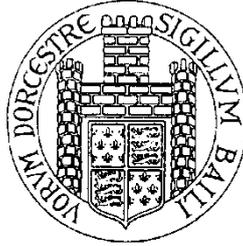


DORCHESTER



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, 25th MARCH 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 28th January 2014 (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 from Members 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	3 rd February 2014	Page 9
Selection Committee	11th February 2014	Page 17
Planning and Environment Committee	3 rd March 2014	Page 20
Management Committee	11 th March 2014	Page 27
Mayoral Selection Committee	18 th March 2014	Page 32
Policy Committee	18 th March 2014	Page 33

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

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

7. **CORPORATE PLAN**

To review the draft Corporate Plan and agree a programme for its further development



Town Clerk
19th March 2014

The Annual Town Meeting will commence at the conclusion of the Council meeting.
A separate agenda is available for the meeting.

At the **MEETING** of the **DORCHESTER TOWN COUNCIL** held in the Council Chamber, Municipal Buildings, Dorchester on Tuesday 28th January, 2014:

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

Councillors V.J. Allan, C.S. Biggs, R.M. Biggs, T.C.N. Harries, S.C. Hosford, T. James, G.M. Jones, Trevor 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, Ms J. Bazalgette, Dementia Action Alliance.

APOLOGIES for absence were received from Councillors K.E. Armitage, D.J. Barrett, A.J. Canning, A.J. Lyall and T. Loakes.

39. **MINUTES**

The Minutes of the meeting of the Council held on 26th November 2013 were taken as read and were confirmed and signed by the Mayor as a correct record.

In relation to minute 32 a Councillor raised concerns about the proposed relocation of the church as a result of the Charles St retail development. It was agreed that the Town Clerk should write to the District Council seeking confirmation of the latest position, and also that a meeting be organised for Councillors to discuss the recent Simons presentation.

40. **COMMUNICATIONS**

The Mayor welcomed members of the Youth Council to the meeting, identifying that since the meeting in November 2013 the Council had acted on their proposal to introduce bag dispensers for dog waste.

The Mayor identified concerns raised by residents regarding the content of art created by local artist, Peter Sheridan, underneath the Damers Road Railway Bridge, specifically in relation to the inclusion of a gun. Mr Sheridan addressed the Council regarding the issue, offering alternative ideas. The Chairman of the Youth Council addressed the Council identifying that, on balance, they had no strong opinion against the content of the art, but were impressed with how it had been created. After comments by Members the Mayor invited Mr Sheridan to consider the final content for the art when completing it, which he agreed to do.

The Chairman of the Youth Council expressed their support for the site to the rear of the Bowls Club at Sandringham, as the preferred location of a new Free Running circuit. The Mayor invited the Youth Council to play a role in identifying suitable signage for the facility.

A member of the Youth Council also provided feedback regarding issues on parking in the Queens Avenue area. It was agreed that the Youth Council's secretary

would write to 1610 Leisure asking for the item of parking to be included on the agenda for their next liaison meeting.

Finally the Town Clerk advised the Council that a Selection Committee will be held on Tuesday 11th February 2014 at 7.00pm in the Council Chamber.

41. **QUESTIONS**

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

42. **PLANNING AND ENVIRONMENT COMMITTEE – 2nd December 2013**

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

The Council discussed the approach taken by the District Council regarding consultation on car parking charges (minute 54). It was

RESOLVED

- (1) That West Dorset District Council be invited to a future meeting of the Planning and Environment Committee to discuss issues arising from the recent consultation on car parking charges, including how the consultation process had been conducted, the implications of higher long stay parking charges for workers, the potential additional impact on parking in residential streets, and lighting and vandalism on the Fair Field Car Parks.
- (2) That the minutes of the meeting of the Planning and Environment Committee held on 2nd December, 2013 be adopted.

43. **PLANNING AND ENVIRONMENT COMMITTEE – 6th JANUARY 2014**

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

The Town Clerk advised that the date of the Queens Avenue Parking Issues consultation (minute 66) would be announced at the next meeting of the Committee.

It was

RESOLVED

That the minutes of the meeting of the Planning and Environment Committee held on 6th January, 2014 be adopted.

44. **MANAGEMENT COMMITTEE – 12th NOVEMBER 2013**

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

The support of the Youth Council for the location of the Free Running Equipment (minute 43), which concurred with the views of users, was noted.

It was

RESOLVED

- (1) That, further to minute 43 of the Management Committee, the new Free Running Equipment be located at Sandringham, to the rear of the Bowls Club.
- (2) That the minutes of the meeting of the Management Committee held on 14th January, 2014 be adopted.

45. **MAYORAL SELECTION COMMITTEE – 21ST JANUARY 2014**

It was proposed, seconded and

RESOLVED

- (1) 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, or earlier if the Deputy Mayor considered it appropriate.
- (2) That the minutes of the meeting of the Management Committee held on 21st January, 2014 be adopted.

46. **POLICY COMMITTEE – 21ST JANUARY 2014**

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

The Chairman spoke in support of the recommendation at Policy Minute 29, noting that, while in a good financial position at present, the Town Council needed to prepare for a number of future challenges and opportunities, including the loss of Council Tax Support Grant, the continued growth of the town, the potential for loss of services provided by the County Council and the District Council, and the possible

need for future capital investment in the town's services. Members of Council were reminded of the need to systematically review all sources of income and expenditure in the near future.

