



Dorchester Town Council

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You are summoned to the meeting of the **Dorchester Town Council** in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 22 July** at **7.00pm**, to conduct the following business: -

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Public Speaking at the meeting

The Mayor has discretion to allow members of the public to speak at the meeting on items that have not already been resolved by a Committee. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Democratic Half Hour

There is an opportunity for members of the public to address the Council on any issue relating to Dorchester, which will commence at the conclusion of the Council meeting.

1. Apologies & Declarations of Interest

2. Minutes

To read, confirm and sign the minutes of the Annual Meeting of Council of 19 May 2014 (Page 2) and the Adjourned Annual Meeting of 20 May 2014 (Page 4).

3. Communications and Questions

- a) To record the Council's thanks to Mr Henry Lovegrove, who has carried out the role of Internal Auditor to the Council from 2006 - 2014
- b) To receive a presentation from Hettie Burn about the Dorchester "Try This" project
- c) To receive communications from the Mayor or the Town Clerk
- d) To receive questions from Members in accordance with Standing Order 12(3).

4. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning and Environment Committee	2 June 2014	Page 9
Planning and Environment Committee	30 June 2014	Page 18
Management Committee	8 July 2014	Page 26
Policy Committee	15 July 2014	Page 42

5. **Report of the Police Inspector for Dorchester**

To receive a report regarding recent policing issues.



Town Clerk 16 July 2014

Dorchester Town Council

Annual Meeting of Dorchester Town Council

19 May 2014

Present: Mayor S. Jones and Councillors V. Allan, K. Armitage, D. Barrett, C. Biggs, R. Biggs, T. Harries, S. Hosford, T. James, G. Jones, T. Jones, F. Kent-Ledger, A. Lyall, P. Mann, R. Potter, M. Rennie, D. Roberts and D. Taylor.

In Attendance: Civic Dignitaries from across Dorset, family and friends of the Mayor Elect, and members of the community of Dorchester.

Apologies: Councillors A. Canning and T. Loakes.

1. Election of Town Mayor for the period to the next Annual Meeting of the Council

It was proposed by Councillor T. James, seconded by Councillor D. Roberts and

Resolved

That Councillor Peter Mann be elected Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

Councillor Mann, having accepted the Office of Town Mayor and made the Declaration of Acceptance of Office, took the Chair and thanked the Council on behalf of himself and the Mayoress, Mrs Sheila Mann, for the honour conferred upon them.

2. Election of Deputy Mayor for the period to the next Annual Meeting of the Council

It was proposed by Councillor F. Kent-Ledger, seconded by Councillor G. Jones and

Resolved

That Councillor Stella Jones be elected Deputy Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

3. Vote of thanks to the retiring Town Mayor

It was proposed by Councillor S. Hosford, seconded by Councillor V. Allan and

Resolved

That the thanks of the Council be given to Councillor Stella Jones for the energetic, efficient, dignified and courteous

manner in which she has carried out the duties of Town Mayor during the past year.

Councillor S. Jones was presented with a Past Mayor's Badge by the Mayor, and Councillor T. Jones was presented with a Past Mayor's Consort Badge.

Councillor S. Jones addressed the meeting.

4. **Adjournment of Meeting**

The Council gave consideration to adjourning the meeting.

Resolved

That the Meeting stand adjourned until 7.00pm on Tuesday 20 May 2014.

The Council rose at 8.05 pm.

Mayor

Dorchester Town Council

Adjourned Annual Meeting of the Dorchester Town Council

20 May 2014

Present: Mayor P. Mann and Councillors V. Allan, K. Armitage, D. Barrett, R. Biggs, A. Canning, T. Harries, S. Hosford, T. James, G. Jones, T. Jones, A. Lyall, R. Potter, D. Roberts and D. Taylor.

In attendance:
Inspector S. Marsh, Dorset Police.

Apologies: Councillors C. Biggs, S. Jones, F. Kent-Ledger and M. Rennie.

5. Minutes

The minutes of the meeting of the Council held on 25 March 2014 were confirmed and signed by the Mayor as a correct record.

A Councillor asked whether the organisations listed at minute 53 (1) had been notified of the Council's decision not to make appointments for 2014. The Town Clerk advised that he was waiting until the minutes of the Selection Committee of 22 April 2014 had been confirmed before writing to the organisations involved.

The minutes of the Special Council held on 22 April 2014 were confirmed and signed by the Mayor as a correct record.

In response to a question the Town Clerk advised that the current option of 5 Councillors in each of 4 wards, with 20 Councillors in total, failed to meet the LGBC's electoral fairness test, and that their own proposal also failed that test.

6. Communications & Questions

The Mayor thanked all Councillors for their support for his election as Mayor. A number of Councillors congratulated the Mayor on the content of his speech.

The Mayor reminded Members of the opportunity to visit Reading University to view their Grass Free Lawn project, and also of the launch of the Lets Explore Dorchester publication at Dorset County Museum, both events taking place on 23 May 2014. The Mayor agreed to write a letter of thanks to Kate Hebditch for her work on the publication.

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

7. **Planning and Environment Committee – 31 March 2014**

It was proposed, seconded and

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 31 March 2014 be adopted.

8. **Selection Committee – 22 April 2014**

It was proposed, seconded and

Resolved

- (1) That, for the 2014-15 Council year, Committee membership and representatives to Outside Bodies should be as laid out in the Minutes.
- (2) That the Town Council does not make an appointment to the Dorchester Community Nursery School.
- (3) That the minutes of the meeting of the Selection Committee held on 22 April 2014 be adopted.

9. **Planning and Environment Committee – 28 April 2014**

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

A Councillor requested that minute 95 be rewritten to clarify the role of the Area Partnership with regard to the Safer Routes to School project, and minute 96 be rewritten to clarify Mr Tarr's representation.

In response to questions raised with regard to minute 100, changes to the number 31 bus service provided by First Bus, the Mayor agreed to write to the Manager of First Bus asking for him to reconsider the plan to change the service.

Resolved

That, subject to the amendments set out above, the minutes of the meeting of the Planning and Environment Committee held on 28 April 2014 be adopted.

10. **Management Committee – 6 May 2014**

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

Mr Taylor asked that his apologies, given in advance of the meeting, be added to the minutes.

Council debated minute 62(b) relating to the future of the post and chain fence along South Walks. The Committee noted the comments of Councillor S. Jones who was unable to attend the meeting.

Members recognised the heritage value of the fence and noted that no budget provision existed to carry out major works at this time.

