF ASHES**

- |   |        |
|---|--------|
| a) Scattering of ashes under turf on a grave        | £54.00 |
| b) Scattering of ashes in the Garden of Remembrance | £20.00 |
| c) Dispersal of ashes in the pit at Poundbury       | £54.00 |

**EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES**

For the grant of an exclusive right of burial for 100 years in an earthen grave:

- |   |         |
|---|---------|
| a) 2.7 metres by 1.2 metres (3.0 metres by 1.5 metres at Poundbury) | £480.00 |
| b) Ashes and children's plots (where available)                     | £155.00 |

**USE OF SOUTH CHAPEL, DORCHESTER CEMETERY** £108.00

**SEARCH FEES**

- |                                       |           |
|---------------------------------------|-----------|
| For the first thirty minutes          | No charge |
| For the first hour or part thereafter | £26.00    |
| For each subsequent hour or part      | £22.00    |



## Casket type coffins

Double fees will be charged for casket type coffins.

## Stillborn children

Single fees will be charged for the interment and grave digging for stillborn children regardless of whether either parent is a resident of the area administered by the Committee.

## Non-residents

The fees, payments and sums settled and fixed in the foregoing charges will be doubled where the person to be interred, or the person to whom the right is granted is, or was immediately before death, not an inhabitant or parishioner of those parts of the parishes of Dorchester or Winterborne Herrington within the area for which Dorchester Joint Burial Committee acts, excepting that any person who has resided within the area administered by the Joint Committee within the previous **ten** years or was a resident of that area for at least **twenty-five** years will be subject to the charges set out.

## MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Single fees apply to all fees for memorials

For the right to erect or place:

- |  |         |
|--|---------|
| a) a headstone, footstone or a monument in any other form on a grave -   |         |
| - where the exclusive right of burial has been granted   | £120.00 |
| - where the exclusive right of burial has not been granted (not available at Poundbury)  | £155.00 |
| b) a flat stone at Dorchester or Fordington not exceeding 1.8 metres by 0.9 metres which must not project above ground level – (not permitted in the Lawn Area at Poundbury)                       |         |
| - where the exclusive right of burial has been granted   | £155.00 |
| - where the exclusive right of burial has not been granted   | £211.00 |
| c) a flat stone at Poundbury not exceeding 2.075 metres by 0.875 metres (only available where the exclusive right of burial has been granted and in the traditional area)                          | £190.00 |
| d) a tablet measuring 25 centimetres by 20 centimetres in the North Chapel of Dorchester Cemetery or on the wall in Dorchester Cemetery  | £83.00  |
| e) a flat stone not exceeding 30 centimetres by 30 centimetres which must not project above ground level in the Garden of Remembrance at Fordington Cemetery                                       | £83.00  |
| f) an inscription, after the first, on a gravestone, tablet or other memorial (for each deceased)  | £44.00  |
| N.B. For this fee an additional inscription is defined as an inscription added to an <b>existing</b> memorial. Any additional stones are defined as a new memorial                                 |         |
| g) a flat stone at Dorchester or Fordington not exceeding 90 centimetres by 60 centimetres which must not project above ground level -   |         |
| - where the exclusive right of burial has been granted   | £83.00  |
| - where the exclusive right of burial has not been granted   | £110.00 |
| h) a memorial at Poundbury not exceeding 60 centimetres by 60 centimetres by 60 centimetres (only available where the exclusive right of burial has been granted and in the cremation section)     | £83.00  |
| i) children's memorials not exceeding 60 centimetres by 60 centimetres by 60 centimetres (only available where the exclusive right of burial has been granted in the children's area at Poundbury) | £83.00  |
| j) brass or bronze plaques 15.8 centimetres by 10 centimetres (only available at Poundbury)  | £83.00  |

# **DORCHESTER TOWN COUNCIL**

## **MAYORAL SELECTION COMMITTEE**

**21<sup>ST</sup> JANUARY, 2014**

At a Meeting of the Mayoral Selection Committee held on 21st January, 2014:

**PRESENT** The Deputy Mayor (Councillor A.J. Canning) (in the Chair) and Councillors R.M. Biggs, T.C.N. Harries, S.C. Hosford, T.C. James, E.S. Jones, Trevor Jones, R.B. Potter and M.E. Rennie.