With regard to the Revenue Budget the Chairman particularly noted the positive outcome of the review of grass cutting in cemeteries, and commended the introduction of the Living Wage for the Council's staff, recognising that the idea came initially from outside the Council.

He proposed that the Council accept a precept of £1,162,423 for 2014/15, identifying that this represented an increase of 1.95% to local taxpayers, a continuation of the Council's "little and often" policy of Council Tax rises.

It was

RESOLVED

- (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.

Council debated the recommendation to discontinue contributions to the CCTV scheme (Policy minute 32).

The Town Clerk provided feedback from Weymouth & Portland Borough Council that requested that the Town Council continue to provide some financial support to the scheme. Inspector Marsh provided examples of how CCTV had been used recently in support of criminal investigations, and explained that pictures provided by CCTV was occasionally used to provide information in support of prosecutions.

Members considered the reduced level of service on offer, the limited number of incidents being identified in Dorchester, the issue of value for money, and the lack of clear evidence to indicate that CCTV prevented crime or led to prosecutions. After a motion to continue financial support at a reduced level was defeated by a vote it was

RESOLVED

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

It was also

RESOLVED

That the minutes of the meeting of the Policy Committee held on 21st January 2014 be adopted.

47. **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 a general decrease in crime incidents, but noted an increase in thefts from sheds and outbuildings, and an increase in drug related arrests following one specific Police action.

Inspector Marsh provided information regarding anti-social behaviour at the Fair Field Car Parks, which was noted for future discussion with West Dorset District Council, and the Borough Gardens.

48. **DEMENTIA ACTION ALLIANCE**

The Council received a presentation from Ms J. Bazalgette regarding the Alliances progress in raising the awareness of dementia related issues in the Dorchester area. Ms Bazalgette has been invited to discuss with the Town Clerk how the Town Council might provide practical support.

The Council rose at 8.10 pm.

Mayor

PUBLIC QUESTIONS

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

Work associated with stability testing of Cemetery Memorials
CCTV and Dementia

DORCHESTER TOWN COUNCIL

PLANNING AND ENVIRONMENT COMMITTEE

3RD FEBRUARY 2014

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

APOLOGIES for absence were received from Councillors E.S. Jones and Trevor Jones

67. APPOINTMENT OF CHAIRMAN

Councillor S Hosford was appointed as Chairman for the remainder of the 2013/14 municipal year.

68. APPOINTMENT OF VICE CHAIRMAN

Councillor M Rennie was appointed Vice Chairman for the remainder of the 2013/14 municipal year.

The Chairman thanked the previous Chairman, Cllr F Kent-Ledger, for all her commitment to the Committee since becoming Chairman in 2005 and her comments were echoed by other Members.

69. MINUTES

The Minutes of the Meeting of the Committee held on 6th January 2014, adopted by Council on 28 January 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

70. MINUTE UPDATE REPORT

(a) **Minute 45/12 Flooding**

The Committee Clerk advised that representatives of Dorset County Council and the Environment Agency were due to give a presentation, about flooding issues in the Town, to the Committee on 31 March 2014.

(b) **Minute 60/13 Parking Queen's Avenue Area**

The Committee Clerk confirmed that the drop in session for local residents would be held on 20 February 2014.

(c) **Minute 62.1/13 Budget Issues**

Following Council approval of the budget bid to support the Community Speed Watch Scheme, the Committee Clerk would liaise with Dorset Police as to the way forward and the Traffic Panel would be involved at the appropriate time.

71. PARKING IN WESSEX ROAD

The Chairman gave a summary of the issues that had been reported to the Council and Members discussed the concerns raised by local residents and others. Whilst appreciating the parking problems in Wessex Road and other roads in the vicinity, Members were most concerned about the access problems for emergency and service vehicles. Options for improvements were considered such as a residents' permit scheme and double yellow lines and comments were made about parking enforcement. Members considered that local employers had a role to play in promoting considerate parking and supporting and expanding park and ride schemes. All agreed that there were continuing and increasing on street parking problems all over the Town and a concerted effort was needed by the relevant authorities to resolve this in a strategic way.

Several residents of Wessex Road addressed the Committee and they gave examples of the problems they were experiencing. They had concerns that it would take a serious incident to occur before the problems were addressed and upcoming increases in car parking charges would exacerbate the current situation.

The residents present were reminded that it was a requirement for there to be a consensus on what action they wanted to be taken otherwise, as had happened previously, DCC could not introduce any new parking restrictions.

The Committee agreed that tackling parking problems in Wessex Road should be the Council's priority item on the list of requests for parking restrictions submitted to Dorset County Council.

It was

RESOLVED

- 1) That Dorset County Council be requested to carry out a consultation with the residents of Wessex Road, giving them options on resolutions to the parking problems in the Road and asking for residents' views, before coming back to the Town Council with a proposal for new parking restrictions in the Road.
- 2) That Dorset County Council be advised that tackling the parking problems in Wessex Road is now the Town Council's priority item in its requests for parking restrictions.
- 3) That the Town Clerk writes to Dorset County Hospital asking that it takes any

measures possible to encourage their staff to park legally and considerately on street.

4) That the Town Clerk writes to Dorset Police asking them to concentrate on and be proactive in patrolling Wessex Road, on a regular basis, to deal with traffic violations.

72. PRESENTATION BY BROADVIEW ENERGY

Mr Tom Cosgrove of Broadview Energy Ltd gave the Committee a presentation about the Company's proposals for a Wind Farm at Slyer's Lane. He spoke about the Company's experience and its development portfolio, reasons for promoting wind energy, the specifics of the Syler's Lane site and proposal, the planning application process and the importance to the company of public consultation and community involvement.