Resolved

- (1) That an assessment of the condition of the post and chain fence should be commissioned, and that a further report be made to the Management Committee with an accurate cost for the repair of all fencing on South Walks, with a plan for long term maintenance of the fence.
- (2) That, subject to the inclusion of Councillor D. Taylor's apologies, the minutes of the meeting of the Management Committee held on 6 May 2014 be adopted.

11. Policy Committee – 13 May 2014

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

In response to a question the Chairman confirmed it was his understanding that it would not be financially feasible to reschedule the Council's outstanding PWLB loans.

Resolved

- (1) That the Financial Statement be noted and the numbers therein be included on the Annual Return, together with the Annual Governance Statement, to be approved and signed by the Mayor.
- (2) That the minutes of the meeting of the Policy Committee held on 13 May 2014 be adopted.

12. Appointment of Chairmen and Vice Chairmen of Committees

In accordance with Standing Order 39 Members considered the appointment of Chairmen and Vice-Chairmen to Committees.

Resolved

- (1) That Councillor R. Potter be appointed Chairman and Councillor K. Armitage be appointed Vice-Chairman of the Management Committee.

(2) That Councillor S. Hosford be appointed Chairman and Councillor D. Roberts be appointed Vice-Chairman of the Planning and Environment Committee.

(3) That Councillor T. Jones be appointed Chairman and Councillor G. Jones be appointed Vice-Chairman of the Policy Committee.

13. Bank Mandate Signatories

Members gave consideration to the Council's Bank Mandate Signatures.

Resolved

That Councillors A. Canning, T. Harries, S. Jones, R. Potter and M. Rennie be authorised to conduct business on the Council's Bank Accounts during the period ending with the Annual Council Meeting in 2015.

14. Police Matters

Inspector S. Marsh of Dorset Police provided an update on crime statistics over the last 12 months.

He noted a 3.5% increase in crime figures, representing an additional 69 victims, and that the number of incidents which had been satisfactorily resolved was 30%, up 4% on the previous year.

Recognising the upward trend of incidents involving violent crime and shoplifting he identified that extra efforts would be put in to tackling these during 2014-15. He also noted that the town was growing, while resources available locally were reducing. He concluded by reminding Members that while trends were marginally upwards Dorchester remained a very safe place to live and work.

Questions were then answered relating to burglar alarm processes, the role and retention of the Safer Neighbourhood Team, the relationship between increases in violent crime and late night drinking, and a Police led pan Dorset CCTV project.

The Council rose at 7.50pm.

Mayor

Dorchester Town Council

Planning and Environment Committee

2 June 2014

Present: Councillors V. Allan, K. Armitage, R. Biggs, A. Canning, T. Harries, S. Hosford, F. Kent-Ledger, R. Potter, M. Rennie, D. Roberts and D. Taylor.

In attendance:

Ms J Farnan, Planning and Urban Design Officer, West Dorset District Council and Mr A Rowley, Chairman, Dorchester Civic Society

Apologies: Councillors C. Biggs, S. Jones and T. Jones.

1. Minutes

The Minutes of the meeting of the Committee held on 28 April 2014, adopted by Council on 20 May 2014, were confirmed and signed by the Chairman.

2. Minute Update Report

(a) Minute 88/13 – Parking in Queen’s Avenue Area

The Chairman said that it was important for Dorset County Council to include the revised DTEP proposals in their consideration of the issues in this area.

(b) Minute 93. b)/13 – Car Parking Guidance Signs

Members still had concerns about the operation, reliability and accuracy of the signs and the consequent lack of public confidence. They were surprised that the system was apparently affected by weak mobile phone signals in the Town and were disappointed in the lack of communication from DCC. The Committee Clerk advised that a DCC officer would attend the next Committee meeting to answer questions about the system.

(c) Minute 100/13 – Changes to the route of First Company’s Number 31 Bus Service

A Member advised that the criteria for assessing the viability of bus routes had changed over time which had proved frustrating for members of the public. He also said that Martinstown residents continued to campaign to have the service reinstated.

3. Her Majesty’s Prison Site

The Chairman welcomed Alan Rowley, Chairman of Dorchester Civic Society and Jan Farnan, Planning and Urban Design Officer, West Dorset District Council to the meeting and said that it was valuable for the Town Council to be proactive in considering the future of the Prison site.

Mr Rowley explained that the Civic Society had set up a working group to consider the unique opportunity that the development of the Prison site provided. He gave a presentation to Members about the Civic Society's vision of future development including the history of the site, its links to other heritage sites in the Town, the use of existing buildings and possible new build, access to and through the site and the need for a positive approach in drawing together a master plan for the development.

Ms Farnan supported the comments made particularly in relation to access and the capacity of the site. There was an opportunity to enhance the site's heritage assets and the future of the site needed to be sustainable and viable. There was an option to retain the main prison building and to build to re-enclose North Square. WDDC would be producing a 'Concept Statement' to guide the development of the site.

The Committee was excited about the Civic Society's vision for the site and was pleased to see the proactive approach being taken. They stressed the need for a robust Development Framework for the site to ensure that a balanced development was delivered. Members wanted a joint approach to be taken in assessing the type and level of development best accommodated on the site and they realised that swift action would need to be taken.

Resolved

- i) That the Town Council proposes to West Dorset District Council that it is involved in the production of a robust Development Framework for the development of the Dorchester Prison site.
- ii) That the Town Council works with the Dorchester Civic Society, and other relevant bodies, to influence and make a positive contribution to a Development Framework for the development of the Dorchester Prison site.

4. High East Street

Alan Keel, a local resident, spoke to the Committee about his concerns about the state of High East Street. He detailed the discussions he had had with WDDC about planning and enforcement issues in the Street and some of the progress he had made. He considered that High East Street was an important gateway to the Town and others should also be making representations to make improvements. He mentioned the planning application relating to the signage of the Polish Shop and asked why the Town Council had not objected to this.

Members explained why they had made the recommendation they did with regards to the planning application for the signage of the Polish Shop and mention was made of the black and white plans viewed and the need to support the regeneration of business in that part of the Town.

The Committee agreed that it was important for improvements to be made to High East Street and WDDC needed to undertake rigorous enforcement. It was noted that with so many property owners, and many of these being absent, getting a co-ordinated response and action would be difficult. In addition, there was very limited central funding to make improvements. However, improving this heritage corridor was an aim and some progress was being made. It was suggested that Dorchester BID would have details of property owners through the BID levy and this could be a useful resource.

Members considered that further action was required and it would be appropriate for the Dorchester Joint Heritage Committee to pursue these issues.

The Chairman thanked Mr Keel for all his efforts and for raising the profile of the planning issues affecting High East Street.

Resolved

That the Dorchester Joint Heritage Committee be asked to consider the concerns and issues relating to High East Street, as raised at the Planning and Environment Committee, with a view to progressing improvements.