Also in attendance Councillor G.M. Jones

1. **MINUTES**

The Minutes of the Meeting of the Committee held on 19th March, 2013, adopted by Council on 26th March, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. **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.

3. **SELECTION OF TOWN MAYOR – 2014-15**

The Committee considered the listing of seniority of Members for consideration for the Office of Town Mayor in 2014-15 and it was

**RECOMMENDED**

That the Deputy Mayor be requested to have discussions with the Members occupying the first six places on the list submitted, and to report back to a Meeting of this Committee to be held on Tuesday, 18th March, 2014.

4. **CIVIC HONOURS**

The Committee considered whether any Civic Honours should be awarded in the next Council Year and it was

**RECOMMENDED**

That no such honours be awarded.

5. **URGENT ITEM**

The Town Clerk notified the Committee regarding a sum of money held in a bank account which was no longer active, and sought information from members to assist him to prepare a report for the next meeting of the Committee.

Chairman

# **DORCHESTER TOWN COUNCIL**

## **POLICY COMMITTEE**

**21<sup>ST</sup> JANUARY 2014**

At a Meeting of the Policy Committee held on 21<sup>st</sup> January 2014:

**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.

In attendance:  
Councillors R.B. Potter and M.E. Rennie.

26. **MINUTES**

The Minutes of the Meeting of the Committee held on 19<sup>th</sup> November 2013, having been adopted by Council on 26<sup>th</sup> November 2013, were confirmed and signed by the Chairman as a correct record.

27. **MANAGEMENT ACCOUNTS**

The Committee received and noted the Council's Management Accounts for the period 1st April to 31<sup>st</sup> December 2013. An additional page representing the management accounts in graph form was circulated.

The Town Clerk provided responses to questions from Members in relation to the Town Crier's Uniform Reserve, the Allotments profile, and the relationship between predicted reserve levels and current cash and bank holdings.

The Committee noted the cash position, and that the current position regarding Reserves and Balances was in line with the Medium Term Financial Strategy.

The Committee received and noted progress on the Action Plan set for the Management Team for the period 1 October 2013 – 31 March 2014.

28. **PANEL MINUTES**

**Resources Panel**

The Committee considered the Minutes of the Resources Panel held on 9<sup>th</sup> January 2014. The Minutes were amended to note the involvement of Councillor S.C. Hosford in discussions with Funeral Directors about future fee levels.

It was

**RESOLVED**

That, subject to the amendment set out above, the Minutes be approved so far as this Committee is concerned.

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

The Town Clerk presented a detailed report regarding the Council's financial strategy, covering the Medium Term Financial Strategy, the precept, the budget for 2014/15, one off items of expenditure, Earmarked Reserves, the Council Tax Support Grant, and the General Reserve.

The Town Clerk also provided a brief update regarding a submission made to the District Council relating to the level of Council Tax Support Grant in 2014/15 and future years, and also in relation to the potential risk of new rules imposed by Government for increases in Band D charges.

After considering all aspects of the report, and on being put to a vote, it was

**RECOMMENDED**

- (1) That the Council adopt the Medium Term Financial Strategy and Revenue Budget 2014/15 as laid out.
- (2) That for 2014/15 the Council Tax Band D charge be set at £173.12 and that a precept in the sum of £1,162,423 be levied on the West Dorset District Council in respect of the financial year 2014/15 requesting that payment be made in two equal instalments on 1st April and 1st October, 2014.
- (3) That the following Special Items are included in the budget:-
  - Community Speed Watch equipment £1,000
  - Skate Park fencing/access £6,500
  - Cemeteries Memorial stability testing £2,000
  - Corn Exchange works investigations £3,500
  - WW1 Commemorations £5,000
- (4) That, in the event that Government introduces regulations that would alter the process for setting the proposed tax increase, a special meeting of Council be called.

30. **INTERNAL AUDIT REPORT**

The Committee noted the report of the Internal Auditor.

The Committee asked that the current auditor, Henry Lovegrove, be invited to attend a future meeting of Council to receive the Council's thanks for his work over the many years he has provided the internal audit service.

31. **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.