In response to questions, he gave further information on a number of points including turbine heights, operational times, the choice of site and proximity to the AOB, the projected timetable for construction, protection of footpaths and bridleways and potential impact on local aviation. Mr Cosgrove advised that the Company would be arranging a site visit to an operational wind farm in Cornwall and Members would be able to attend.

The Chairman thanked Mr Cosgrove for his informative presentation.

Cllr R Potter left the meeting.

73. 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.

Cllr R Potter rejoined the meeting.

74. DORSET HIGHWAYS PROVISIONAL CONSTRUCTION PROGRAMME 2014/15

The Committee noted the Dorset Highways Provisional Construction Programme 2014/15.

75. WEST DORSET DISTRICT COUNCIL - TREES

The Committee considered tree works applications WD/CA/14/0007 and WD/TP/14/0008, both for the Holy Trinity Parish Centre. There were concerns about the large amounts of works proposed and they did not consider that there was enough evidence or justification for these works.

Members wished to undertake a site visit, with West Dorset District Council's Tree Officer, to look at the trees involved and to have an explanation of the works proposed. They also agreed that that the site owner be requested to carry out replacement planting on site where possible as the wooded nature of the site was a distinctive local feature.

If a site visit was arranged, any Councillors attending were asked to use it as an opportunity to assess the access issues and the impact on trees of the Culliford Road entrance to the site.

It was

RESOLVED

- 1) That West Dorset District Council be informed that the Town Council objects to WD/CA/14/0007 and WD/TP/14/0008 as there was not enough evidence or justification for these works.
- 2) That West Dorset District Council's Tree Officer be requested to arrange a site visit, with Town Councillors, to look at the trees involved and to have an explanation of the works proposed.
- 3) That through West Dorset District Council's Tree Officer, the site owner be requested to carry out replacement planting where possible.

76. ROAD SAFETY COLLISION MAP ON DORSETFORYOU

The Committee noted that Dorset Highways Management and the GIS Team had developed a public facing map showing basic road traffic collision information and this was accessible through DorsetForYou.

77. 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.

Committee members reported that it was due to a change in roof pitch of the extension of 9 Harveys Terrace that planning permission had been approved and due to an objection, work on the Toucan Crossing at Weymouth Avenue was delayed.

Chairman

Planning applications considered by the Planning and Environment Committee on 3 February 2014

1. **1/D/13/001644 Advertisement Consent (Retrospective)**
1/D/13/001645 Listed Building Consent (Retrospective)
46 HIGH EAST STREET, DORCHESTER, DT1 1HU
Erect advertising sign with illumination
Conservation Area and Grade II Listed Building
No objection
2. **WD/D/14/000009 (Revised Scheme)**
38 LONDON ROAD, DORCHESTER, DT1 1NE
Construction of a pair of semi-detached homes with associated parking and access
Recommend refusal. Overdevelopment of the site and the proposed development would harm the living conditions of residents and future occupiers in terms of unacceptable noise and disturbance.
3. **WD/D/14/000001**
WD/D/14/000002 Listed Building Consent
43 HIGH EAST STREET, DORCHESTER, DT1 1HN
Conversion and adaptation of existing retail unit into two dwellings
Conservation Area and Grade II Listed Building
No objection
4. **1/D/13/001767**
11 DURNGATE STREET, DORCHESTER, DT1 1NA
Demolish garage block & outbuildings. Erect single and two storey extensions and carry out alterations. Construct new vehicular & pedestrian access
Conservation Area
No objection. However, the Committee considered that the surface treatment (pavings and block paviers) to the lower garden terrace (including the parking space) and the upper garden terrace should be a permeable material.
5. **1/D/13/001774**
GREENWOOD, MAIDEN CASTLE ROAD, DORCHESTER, DT1 2ER
Single storey extension
No objection
6. **WD/D/14/000066**
THE ROYAL OAK, 20-22 HIGH WEST STREET, DORCHESTER, DT1 1UW
Internal alterations to the existing toilets
Conservation Area and Grade II Listed Building
No objection
7. **1/D/13/001773**
4 HAWTHORN ROAD, DORCHESTER, DT1 2PD
Single storey pitched roof extension forming ground floor bedroom & wet room. Day room.
No objection

8. **1/D/13/001665**
1/D/13/001666 (Advertisement Consent)
 TESCO STORES LTD, WEYMOUTH AVENUE, DORCHESTER, DT1 2RY
 Installation of Dry Cleaning, Key Cutting, Shoe & Watch Repairs Pod to
 Class 1 Retail Premises
 Recommend refusal. The application does not comply with Condition 1 of Planning
 Application 1/D/08/001801 and fails the sequential test as detailed in the draft Local
 Plan by virtue of the fact that the use can be, and is already, located in the town centre.
 If approved, this application would have an adverse impact on the vitality and viability
 of Dorchester's town centre.

9. **1/D/13/001727**
 123 MONMOUTH ROAD, DORCHESTER, DT1 2DF
 Single and two storey extension to rear of existing end of terrace house.
 Attic conversion including new dormer window.
 Recommend refusal. The scale and mass of the proposed extension would create
 overdevelopment of the site and cause an adverse impact on the adjoining neighbour's
 amenity.