5. Parking Permits

The Committee received the report regarding the possibility of placing restrictions on the eligibility of future occupants of new housing developments to purchase on-street permits.

Members discussed the proposal and, overall, there was positive support for requesting such a change to the DCC Residents' Permit Scheme policy. It was considered that such a change might encourage developers to include higher levels of car parking in future developments, particularly in the town centre, and it would preserve the amenity of residents with existing parking permits.

Resolved

- i) That the Town Council requests Dorset County Council to investigate reviewing the existing Residents' Permit Scheme policy, as it affects Dorchester, and to place restrictions on the eligibility of future occupants of new housing developments to purchase on-street permits.
- ii) That the Town Council advises West Dorset District Council of its request to Dorset County Council to review the Residents' Permit Scheme policy and asks that it notes the possible implications to planning applications and their S106 agreements resulting from any changes to the

Residents' Permit Scheme policy.

Cllr. R. Potter left the meeting.

6. 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.

7. 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.

8. Dorchester Transport and Environment Plan

The Chairman provided an update on plans for consulting with local interested residents and the Chairman of the DTEP Working Group commented on the work being undertaken by DCC as a result of the earlier public consultation.

Members were encouraged to attend the sessions planned for invited local residents.

9. New Household Recycling Centre in Dorchester

The Committee noted that there was a possibility that the site originally identified at Poundbury for use as the new Household Recycling Centre might be withdrawn and the Committee were concerned that an alternative had not yet been proposed.

Resolved

That the Town Council raises their concerns at the rate of progress in identifying suitable long term options for a new Household Recycling Centre in Dorchester with Dorset County Council and West Dorset District Council.

10. **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.

11. **Urgent Item**

Although not technically an urgent item, the Chairman took the opportunity to remind Members of the dates of DCC's public consultation regarding the new Damers Road School.

Chairman

Dorchester Town Council

Planning applications considered by the Planning and Environment Committee – 2 June 2014

1. WD/D/14/001129 & WD/D/14/001130 Listed Building Consent

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

Change of use of existing buildings from B1 office to commercial use on part ground floor and form 16 residential flats.

The Committee considered that the alterations to the interior of the buildings to create 2 commercial units and 16 residential flats were acceptable and a good use of the accommodation. There were some concerns that there would be no lift access to the upper floors.

The Committee also 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.

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/14/000850

STRATTON HOUSE CAMPUS, HIGH WEST STREET & COLLITON STREET & GLYDE PATH ROAD, DORCHESTER

Erect 5 new dwellings.

Recommend refusal.

The Committee considered that the construction of five dwellings was over development of the site.

Also, 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.

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.

3. **WD/D/14/000861 & WD/D/14/000863 Listed Building Consent**
OLD SHIRE HALL, HIGH WEST STREET, DORCHESTER
Internal re-modelling.
No objection
4. **WD/D/14/000967**
KINGS POINT HOUSE, 5 QUEEN MOTHER SQUARE, POUNDBURY,
DORCHESTER, DT1 3BW
To sub-divide existing shop into two shops. Construct new shopfront and alter existing access.
No objection
5. **WD/D/14/000887**
1 LEGION CLOSE, DORCHESTER, DT1 2RQ
Raise garage roof and conversion of garage to office/utility.
No objection
6. **WD/D/14/000993**
25 SOUTH COURT AVENUE, DORCHESTER, DT1 2BY
Single storey extension to rear of dwelling and annexe in garden.
The Committee supported the single storey extension to the rear of the main dwelling. However, they considered that the proposed annexe constituted an inappropriate form of backland development and therefore they recommended that the application be refused.
7. **WD/D/14/000923**
1 NORTHERNHAY, DORCHESTER, DT1 1XN
Erect Conservatory to Southern Elevation (Front).
No objection
8. **WD/D/14/001016**
5 TEMPLE CLOSE, DORCHESTER, DT1 2QL
Conversion of flat roof over garages and porches to a tiled pitched roof.
No objection
9. **WD/D/14/001035**
NORTH EAST QUADRANT (SECTOR 3.01A), PEVERELL AVENUE EAST, POUNDBURY
Approval of reserved matter appearance of outline permission 1/D/09/001363 to remove 1No private house and replace with 3No flats.
No objection
10. **WD/D/14/000899**
RAILWAY TRIANGLE INDUSTRIAL ESTATE, DORCHESTER, DT1 2PJ
Replace 3 no. B2/B8 units with 8no. B2/B8 units and 1no. B1/B2 & B8 unit. Create 34 total off road parking spaces.

No objection subject to all of the planning conditions proposed by Public Health being added to this application.

11. **WD/D/14/000982**
77 SOUTH COURT AVENUE, DORCHESTER, DT1 2DA
New two storey side extension and single storey rear extension.
That, subject to the removal of the roof dormer to the east elevation as recommended by the planning case officer, the Committee had no objection.
12. **WD/D/14/000971**
22 GROSVENOR ROAD, DORCHESTER, DT1 2BB
Erect single storey rear extension and a two storey side extension.
No objection
13. **WD/D/14/000842**
52 BUCKINGHAM WAY, DORCHESTER, DT1 2BP
Erect close boarded timber fence panels on top of existing brickwork boundary wall.
No objection
14. **WD/D/14/000951**
27 WEYMOUTH AVENUE, DORCHESTER, DT1 1QY
Individual brushed stainless steel letters fitted to the 2 x recessed brick panels on the new brick wall.
No objection
15. **WD/D/14/001101**
FLAT 21, GROVE COURT, THE GROVE, DORCHESTER, DT1 1XL
Replace two windows.
No objection
16. **WD/D/14/000818**
7 HUTCHINS CLOSE, DORCHESTER, DT1 2RH
First Floor Extension.
No objection
17. **WD/D/14/001172**
SUE RYDER FOUNDATION, TRINITY STREET, DORCHESTER, DT11TT
Replacement of 1 non-illuminated fascia and 1 non-illuminated hanging/projecting sign
No objection
18. **WD/D/14/001262**
4 WEYMOUTH AVENUE, DORCHESTER, DT1 1QS
Erect single storey rear extension
No objection

19. **WD/D/14/000912**
1 LIME CLOSE, DORCHESTER, DT1 2HQ
Erect extension
No objection
20. **WD/D/14/001227**
DORCHESTER RUGBY FOOTBALL CLUB HEADQUARTERS, COBURG ROAD,
DORCHESTER, DT1 2HX
Removal of 5no. existing 16metre high flood lighting columns to pitch 2; installation of 6no. 15metre high flood lighting columns and lamps to serve pitch 3; installation of 8no. 10metre high flood lighting columns to serve pitches 1 and 2, together with the installation of lamps to these columns and new lamps to be fitted to 4no. existing 10metre high columns.
The plans and details of the application were not available in time for the meeting and the Committee asked that the deadline for their response be extended to allow then to consider the application at their next meeting.
21. **WD/D/14/001242 Listed Building Consent**
1 SALISBURY VILLAS, SALISBURY STREET, DORCHESTER, DT1 1JY
Replacement rear conservatory
No objection
22. **WD/D/14/001249 Listed Building Consent**
38 HIGH EAST STREET, DORCHESTER, DT1 1HN
Repairs to dormer of south elevation to include renewal of lead roof covering, new lead covering to dormer cheeks and replacement of window frame. Repointing limestone masonry and brickwork to east elevation.
The plans and details of the application were not available in time for the meeting and the Committee asked that the deadline for their response be extended to allow then to consider the application at their next meeting.