32. **CONTRIBUTION TO CCTV PROVISION IN DORCHESTER**

The Committee considered a report produced on behalf of the Member Scrutiny Group in relation to financial support for CCTV.

The report, and subsequent discussions, covered the role of each partner in the scheme, the attitudes of partners to funding the service, evidence both of the effectiveness and ineffectiveness of CCTV in identifying crime and supporting criminal prosecutions, the limited number of incidents in Dorchester, and the decision of Weymouth and Portland Borough Council to alter the service such that it was less relevant to the needs of Dorchester.

The Committee considered three possible options that the Council could take in the future, and noted that a possible solution offered by the Town Council to Weymouth & Portland Borough Council had been rejected. After a proposal to reduce the annual financial contribution was defeated by vote, it was

**RECOMMENDED**

That the Town Council should end its contributions to the CCTV scheme.

Chairman

# **DORCHESTER TOWN COUNCIL**

## **RESOURCES PANEL**

**9<sup>TH</sup> JANUARY 2014**

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

In Attendance: Councillors V.J. Allan and M.E. Rennie.

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

The Panel received the report of the Town Clerk, plus an update from West Dorset District Council regarding Council Tax Support Grant (CTSG) and the Council Tax Base. Members noted the changes made since the last report to the Panel in November, with regard to pensions, market income and Grass Cutting in Cemeteries.

The Panel received an updated Summary Revenue Budget that, allowing for receipt of £93,000 CTSG, would allow £90,000 to be transferred to the General Reserve in 2014/15, and a Medium Term Financial Strategy that, allowing for no CTSG in future, still had a positive net financial position in each of the next four years.

The Panel agreed that the Town Clerk should respond to the District Council's Revenue Budget consultation in relation to the reduction in CTSG compared to that received in 2013/14.

A full report on the budget and precept would be made to the Policy Committee, which would make recommendations to Council.

### **7. INTERNAL AUDIT PROVISION**

The Panel noted the Town Clerk's report of progress on the procurement of new auditors for the 2014/15 financial year and it was

#### **RECOMMENDED**

That the Chairman and Vice Chairman of Policy Committee take part in the interviews for the appointment of the auditor, and that authority to appoint the auditor be delegated to the Town Clerk in consultation with the Chairman and Vice Chairman of Policy Committee.

### **8. FINANCIAL SERVICES PROVISION**

The Panel considered the Town Clerk's report regarding an alternative method of delivering the Council's Financial Services requirements, through the direct appointment of a Financial Controller, with aspects of their role covered by other members of the team to replace existing contract arrangements.

The Panel fully considered the advantages and disadvantages of both delivery methods, noting the proposal to integrate financial services provision into the work of the offices team, rather than employ one officer who would exclusively provide the role, and also the potential extra capacity to improve office systems that would result from having an in house resource. The Panel also noted the need for basic financial management skills to be a core element of the role of any future Town Clerk.

Some concern was expressed regarding the risk of non-appointment, and how other tiers of local government might respond given any decision to terminate the existing contract. It was acknowledged that cover for payroll also presented a risk.

It was

### **RECOMMENDED**

That, subject to the receipt of a letter of comfort from Dorset County Council regarding cover arrangements, and subject to the transfer of payroll management to Dorset County Council's Payroll bureau, the post of Financial Controller should be added to the Council's establishment, and in due course the job descriptions of other members of the office team should be renegotiated to include appropriate cover arrangements for the role

### 9. **OUTDOOR SERVICES TEAM – FUTURE STAFFING ARRANGEMENTS**

The Panel considered and endorsed the report of the Town Clerk, and asked that a report be prepared to the Management Committee covering

- a) The appointment of a foreman for the Depot based Outdoor Services Team
- b) The appointment of an apprentice to the Outdoor Services Team, funded by savings elsewhere in the budget
- c) A review of arrangements for cleaning the Walks

### 10. **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.

### 11. **INCOME GENERATION**

The Panel considered proposals for future income generation from direct service users, in order to reduce the burden on Council Taxpayers and it was



## **RECOMMENDED**

- (1) That discussions take place with Funeral Directors regarding future fee levels, prior to a report being made to the Management Committee, and that Councillor S.C. Hosford be involved in those discussions.
- (2) That a report be prepared to the Management Committee regarding revised fees for new allotments tenancies.