10. **WD/D/14/000118**
 TESCO STORES LTD, WEYMOUTH AVENUE, DORCHESTER, DT1 2RY
 Installation of a pod with canopy over the space formerly taken up by car
 parking
 No objection

11. **1/D/13/001748**
1/D/13/001749 (Advertisement Consent)
 14 SOUTH STREET, DORCHESTER, DT1 1BS
 1no new fascia sign, 1no new projecting sign, 1no entrance doors being
 brought forward and internal cosmetic works
 Conservation Area
 No objection

12. **1/D/13/001757**
 67 QUEENS AVENUE, DORCHESTER, DT1 2EP
 Two storey side extension, forming garage to ground level & bedroom to
 first floor. Single storey extension to rear forming extended kitchen &
 hobby room. Internal alterations & loft conversion
 No objection

13. **WD/D/14/0155 (Retrospective)**
 COMPASS GARAGE, COMPASS HOUSE, THE GROVE, DORCHESTER, DT1 1XT
 Use of part of site as car wash facility
 Conservation Area
 No objection

14. **WD/D/14/000170**
 11 PRINCES STREET, DORCHESTER, DT1 1TW
 Repair and decorate front of house. Fit secondary glazing in four

windows
Grade II Listed Building and Conservation Area
No objection

15. **WD/D/14/0177**
4 Hutchins Close, Dorchester DT1 2RH
Remove garage and erect single-storey extension
Recommend refusal. The extent of the proposed extension would bring it right to the boundary of a neighbouring property.

Dorchester Town Council Selection Committee - 11 February 2014

Present: The Mayor S. Jones and Councillors R. Biggs, T. Harries, T. Jones, R. Potter and M. Rennie.

In attendance: Councillors T. James, A. Lyall and D. Roberts.

Apologies: Councillors D. Barrett and S. Hosford.

1. Minutes

The minutes of the meeting of the Committee held on 18 April 2013, approved by Council on 21 May 2013, were confirmed and signed by the Chairman as a correct record.

2. Representatives on Outside Bodies

The Committee considered feedback from outside bodies to which the Council had previously made appointments.

Recommended

(1) That the Town Council does not make appointments to the following outside bodies from May 2014: -

- Dorchester Stop the Drop
- Promote Dorchester Community Interest Company
- PACT Steering Group
- RELATE – Dorset Marriage Guidance Council
- Dorset Broadcasting Action Group
- Dorset Playing Fields Association and Sports Council
- Age UK Dorchester

(2) That 2 members are appointed to the Community Justice Steering Group from May 2014.

3. Calendar of Meetings

The draft Calendar of Meetings was considered.

Recommended

That Council adopt the draft Calendar of Meetings (Appendix 1)

4. Review of the Town Council Panel System

The Committee considered the Town Clerk's report. Recognising the benefits of inclusiveness and informality the Committee supported the continuation of the Panel system in preference to a greater role for Committees or individual Member brief-holders.

Recommended

- (1) That the functions carried out by the Borough Gardens Panel are subsumed into the work of the Outdoor Services and Property Management and Maintenance Panels.
- (2) That the functions of the Grants Panel are subsumed into the Community Activities and Arts Panels.
- (3) That the Risk Management and Resources Panels are merged, to create the Risk and Resources Panel.

5. Review of the layout of the Committee Agenda

The Committee endorsed the use of a different layout for Committee agendas, to be used from May 2014.

Chairman

APPENDIX 1

DRAFT CALENDAR OF MEETINGS – 2014-15

	2014								2015				
	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY
COUNCIL	20	24 (Spec)	22		23		25		27		24		19
POLICY	13		15		16		18		20		17		12
MANAGEMENT	6		8		9		11		13		10		5
PLANNING AND ENVIRONMENT		2 & 30		4	1	6	3	1	5	2	2 & 30	27	
MAYORAL SELECTION									20 (6.30pm)		17 (6.30pm)		
ANNUAL TOWN MEETING											24		
MAYOR-MAKING	19												18
MARKETS JOINT PANEL		25							28? (2.15pm)				
<i>BANK HOLIDAYS</i>	5, 26			25				25,26	1			3,6	4,25

Town Council elections are likely to be 7th May 2015, but may be later in May, affecting the May 2015 cycle.

DORCHESTER TOWN COUNCIL

PLANNING AND ENVIRONMENT COMMITTEE

3RD MARCH 2014

PRESENT Councillors V.J. Allan, K.E. Armitage, C.S. Biggs, R. Biggs, T.C.N. Harries, S.C. Hosford, R. Potter, M.E. Rennie, D. S. Roberts and D. Taylor

APOLOGIES for absence were received from Councillors A. Canning, E.S. Jones, Trevor Jones and F. Kent-Ledger

78. MINUTES

Subject to the addition of Councillor D. Taylor to those giving their apologies, the Minutes of the Meeting of the Committee held on 3rd February 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

79. MINUTE UPDATE REPORT

(a) Minute 75 – West Dorset District Council - Trees

A Councillor reported that the Tree Officer at West Dorset District Council had advised that due to the adverse weather conditions and the consequent increase in workload, he had not yet had the opportunity to respond to the Town Council's enquiry concerning the tree works proposed for the Holy Trinity Parish Centre.

(b) Minute 4/13 – Road Safety Vicinity of Dorchester Middle and Thomas Hardye Schools

The Chairman encouraged Members to attend the drop in session on 5 March 2014 at the Thomas Hardye School.

(c) Minute 27/13 – Car Parking Guidance Signs

Members discussed the problems with the accuracy of the data provided by the car parking guidance signs in the Town and there also appeared to be some issues regarding the accuracy of directional signage.