Dorchester Town Council

Planning and Environment Committee

30 June 2014

Present: Councillors V. Allan, R. Biggs, A. Canning, T. Harries, S. Hosford, T. Jones, R. Potter, M. Rennie, D. Roberts and D. Taylor.

In attendance:

Mr M Williams, Traffic Control Manager, Dorset Highways, Dorset County Council

Apologies: Councillors K. Armitage, C. Biggs, S. Jones, F. Kent-Ledger, P Mann (Mayor),

12. Minutes

The Minutes of the meeting of the Committee held on 2 June 2014 were confirmed and signed by the Chairman as a correct record.

13. Minute Update Report

(d) Minute 6/14 – Planning Applications (Stratton House)

The Committee noted the update on progress of the Stratton House campus planning applications provided by West Dorset District Council. Comments were made about the lack of an overall development plan for the site and English Heritage's comments relating to the Shire Hall application.

Members expressed concern that the Stratton House applicant was proposing to make a financial contribution in lieu of the provision of affordable housing. The Committee considered that the Stratton House campus was in an ideal location for affordable and shared equity housing and there were very few other suitable sites within the Town. It was mentioned that WDDC needed to identify more sites for affordable housing in the new Local Plan.

Resolved

That the Town Clerk writes to West Dorset District Council expressing the Town Council's serious concerns about developers making financial contributions in lieu of providing affordable housing in new developments within the Town.

(e) Minute 2/14 – Her Majesty's Prison Site

Members were anxious to get a response from WDDC regarding the production of a Development Framework for the Dorchester Prison Site particularly at the site was now being marketed. They agreed that liaison with the Civic Society, and other relevant bodies, should be progressed as soon as possible.

(f) **Minute 8/14 – Dorchester Transport and Environment Plan**

The Chairman gave an update on the initial meetings held with interested parties and local residents about the latest revisions proposed to the Dorchester Transport and Environment Plan. DCC officers had also attended the meetings and provided useful information.

14. **Car Parking Guidance Signs**

The Chairman welcomed Mr Williams, Traffic Control Manager, Dorset Highways, Dorset County Council to the meeting.

He detailed the current status of the system and explained the problems, particularly with regards to communications links, affecting the system and its operation. He reported that the system provider had been helpful in seeking to resolve problems and they were committing significant resources to this. The data accuracy levels for each car park were detailed and, overall, these were acceptable. The ongoing problems were causing some embarrassment for DCC but there was optimism that these would shortly be resolved.

Mr Williams answered questions from Members about the cost of the system, matters relating to individual car parks and practical system issues. Members suggested that the system should have an official relaunch to restore public confidence when it was working properly and there could be a role for the system provider in this.

A Member asked about the Real Time Bus Information System, the delay in its full and accurate operation and he commented on the huge cost of an apparently ineffective system. Mr Williams advised that communications links were again a problem across the County and as parts of the system had been provided by two different companies this had created further communications problems. However, these companies were now working together and step changes were being made. Damory were going to be joining the scheme and their equipment was working well.

It was suggested that Members reported any errors they noted, with either service, to the Committee Clerk for onward transmission to Dorset County Council. Mention was made that there could also be a role in this for Dorchester BID Ambassadors.

Mr Williams was asked to return to the Committee to provide an update on progress with the Car Parking Guidance Signs in the Autumn and with the Real Time Bus Information System at a later date.

Resolved

That Town Councillors will be requested to report errors with the Car Parking Guidance Signs and Real Time Bus Information to the Committee Clerk for onward transmission to Dorset CC.

Councillors T Jones and R Potter left the meeting.

15. 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.

Councillor R Potter rejoined the meeting.

16. Selection of members and chairman for the Traffic Panel

Resolved

- i) That Councillors V Allan, A Canning, T Harries, S Hosford, R Potter, D Roberts and D Taylor be appointed to the Traffic Panel for the ensuing Council year until the July 2015 meeting of full Council.
- ii) That Councillor T Harries be elected as Chairman of the Traffic Panel for the ensuing Council year until the July 2015 meeting of full Council.

17. 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 advised that she had asked West Dorset District Council to call in the decision regarding WD/D/14/000993 that was scheduled for a delegated officer decision so that it would be considered by the Development Control Committee.

18. Urgent Item

There were no urgent items.

Chairman

Dorchester Town Council

Planning applications considered by the Planning and Environment Committee on 30 June 2014

1. **WD/D/14/001227 (Deferred from previous meeting)**
DORCHESTER RUGBY FOOTBALL CLUB HEADQUARTERS, COBURG ROAD,
DORCHESTER, DT1 2HX
Removal of 5no. existing 16metre high flood lighting columns to pitch 2; installation of 6no. 15metre high flood lighting columns and lamps to serve pitch 3; installation of 8no. 10metre high flood lighting columns to serve pitches 1 and 2, together with the installation of lamps to these columns and new lamps to be fitted to 4no. existing 10metre high columns.
No objection
2. **WD/D/14/001249 Listed Building Consent (Deferred from previous meeting)**
38 HIGH EAST STREET, DORCHESTER, DT1 1HN
Grade II Listed Building and Conservation Area
Repairs to dormer of south elevation to include renewal of lead roof covering, new lead covering to dormer cheeks and replacement of window frame. Repointing limestone masonry and brickwork to east elevation.
No objection
3. **WD/D/14/001250 Listed Building Consent**
46 HIGH EAST STREET, DORCHESTER, DT1 1HU
Grade II Listed Building and Conservation Area
Replace roof covering on south facing roof slope.
No objection
4. **WD/D/14/001288 Listed Building Consent**
COLSON HOUSE, 36 HIGH STREET FORDINGTON, DORCHESTER, DT1 1LB
Grade II Listed Building and Conservation Area
Reinstatement of porch canopy over existing timber brackets.
No objection
5. **WD/D/14/001007**
50 HIGH WEST STREET, DORCHESTER, DT1 1UT
Grade II Listed Building and Conservation Area
Change of Use from A2 & B1 Offices to C3 Residential together with two new houses in rear courtyard.
No objection
6. **WD/D/14/001210**
79 WEATHERBURY WAY, DORCHESTER, DT1 2EE

Existing garage to be demolished and build two storey side extension & single storey rear and front extensions. New extensions to form new Garage, Porch, Utility, WC, Study & Extended Kitchen/Living Area to ground floor. With Master bedroom with ensuite and walk-in wardrobe to first floor extension.