It was

RESOLVED

That Dorset County Council be asked to provide the Town Council with regular updates on the operation of the car parking guidance signs project in the Town and that the Committee Clerks checks the accuracy of specific directional signs with Dorset County Council.

(d) Minute 60/13 – Parking – Queen's Avenue Area

The Committee noted that the drop in session had been well attended and the Committee Clerk was asked to send the summary of comments received at this session to all Members.

(e) **Minute 71/13**

Members discussed the ‘no parking on the verge signs’ in South Court Avenue and while their effectiveness was noted, it was considered that there was still the need for on road parking restrictions.

(f) **Minute 71. 3)/14 – Parking in Wessex Road**

The Committee Clerk read out the response from Dorset County Hospital stating that the management was taking all steps possible to encourage staff not to park in the area and that parking was an issue at the hospital.

80. REQUEST FOR PARKING RESTRICTIONS

Mrs Saunders, of Dorchester Blinds Ltd, addressed the Committee and she explained the problems that her business, and others, were experiencing due to the lack of parking in the vicinity. She believed that if the layby opposite her premises had a one hour’s parking restriction put on it, this would markedly improve the situation.

The Committee discussed this proposal and considered that, provided that the layby was on an adopted road, this could assist the local businesses and should be supported.

It was

RESOLVED

That, subject to obtaining confirmation that Miller’s Close was an adopted road, the Town Clerk writes to Dorset County Council suggesting the introduction of a one hour’s limited waiting restriction on the layby immediately outside the premises that was previously County Tiles on Miller’s Close, Grove Trading Estate.

Cllr R Potter left the meeting.

81. PLANNING APPLICATIONS

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

RESOLVED

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

Cllr R Potter rejoined the meeting.

82. DORCHESTER TRANSPORT AND ENVIRONMENT PACKAGE

The Chairman presented the Town Clerk's report and she summarised the main points, in particular, the Town Council's aim to support how residents' feedback was given to future proposals. She reminded Members that there would be an opportunity for them to discuss key issues and any concerns immediately before the Town Council's Management Committee meeting on 11 March 2014.

The Committee discussed the way that DCC was now leading the Plan and the practicalities of running and administering some form of residents' panel. Suggestions were made with regards to the membership of such a panel and the time constraints on the process were noted. Overall, there was support for facilitating direct residents' feedback but Members appreciated the difficulties in achieving this.

It was

RESOLVED

- 1) That the Committee's Chairman, the Town Clerk and the Committee Clerk should draw up the arrangements for involving residents in direct consultation over future DTEP proposals and advise Members of such arrangements.
- 2) That Members receive a briefing on 'safe routes to school' at a future Planning and Environment Committee meeting.

83. 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.

A Member raised her concerns about the process that had led to planning application 1/D/13/001645 – 46 High East Street being refused by WDDC and she questioned the role of the District Council's planning department in this, through the enforcement process. Members agreed that there did not appear to be consistency in planning enforcement and they were aware of other premises in the Town that seemed to be operating without the relevant planning permissions.

Concerns were raised about the poor condition of some properties in High West Street, many of which were in a state of disrepair, and this was detrimental to the Conservation Area.

It was

RESOLVED

- 1) That WDDC officers be invited to give a presentation to Planning and Environment Committee members about planning enforcement, Listed Buildings and the Conservation Area.
- 2) That West Dorset District Council be asked to check that businesses in the Town were operating with the appropriate planning permissions.

84. **URGENT ITEMS**

A North Ward Member had reported that the post box in Monmouth Road was scheduled to be closed and he wanted to draw this to the Committee's attention. Members noted this and considered that this could be part of a wider process.

It was

RESOLVED

That the Committee Clerk writes to the Royal Mail to ask if there is a programme for the closure of any further post boxes in the Town.

Chairman

Planning applications considered by the Planning and Environment Committee on 3 March 2014

1. **WD/D/14/000197**

STRATTON HOUSE, 58-60 HIGH WEST STREET, DORCHESTER DT1 1UT

Change of use of part of the existing office accommodation into 9 dwelling houses and 1 flat

Conservation Area and Grade II Listed Building

Recommend Refusal.

The Committee had a number of concerns about the application and the fact that planning applications for the Stratton House Campus were being dealt with in a piecemeal way rather than a single application being submitted for the whole site allowing the full extent of the development to be fully assessed. This approach meant that it was not currently possible to assess whether the development satisfied the provision of affordable housing as identified in the Local Plan (Policy HS3) or to assess other contributions and related matters.

There were also concerns about the lack of car parking provision and the knock on effect this would have on the adjoining area, overdevelopment, access issues for waste collection and an inadequate level of bin storage.

The division of the green space on the junction of Colliton Street and Glyde Path Road would create the loss of an important distinctive feature and would not preserve or enhance the Conservation Area (Policy SA21). This division would also adversely affect the setting of the buildings (17 and 17A Colliton Street) acknowledged as curtilage listed buildings in the application's Heritage Statement (Policy SA20).

The historical importance of the area of this site is acknowledged in the Dorchester Conservation Area Appraisal and therefore the Committee considers that a full archaeological survey of the site should be undertaken before any development takes place (Policy SA24).

Overall the Committee considered that, with the number of building groups on the site and the inter-relationship between all elements of the site, without an application for the whole site it was not logical, reasonable or appropriate to approve this individual planning application.

2. **WD/D/14/000244**

70 MELLSTOCK AVENUE, DORCHESTER DT1 2BQ

Front porch extension with pitch roof

No objection

3. **1/D/13/001689**

1 THORNHILL CLOSE, DORCHESTER DT1 2RE

Single storey extension to replace conservatory

No objection

4. **WD/D/14/000279**

4 ATHELSTAN ROAD, DORCHESTER DT1 1NR

Build 2No. timber lodges which will be used as bed and breakfast accommodation in association with No. 4 Athelstan Road (amended scheme)

No objection. The Committee asked that the same planning condition 3., regarding use of the lodges, that was attached to planning application 1/D/13/000018 be added to this application if approved.

5. **WD/D/14/000284**
41 WEYMOUTH AVENUE, DORCHESTER, DT1 2RY
Extension of existing garage housing new MOT bay
No objection

6. **WD/D/14/000366**
BUILDINGS 8 AND 9, BUTTERMARKEt, POUNDBURY
Change 2No commercial units to 2No 2 bed flats (Building 8). Change first floor commercial floorspace to self-contained maisonette (Building 9)
Recommend Refusal. The Committee were concerned that the change of use of these units would lead to retail units becoming scattered across Poundbury rather than commercial use being grouped and concentrated together in small neighbourhood centres as outlined in the Poundbury Development Brief. There was also a concern that the reduction of commercial units in this neighbourhood centre could negatively impact on the viability of the businesses already operating there.

7. **WD/D/14/000375 (Advertisement consent)**
ROUNDAABOUT AT JUNCTION WITH ST JOHN WAY AND MIDDLEMARSH STREET, BRIDPORT ROAD, DORCHESTER
4No Non-illuminated roundabout sponsorship signs
No objection

8. **WD/D/14/000377 (Advertisement consent)**
ROUNDAABOUT AT JUNCTION WITH PEVERELL AVENUE EAST AND MIDDLE FARM WAY, BRIDPORT ROAD, POUNDBURY
4No Non-illuminated roundabout sponsorship signs
No objection

9. **WD/D/14/000414**
LAND NORTH EAST OF QUEEN MOTHER SQUARE, QUEEN MOTHER SQUARE, POUNDBURY
Construct three buildings on northern and eastern sides of Queen Mother Square, and erect statue with minor material amendments to design of the scheme previously approved (reference 1/D/13/000606) with variation to condition 1 to reflect amended drawings.
No objection.

10. **WD/D/14/000409 (Advertisement Consent)**
7 TUDOR ARCADE, SOUTH STREET, DORCHESTER, DT1 1BN
New illuminated signage
No objection

11. 9 CORNHILL, DORCHESTER, DT1 1BA
WD/D/14/000401 (Advertisement Consent)
Application to display advertising signage
WD/D/14/000403
Removal and replacement of the existing shop front
WD/D/14/000404 (Listed Building Consent)
Removal and replacement of the existing shop front
Conservation Area and Grade II Listed Building
No objection

12. **WD/D/14/000415 (Listed Building Consent)**

UNIT 2, ANTELOPE WALK, DORCHESTER, DT1 1BE

Provide new wall finishes to comply with new brand finishes, including slat wall to hang merchandise Replace existing non historic flooring with new floor finishes to comply with new brand finishes Provide a plasterboard ceiling over existing plasterboard and install new lighting and ceiling fixtures Redecorate front elevation window to match existing and repaint external doors black. Replace and reposition cash desk.

Conservation Area and Grade II Listed Building

No objection

13. **WD/D/2014/000304**

MANOR PARK C OF E FIRST SCHOOL, MELLSTOCK AVENUE, DORCHESTER
DT1 2BH

New six classroom extension, extensions to hall and classbases, removal of mobile classrooms and landscape works

No objection. The Committee noted the aim to improve pedestrian access to the front of the site but they considered that there should also be a suitable 'all year' pathway leading from the existing gateway at Garfield Crescent to the new gateway to be provided in the new boundary fence to the north of the school site. Additionally they requested that the repositioned gateway on Talbothayes Road becomes a pedestrian access to the School with a suitable 'all year' path leading from this gateway to the main school towards the southern side of the site. These additional pathways would maximise pedestrian access to the site and support the objectives of the School's Travel Plan.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

11th MARCH, 2014

At a Meeting of the Management Committee held on 11th March, 2014:

PRESENT Councillors K.E. Armitage, C.S. Biggs, A.J. Canning, S. Hosford, T. James, A.J. Lyall, R.B. Potter (Chairman) M.E. Rennie and D. Taylor.

In Attendance

Councillor V.J. Allan.

APOLOGIES for absence were received from The Mayor (Councillor E.S. Jones) and Councillors D.J. Barrett and F.E. Kent-Ledger.

51. **MINUTES**

The Minutes of the Meeting of the Committee held on 14th January, 2014, adopted by Council on 28th January, 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

52. **MANAGEMENT ARRANGEMENTS**

(a) The Committee considered the schedule of work for the Outdoor Services Team and it was

RESOLVED

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

(b) Members considered a report by the Deputy Town Clerk on options available in respect of the post and chain railings along South Walks and the grassed areas around fiveways junction. The Committee was strongly of the opinion that the whole of the posts, including those on Highway Authority land should be put into good repair. It was anticipated that the total cost would be in the region of £3,000.

It was

RESOLVED

That the Deputy Town Clerk undertake the necessary consultations with the Highways Authority with a view to preparing a scheme for the refurbishment of all of the post and chain railings in the area of South Walks and fiveways junction.