No objection

7. **WD/D/14/001138 & WD/D/14/001139 Listed Building Consent**

THE ROYAL OAK, 20-22 HIGH WEST STREET, DORCHESTER, DT1 1UW

Grade II Listed Building and Conservation Area

Demolition of existing modern garage, and construction of a new oak coach house structure, with associated works to boundary walls and ramp. Extending the courtyard garden over the footprint of the demolished garage, with new brick paving and decking, and relocated gates. Construction of a new bin store.

Recommend refusal. Having regards to its size and position, it is considered that the proposed development would result in significant adverse effects on the living conditions of neighbouring occupiers and have a negative impact on the quality of life of adjoining residents contrary to Policy DA6 of the West Dorset Local Plan.

Also this development would cause an unacceptable amount of noise to adjoining properties which would again be detrimental to the residents' residential amenity and contrary to Policy DA6 of the Adopted Local Plan.

The development would be contrary to Policy ENV 16 of the Emerging West Dorset and Weymouth and Portland Local Plan

8. **WD/D/14/001315**

COUNTY HALL, COLLITON PARK, DORCHESTER DT1 1XJ

Installation of new external metal flues for replacement boiler plant within East Court car park.

No objection

9. **WD/D/14/001209**

69 QUEENS AVENUE, DORCHESTER, DT1 2EP

Two storey side extension and single storey rear extension. Side extension to form Store, Covered Porch, Utility, Extended Kitchen & Living Area to ground floor. Two bedrooms to first floor.

No objection

10. **WD/D/14/001354**

3 ROTHESAY ROAD, DORCHESTER, DT1 2DT

Two storey side extension.

No objection

11. **WD/D/14/001223**

32 MAIDEN CASTLE ROAD, DORCHESTER, DT1 2ES

First floor extension to complete two storey extension which was granted planning permission 21/11/11 app no. 1/D/11/001618.

No objection

12. **WD/D/14/001360**
2 No fascia signs, 1 No projecting sign, and 2 No awnings
WD/D/14/001363
Installation of new entrance door arrangement to shopfront. Installation of new retractable awnings.
3 BREWERY SQUARE, DORCHESTER, DT1 1HX
Grade II Listed Building and Conservation Area
No objection
13. **WD/D/14/001377**
INTEGRATED PHOTOMATRIX LTD, PACEYCOMBE WAY, POUNDBURY, DORCHESTER, DT1 3SY
Change of use of building from B1 to dual B1/B8 (storage) use with variation of condition 3 of planning approval WD/D/14/000486 to amend wording of condition and operational times.
The Committee recommended that, to protect the amenity of nearby residents, the opening hours on a Saturday should be 9.00am to 2.00pm.
14. **WD/D/14/001375**
8 QUEENS AVENUE, DORCHESTER, DT1 2EW
Conservation Area
The proposed conversion and extension from a care home into six self-contained flats.
No objection
15. **WD/D/14/001426**
26 TREVES ROAD, DORCHESTER, DT1 2HE
Erect flat roofed, single storey extension.
No objection
16. **WD/D/14/001243**
46 ST GEORGES ROAD, DORCHESTER, DT1 1PB
Conversion of a single residence into two separate dwellings. Proposed single and double rear extension.
No objection
17. **WD/D/14/001435 Listed Building Consent**
24 HIGH EAST STREET, DORCHESTER, DT1 1EZ
Grade II Listed Building and Conservation Area
Fit external handrail at entrance doorway.
No objection
18. **WD/D/14/001179**
72 MAIDEN CASTLE ROAD, DORCHESTER, DT1 2ES
Create bay window in place of existing window of living room, on front elevation of house.
No objection

19. **WD/D/14/001338**
 21 - 23 FORDINGTON DAIRY, ATHELSTAN ROAD, DORCHESTER DT1 1FD
 Conservation Area
 Replacing all windows and doors at the property from timber to UPVC. Colour match to original Chapel Green.
No objection
20. **WD/D/14/001366**
WD/D/14/001367 Listed Building Consent
 Internal refurbishment and addition of external ATM
WD/D/14/001369 Listed Building Consent
 Internal refurbishment and repairs to shopfront including new fascia sign.
 3 CORNHILL, DORCHESTER, DT1 1BA
 Grade II Listed Building and Conservation Area
WD/D/14/001366 and WD/D/14/001367 – Recommend refusal. The installation of an external ATM in the bay window fails to preserve the special architectural and historic interest of the Grade II* Listed Building and it would neither preserve nor enhance the character of the Conservation Area. The placement of the ATM on this prominent elevation of the building is considered unacceptable. In addition, it is considered that the advertisement, by reason of its vivid colour and prominence, has a similar detrimental effect on the Listed Building and the Conservation Area. As such the development is contrary to Policies SA21 and DA7 of the Adopted West Dorset Local Plan (2006), Policy ENV 4 of the Emerging West Dorset and Weymouth and Portland Local Plan and Part 12 of the NPPF (2012).
WD/D/14/001369 Listed Building Consent – Recommend refusal. It is considered that the advertisement, by reason of its vivid colour and prominence, fails to preserve the special architectural and historic interest of the Grade II* Listed Building and it would neither preserve nor enhance the character of the Conservation Area. As such the development is contrary to Policies SA21 and DA7 of the Adopted West Dorset Local Plan (2006), Policy ENV 4 of the Emerging West Dorset and Weymouth and Portland Local Plan and Part 12 of the NPPF (2012).
21. **WD/D/14/001480**
 108 MELLSTOCK AVENUE, DORCHESTER, DT1 2BH
 Two storey extension to front & rear and new single storey extension with variation to condition 2 of allowed appeal APP/F1230/D/11/2156145 (planning application 1/D/11/000338) to allow different brick for walls.
No objection
22. **WD/D/14/001483**
 51 POUNDBURY CRESCENT, DORCHESTER, DT1 2NP
 Remove an existing outbuilding. Create 2 no. two bedroom flats with off road parking & communal refuse area.

No objection. However, the Committee requested that a planning condition be added to ensure that the parking bays to the front of flats are constructed with a permeable surface.

23. **WD/D/14/001015**

DORCHESTER A T E, SOUTH WALKS ROAD, DORCHESTER, DT1 1EA
Conservation Area

Installation of 1.8m entrance gates.

Recommend refusal. The modern, industrial appearance of the gate and fence would be detrimental to the character of the Conservation area, it would be out of keeping with the street scene and the development neither preserves nor enhances the Conservation Area.

As such the development is contrary to Policies SA21 and DA7 of the Adopted West Dorset Local Plan (2006), Policy ENV 4 of the Emerging West Dorset and Weymouth and Portland Local Plan and Part 12 of the NPPF (2012).

24. **WD/D/14/001529**

5 WADEBRIDGE SQUARE, POUNDBURY, DORCHESTER, DT1 3AQ
Erect single storey flat roofed rear extension.

No objection

25. **WD/D/14/001150**

53 CAMBRIDGE ROAD, DORCHESTER, DT1 2LS
North facing two storey extension.

No objection

26. **WD/D/14/001538**

SOUTH WALKS HOUSE, SOUTH WALKS ROAD, DORCHESTER, DT1 1UZ
Installation of flag pole on grass bank opposite main entrance

Recommend refusal. The flagpole was considered to be an unnecessary and inappropriate addition to the Conservation Area, it would be intrusive and the development neither preserves nor enhances the Conservation Area.

As such the development is contrary to Policies SA21 and DA7 of the Adopted West Dorset Local Plan (2006), Policy ENV 4 of the Emerging West Dorset and Weymouth and Portland Local Plan and Part 12 of the NPPF (2012).

27. **WD/D/14/001100**

9 COBURG ROAD, DORCHESTER, DT1 2HN
Porch

No objection

28. **WD/D/14/001595**

SCATS COUNTRYSTORES PLC, GROVE TRADING ESTATE, DORCHESTER, DT1 1ST
Erection of 21no. signs

No objection

Dorchester Town Council

Management Committee

8 July 2014

Present: Mayor P. Mann and Councillors K. Armitage, S. Hosford, T. James, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, R. Potter (Chairman), M. Rennie and D. Taylor.

Representatives from Dorchester Youth Council attended the meeting.

Apologies: Councillors D. Barrett and C. Biggs.

1. Minutes

The Minutes of the Meeting of the Committee held on 6 May, 2014, adopted by Council on 20th May, 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. Dorchester Youth Council

The Chairman of the Youth Council reported on its consideration of the Management Committee agenda and raised the following matters:-

- That the red dog waste collection bins should be retained as there was a possibility that if removed they would not all be replaced with general waste bins and the dog waste collection bag dispensers had resulted in less dog waste being left uncollected.
- With regard to new benches it was felt that consideration should be given to installing circular or curved benches that allowed for easier group conversation.
- The Grass Free Lawn project was something that the Youth Council wished to support.
- With regard to the post and chain railings at the bottom of town the Youth Council proposed that young people from Kingston Maurward College and Weymouth College could be asked to design and make new or replacement ones.

Members agreed to take these comments into account when considering those matters.

3. **Panel Minutes**

(a) Property Management and Maintenance Panel

The Committee considered the Minutes of the Property Management and Maintenance Panel held on 11th June, 2014 (for Minutes see Appendix I). Members attention was specifically drawn to the proposal to sell the Corn Exchange clock and replace it with a new reliable clock and the proposal not to implement the creation of some of the footpaths at Poundbury Cemetery. In respect of the clock Members felt that a low cost reliable clock should be placed in the Corn Exchange and that a report on the old clock's history, value, heritage etc be presented to a future meeting so as to allow proper consideration to its future. In respect of the footpaths at Poundbury Cemetery it was felt that they should be implemented as shown on the original plans but that they be grass paths.

Members considered the date and time of future site visit meetings and agreed that the Panel should consider this in good time prior to next summer's visits.

Members felt that the 'buzzer' system for the Town Hall Keepers was a high priority.

Resolved

- (1) That a new low cost clock be purchased for use in the Corn Exchange and a report on the original clock be presented to a future meeting of the Committee.
- (2) That the footpaths at Poundbury Cemetery be implemented as shown on the original plans but that they be grass paths.
- (3) That the Panel consider the date and time of its annual site visit meeting in good time prior to next summer's visits.
- (4) That the Minutes be approved so far as this Committee is concerned.

(b) Community Activities Panel

The Committee considered the Minutes of the Community Activities Panel held on 26th June, 2014 (for Minutes see Appendix II).

Members were updated regarding the Dorchester and the Great War Event and the Chairman clarified that the request for cakes was for that event. It was suggested that 'Oh Crumbs' or 'Café on the Green' might be interested in helping.

The Committee expressed concern regarding the kiosk in the Borough Gardens not being open regularly, the standard of service and the range of provisions for sale. It was felt that urgent discussions should be held with Re-Think regarding the summer

season and that long term consideration should be given to the future of the kiosk franchise.

Members were informed of some additional information received regarding an application for a grant towards a fundraising event in the Corn Exchange which had not been approved. The Committee agreed the recommendation not to give a grant due to it being contrary to the Council's policy of grant aiding events being held by one individual or organisation to raise money for another. The Committee felt that it would be useful for the Panel to consider establishing funding criteria in the future.

The grant awarded to Love Parade was highlighted and Members felt that for the future the use of Maumbury Rings and the infrastructure by Love Parade should be on the same basis as the Anonymous Festival.

It was noted that Councillor F. Kent-Ledger was not in attendance at the meeting but that Councillor S. Jones had attended.

Resolved

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

4. Management Arrangements

(a) The Committee considered the schedule of work for the Outdoor Services Team. It was reported that the area next to the steps leading to tennis courts 3 and 4 was overgrown and needed maintaining. Members also noted that some of the flower beds were in need of weeding. Members welcomed the work done in partnership with Dorchester BID to refurbish further benches around the town.

Resolved

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

(b) Members considered a report from the Compliance Manager which updated the Committee on the wildflower and Diamond Jubilee tree planting at King's Road Playing Fields and Gabriel Green. The Committee felt that the existing scheme at Gabriel Green should be continued but that it was important to keep the grass to the outside neat and tidy. It was also felt that it might be worth explaining to local residents again the idea behind the wildflower area.

Resolved

That the existing wildflower area be continued.

(c) The Committee had before it a report by the Deputy Town Clerk reviewing the arrangements for dog waste and general waste collection. Members felt that the

use of separate dog waste bins should continue as the addition of a dog waste bag dispensers had significantly improved the amount of dog waste being left uncollected and also that the bins were easily identifiable to dog owners.