53. **BOROUGH GARDENS TENNIS COURTS**

The Committee had before it a report by the Deputy Town Clerk on a key fob management system in respect of the tennis courts in the Borough Gardens. Members supported the scheme and felt that pay and play should continue but at a single rate of £6 per hour with no concessions.

It was

RESOLVED

- (1) That the key fob tennis court management system be introduced in the Borough Gardens as soon as possible subject to grant funding being received.
- (2) That with effect from the key fob system being in place the charges for tennis be £25 for a yearly fob and £6 per hour pay and play, both charges inclusive of VAT.

54. DOG WASTE AND OTHER WASTE ISSUES

Further to Minute No 28 (1) the Committee considered a report from the Deputy Town Clerk on progress made since the November, 2013 meeting. Members were pleased that the installation and provision of dog waste bags had proved successful and felt that the scheme should be rolled out to Maumbury Rings and the River Walk when funding allowed. In respect of Dorset Waste Partnership bins it was requested that the DWP be reminded of the need to place a notice on them reminding members of the public that the bins could be used for the disposal of dog waste.

Members also welcomed the ‘design a poster’ campaign which had been led by the Mayor and agreed that all Members should be sent a supply of different posters produced by local school children with a view to them erecting as many as possible for a two week period yet to be determined, Members to remove the posters at the end of the two week publicity period. The Committee also supported the proposal in respect of investigating opportunities to train one or more of the Council’s Outside Services staff in respect of enforcement activities on its own sites.

Members noted that Stop the Drop had asked the Council to consider its position regarding the enforcement of litter regulations in the centre of town. The Committee felt that enforcement was important but that some of the problem areas were outside of the town centre and were created outside of normal working hours. It was also noted that the DWP’s new recycling system had recently come into operation and that this might help reduce the litter problem. Members also expressed concern regarding the cigarette butt bins around the town, some of which appeared never to be emptied and some of which were in a poor state of repair.

It was also noted that there was often some litter left following the Wednesday market and it was requested that this issue be placed on the agenda for the next meeting of the Dorchester Markets Joint Informal Panel.

It was

RESOLVED

- (1) That the progress being made in respect of reducing dog fouling on Council own land be welcomed and extended to Maumbury Rings and the River Walk.
- (2) That the Dorset Waste Partnership be reminded of the need to place a notice on its bins reminding members of the public that they could be used for the disposal of dog waste.
- (3) That the ‘design a poster’ campaign led by the Mayor be supported with all Councillors being requested to erect posters in their Wards for a two week period in the near future.
- (4) That Stop the Drop be informed that any decision to appoint a commercial contractor to enforce litter regulations should not be made until the effect of the new recycling scheme for Dorchester on litter reduction and its location was known.
- (5) That the responsibility for repair and emptying of the cigarette butt bins be identified and reported back to the next meeting of the Committee.

55. **DRAFT CORPORATE PLAN - 2014**

Members considered the ‘How We Will Improve Our Services’ section of the emerging 2014 Corporate Plan. The Committee agreed that continuing to develop the new Youth Council should be included within the Democracy, Governance and Administration section of the plan and that options for future use of the Municipal Buildings in the context of Arts Provision should be brought forward to the medium term section of the plan.

It was considered that there should be reference to a heritage vision for the town contained within the plan and the Deputy Town Clerk confirmed that a heritage section was included within the full plan.

Members felt that when reporting back on the plan in future years it was important to have a commentary in respect of those targets which had not been achieved.

It was

RESOLVED

That, subject the amendments set out above, the draft 'How We Will Improve Our Services' section of the 2014 Corporate Plan be agreed so far as this Committee is concerned.

56. **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 4008 to 4017 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

57. **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 were pleased to note that the work to the sound acoustic material in the Corn Exchange had been completed and appeared to be working well, that the new

PA equipment had been tested and worked well and that the replacement of lights to LED's was nearly complete.

Members were informed that a meeting to discuss Municipal Buildings hire charges and Marketing Strategy was being proposed for the week commencing 24th March. It was agreed that the Chairman of the Committee and the Chairman of Property Management and Maintenance Panel attend. The Chairman of the Property Management and Maintenance Panel expressed his concern that a new website for the Municipal Buildings had yet to be established.

It was

RESOLVED

- (1) That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Reports be received.
- (2) That the Chairman of the Committee and the Chairman of Property Management and Maintenance Panel attend the proposed meeting to discuss Municipal Buildings hire charges and Marketing strategy.

58. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information. Members particular attention was drawn to the changes being made to the Dorchester Car Boot Charity Monies allocation process.

It was

RESOLVED

That the various information reports be noted.

59. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st January, 2014 and 28th February, 2014 totalling £94,794.45 (net) together with direct debits for the same period totalling £57,434.15 (net).

It was

RESOLVED

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

Chairman

DORCHESTER TOWN COUNCIL

MAYORAL SELECTION COMMITTEE

18TH MARCH 2014

At a Meeting of the Mayoral Selection Committee held on 18th March 2014:

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

APOLOGIES Councillors D.J. Barrett and S.C. Hosford

6. **MINUTES**

The Minutes of the Meeting of the Committee held on 21st January 2014, adopted by Council on 28th January 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

7. **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.

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

The Deputy Mayor reported on the outcome of the discussions referred to at Minute 3 and it was

RECOMMENDED

That the Members now named be invited to fill the Offices of Town Mayor and Deputy Town Mayor of Dorchester during the 2014-15 Council Year.