Resolved

That the present policy of having separate red dog waste bins be continued.

(d) Members considered a report by the Deputy Town Clerk reviewing the public benches around the town. Members agreed to identify any benches in their Wards which they considered were inappropriately located, not used or in general disrepair and notify the Deputy Town Clerk about them. It was felt that those benches maintained by the Council should have a 'Maintained by Dorchester Town Council' plaque fitted to them.

Resolved

(1) That all Members be requested to identify any benches in their Wards which they considered were inappropriately located, not used or in general disrepair and notify the Deputy Town Clerk about them so as to enable a further report to be prepared on proposals for those benches identified.

(2) That those benches maintained by the Council should have a 'Maintained by Dorchester Town Council' plaque fitted to them.

5. Grass Free Lawn Project

The Committee had before it a report by the Town Clerk on the proposal from the Dorset Wildlife Trust to create a community Grass Free Lawn following a site visit to Reading University to view such a project first hand. It was noted that DWT had applied for funding to deliver a lawn of 50 square meters, the result of the funding application would be known shortly and if successful would be sufficient to create the lawn in time for spring 2015. Members had previously considered the old bowling green in the Borough Gardens as a location for the lawn – a lawn of the size being proposed would be approximately 4% of the available space. A site needed to be identified and agreed within seven months.

It was reported that the project might be of interest to Whitfield Farm and it was agreed that DWT should contact that organisation.

Resolved

(a) That subject to DWT achieving its funding target, the Council commits to providing practical support to produce the plant material to create a 50 square meter lawn and identifying a suitable site for its planting in spring 2015.

(b) That further consideration be given by the Outdoor Services Panel to consider alternative uses for the old bowling green.

6. **Panels 2014-15**

(a) Membership of Panels – 2014-15

The Committee considered the allocation of Members to Panels following the receipt of Councillors' individual preferences.

Resolved

That the following Members be appointed by this Committee to Panels for the 2014-15 Council Year:

Arts

Councillors S.C. Hosford, T. James, F. Kent-Ledger and A. Lyall.

Community Activities

Councillors S.C. Hosford, S. Jones, F. Kent-Ledger and M.E. Rennie.

Outdoor Services

Councillors K. Armitage, D. Barrett, S. Jones and T. Loakes.

Property Management and Maintenance

Councillors K. Armitage, F. Kent-Ledger, A. Lyall and D. Taylor.

Risk and Resources

Councillors T. James and R. Potter.

(b) Appointment of Chairmen and Vice-Chairmen

Members considered the appointments of Chairmen and Vice-Chairmen to those Panels that were responsible to the Management Committee. Members agreed not to appoint Vice-Chairmen to any of the Panels at this stage. It was suggested that the Council's Standing Orders might need reviewing to limit the number of Chairmanships and / or Vice-Chairmanships any individual Member may hold. It was felt that this would be something for the new Council which was to be elected in May 2015 to consider in due course.

Resolved

That the following Chairmen of the Panels stated be elected for the 2014-15 Council Year:

Arts	Councillor A. Lyall
Community Activities	Councillor M. Rennie
Outdoor Services	Councillor S. Jones
Property Management & Maintenance	Councillor A. Lyall

7. **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. Members particular attention was drawn to design number 4039 to be located at Weymouth Avenue Cemetery which had yet to be approved. Following discussion the matter was put to the vote which was equal and following the Chairman using his casting vote it was

Resolved

That the design numbered 4039 be approved.

It was then also

Resolved

That the action of the Town Clerk in approving designs numbered 4024 to 4038 and 4040 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

8. Letting Venues – 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.

One Member reported that it was hoped that Dorset Art Week would be hiring the Municipal Buildings again in future.

Resolved

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

9. Lighting – Thomas Hardy Statue

The Committee received a proposed new lighting scheme for the Thomas Hardy Statue, the existing four spotlights would be replaced with new LED lights, two green lights would illuminate the two tree canopies and two white lights would illuminate the statue.

Resolved

That the revised lighting scheme be supported.

10. Information Reports

The Committee received the minutes of the Dorchester Youth and Community Centre held on 5 June, 2014.

11. Paid Invoices

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st May, 2014 and 30 June, 2014 totalling £286,870.76 (net) together with direct debits for the same period totalling £66,471.42 (net).

Resolved

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

12. **Public Bodies (Admission to Meetings) Act 1960**

The Committee considered whether to exclude press and public from the meeting.

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.

13. **Municipal Buildings - Staffing**

The Committee considered a report by the Deputy Town Clerk on proposed staffing arrangements for the Municipal Buildings following the resignation of a part time Town Hall Keeper.

Resolved

That the arrangements proposed in the report be agreed and that Policy Committee be requested to agree the funding arrangements and the increase in establishment with immediate effect.

Dorchester Town Council

Property Management and Maintenance Panel

11 June 2014

At a Site Meeting of the Property Management and Maintenance Panel held at The Municipal Buildings, Poundbury Cemetery, Borough Gardens, Weymouth Avenue Cemetery, Weymouth Avenue Pavilion, Sandringham Sports Centre, Louds Mill Depot and Fordington Cemetery.

Present: Councillors A. Lyall (Chairman) and D. Roberts.

Apologies: Mayor P. Mann and Councillors C. Biggs, S. Hosford and F. Kent-Ledger.

1. The Municipal Buildings

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

- The drainage grating in the kitchen needed cleaning and repairing.
- Investigations should be made into whether it was possible to paint the kitchen walls and if it was this should be undertaken.
- It was reported that the Corn Exchange clock was broken and would need ongoing maintenance to keep it fit for purpose. Members felt that as there was a financial value to the clock it should be sold and a new reliable clock purchased in its place.
- A number of minor repairs were required to the suspended wooden floor.
- The main entrance foyer carpet needed to be professionally cleaned.
- When resources allowed new tables, similar to those provided in the Borough Gardens House, should be purchased for use in the Municipal Buildings.
- Consideration should be given to a new lighting scheme in the Town Hall which would allow the use of LED lights.
- Depending on the outcome of the Boundary Review consideration would need to be given as to how to accommodate additional Members around the Council Chamber tables.
- The Magistrates Room chairs all should be cleaned (approximately £6 per chair), the bottom half of the walls, door panels etc should be painted

'Light Buff' the next time the room was painted.

- The floor covering in the bathroom to the Dressing Rooms needed making safe as a matter of urgency and recovered in the long term.
- A suspended ceiling above the stairwell to the Dressing Rooms would be an improvement when resources allowed.
- Investigations should be made into some form of buzzer system so as to enable visitors to the Corn Exchange to locate a Town Hall Keeper.