9. **MAYOR'S APPEAL FUND**

The Town Clerk advised the Committee on action to be taken to reduce the number of bank accounts held to manage funds in the name of the Mayor to one.

Chairman

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE

18TH MARCH 2014

At a Meeting of the Policy Committee held on 18th March 2014:

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

In attendance:

Councillors R.B. Potter and M.E. Rennie.

APOLOGIES Councillors P.G. Mann and D.S. Roberts.

33. **MINUTES**

The Minutes of the Meeting of the Committee held on 21st January 2014, adopted by Council on 28th January 2014, were confirmed and signed by the Chairman as a correct record.

34. **MANAGEMENT ACCOUNTS**

The Committee noted the likelihood of a neutral position or small saving against budgets at the year end, based on the Council's Management Accounts for the period 1st April to 28th February 2014, and also noted the cash and Reserves positions.

The Town Clerk responded to a question in relation to third party payments.

35. **DRAFT CORPORATE PLAN – 2014-15**

The Committee considered the first draft of the Corporate Plan. In supporting the submission of the plan to Council for further consideration it was

RESOLVED

That statements should be added to the draft Plan with regard to: -

- Developing a night time economy in the town centre
- Recognising the importance of parks and green spaces as an important part of the town's environment
- Improving the sustainability of the town
- Recognising the role Education providers play delivering recreational services

36. **RESOURCES PANEL MINUTES**

The Committee considered the Minutes of the Resources Panel held on 14th February 2014 (Appendix 1) and it was

RESOLVED

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

37. **ADOPTION OF THE TOWN WALKS**

The Committee discussed the Town Clerk's report, recognising the need to bring the Walks up to a good standard, and that this was likely to create an opportunity to transfer the management of both, or either of, the footpaths and associated green spaces to Dorset County Council. It was

RESOLVED

- a) That Dorset County Council's Highways Improvement Team be commissioned to undertake a survey, within a budget set by the Committee, to identify the works that would be needed to upgrade the Walks to an adoptable standard.
- b) That a further report be presented to a future meeting of the Committee on the outcome of the survey and a way forward.

38. **INTERNAL AUDIT REPORT**

The Committee noted the report of the Internal Auditor and the Town Council's response.

39. **ELECTORAL REVIEW OF WEST DORSET DISTRICT COUNCIL**

The Committee noted the recommendation of the Boundary Commission. The Committee also noted that the introduction of change would necessitate a review of the Council's own electoral arrangements before May 2015. It was

RESOLVED

That the Town Clerk write to the Boundary Commission informing it of this Council's support for its recommendation.

40. **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.

41. **STAFFING ISSUE**

The Committee considered the report of the Town Clerk and it was

RESOLVED

That the recommendations of the Town Clerk with regard to managing existing and future Time Off In Lieu be accepted, with a cost to the Council as outlined in the report.

Chairman

DORCHESTER TOWN COUNCIL

RESOURCES PANEL

14TH FEBRUARY 2014

PRESENT Councillors R.M. Biggs, Trevor Jones (Chairman) and R.B. Potter.

In Attendance: Councillor M.E.Rennie.

APOLOGIES The Mayor (Cllr E.S. Jones) and Councillor S.C. Hosford

12. **INTERNAL AUDIT PROVISION**

The Panel received feedback from Cllr M.E. Rennie on behalf of those councillors taking part in the appointment process, regarding interviews conducted with 3 potential suppliers of internal audit services.

The Panel endorsed the recommendation of the two Councillors that Darkin Miller be appointed as the Council's internal auditor, and noted that the Town Clerk would now act on an authorisation given by the Policy Committee of 21 January 2014, to appoint Darkin Miller.

13. **FINANCIAL SERVICES PROVISION**

The Panel considered the Town Clerk's report providing feedback from Dorset County Council that they felt unable to provide a letter of comfort with regard to future Financial Services provision. The Panel recognised the County Council's concerns.

The Town Clerk highlighted discussions taking place with other Town Councils regarding reciprocal cover arrangements, and the Panel also noted the potential for some of the internal audit candidates to supply services. It was

RECOMMENDED

- a) That the requirement to obtain a letter of comfort from Dorset County Council prior to the appointment of a Financial Controller be removed, and the appointment process for a Financial Controller be expedited
- b) That cover arrangements for all Financial Services be clearly documented in the Council's Business Continuity Plan within six months

9. **TREASURY MANAGEMENT**

The Panel considered and noted the Town Clerk's intention to transfer up to £500,000 from the Council's Bank Account to its deposit account with the HM Treasury backed National Savings and Investments, in order to secure a higher rate of interest consistent with the need to ensure the Council's monies are secure.

The Town Clerk highlighted the need to consider the need for a longer term strategy, consistent with the higher levels of deposits now being held by the Town Council. It was

RECOMMENDED

That the Town Clerk proposes an updated Treasury Management Strategy to the Policy Committee within nine months

10. **DORSET COUNTY PENSION FUND CONTRIBUTIONS**

The Council considered an offer to make a one off payment to the Pension Fund of £51,100, representing a reduction of £3,900 against the next 3 year's catch up contributions paid annually. Taking account of the security of the Fund, the financial gain to the Council compared to its other investment options, and the Council's ability to cover payment from its Reserves over the period of the contribution, it was

RECOMMENDED

That the Council makes a one off payment to the Dorset County Pension Fund of £51,100