In considering these matter Members were made aware that there was insufficient funds to undertake all of the above aspirations during this financial year – new tables and cleaning the Magistrates Room chairs were identified as the two main priorities. Members also felt that it might be worth considering allowing free use of the Dressing Rooms when other functions were being held in the buildings. Statistical information would also be gathered with regard to usage of the Kitchen.

Recommended

That consideration be given to those matters identified above.

2. Poundbury Cemetery

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

The following matters were identified:

- The wooden garage doors needed repairing and painting.
- The toilet door jamb needed repairing.

The Panel also gave consideration to the future layout of the Cemetery particularly in respect of the access road and paths and agreed that the paths identified on the plan served no purpose and would lose grave space. Members felt that the Council should start giving consideration as to how to fund the new access road and the cemetery wall.

Members also felt that the policy of allowing customers to choose their burial spot should be reviewed in light of the practical difficulties that this caused.

Recommended

That consideration be given to those matters identified above.

3. **Borough Gardens House and New Toilets**

The Panel inspected the Borough Gardens House and new toilets and identified the following matters which needed attention:-

- The remote disabled access point to the new toilets had been vandalised – a repair had already been authorised but if the vandalism continued the remote access facility would be discontinued and access would be via radar key only.
- The disabled toilet lock in the Borough Gardens House was broken.

Recommended

That attention be given to those matters identified above.

4. **Weymouth Avenue Cemetery**

The Panel was informed of the actions that had been taken since the site visit held last year and then went on to inspect the Cemetery. Generally the Cemetery was found to be in good condition. It was noted that repairs to the roof and associated matters of the north Chapel which had previously been identified would cost in the region of £9,000 to undertake and Members agreed that no further action should be taken on this matter at the present time.

The following additional matters were identified:

- Part of the lead work to the middle window of the north Chapel was missing and needed replacing.
- The door handle to the toilet needed repairing and the interior needed painting.
- The tarmac at the entrance to the Cemetery had sunk and become unstable and was now a trip hazard, repair would cost £1,700 but Members felt that this was a health and safety issue and should be addressed as a matter of urgency.

Recommended

That attention be given to those matters identified above.

5. **Weymouth Avenue Pavilion**

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

- There was a cracked paving slab at the entrance to the changing rooms that needed replacing.

Recommended

That the cracked paving slab be replaced.

6. Louds Mill Depot, Sandringham Sports Centre and Fordington Cemetery

The Panel inspected Louds Mill Depot, Sandringham Sports Centre and Fordington Cemetery and were pleased with their overall condition. In respect of the boundary wall at Fordington Cemetery it was noted that access to the private properties to the rear of the wall was required to enable a full inspection of its condition, this was not a high priority at the present time.

Dorchester Town Council

Community Activities Panel

26 June 2014

Present: Mayor P. Mann and Councillors S. Hosford and M. Rennie (Chairman).

In attendance:

Councillors D. Roberts and S. Jones.

Lucy Armstrong (Chairman of the Youth Council)

Apologies: Councillors T. James and F. Kent-Ledger.

1. WW1 Commemorations

(1) Preparations for WW1 Commemoration Event Dorchester and the Great War

The Panel heard from the Deputy Town Clerk that preparations were well underway for the Dorchester and the Great War event to be held in the Corn Exchange on Friday, 8 August 2014. The event would include a number of talks given by local historian Brian Bates and the curator of the Keep Military Museum, Chris Copson, live performances from Jane McKell and the Durnovaria Silver Band, the launch of the Walking in Their Shoes project, sound bites of experiences from WW1, the opportunity to taste food from the era and craft activities for all to take part in. The Deputy Town Clerk notified the panel that costumes were being sourced for those helping at the event. The Chairman of the Panel and the Mayor both thanked the Deputy Town Clerk for his efforts and requested that information of the event be forwarded to the Youth Council and that a request be made to the Youth Council for volunteers on the day. The Chairman also requested that posters of the event be sent to all Councillors and Age UK.

(2) Events to be Held in Dorchester in 2014 / 2015 to Commemorate WW1

The Deputy Town Clerk informed the Panel that a number of events had already taken place to commemorate WW1, including the showing of the film War Horse at the open air cinema event held in the Borough Gardens on Saturday, 7 June which was very well received by members of the public. The Panel was informed that the Town Council had received notifications of a number of other events which would be held in the town throughout the year.

(3) AsOne Theatre Company Grant Request

The Panel considered a grant request for £500 from AsOne Theatre Productions for the production of 'Passion – a Story of Love and War' to be held in the Corn Exchange. The Panel noted that excerpts from the play and recorded interviews of WW1 descendants would be held at the Dorset History Centre and recorded

interviews of current serving members of the armed forces would be held at the Keep Military Museum.

(4) Great War Commemoration Art Wall

The Panel considered a report from the Town Clerk about a proposed Art Wall which would include a calendar of commemoration events and signposting to the Keep Military Museum and other exhibitions relating to the Great War, a series of time-relevant pen sketches of names on the war memorial, supported by local author Brian Bates, a series of paintings based on different events that had taken place during the war, chosen from a selection created by local groups, e.g. a school class, art group, or charity and possibly managed by Dorchester Arts Centre to be sited in the Garden of Remembrance adjacent to the War Memorial in South Walks Road. The panel noted that discussions had taken place with local artist Pete Sheridan. Members of the Panel noted that the cost of the wall would be in the region of £1000 in the first year and £500 per annum in the remaining four years. The Panel were concerned that there would be the risk of the project looking too much like graffiti and requested that the project be completed with sensitivity both to the project and to the area that it would be sited. The panel requested that the members of the committee that would be organising the Dorchester and the Great War event and representatives from the Royal British Legion and the Royal Naval Association be consulted on the proposed art work.

Recommended

(1) That posters of the Dorchester and the Great War event be circulated to members of the Youth Council, all Councillors and Age Uk.

(2) That a request be made to the Youth Council for volunteers for the Dorchester and the Great War event.

(3) That a grant of £500 be awarded to the AsOne Theatre Company for the production of 'Passion – a Story of Love and War' and that a note to the Artistic Director be included advising AsOne Theatre Company to contact the Town Council should they require any further assistance.

(4) That the proposal for a Great War Commemoration Art Wall at the Garden of Remembrance be supported.

2. **Liberation / Freedom Flame**

The Panel noted that Hull City Council had been notified that Dorchester Town Council would not be taking part in the Liberation / Freedom Flame event.

3. **Borough Gardens Events**

The Panel received an update of the events that had taken place and future events to be held in the Borough Gardens. The Panel was informed that the Badger and Bovine Event had been well attended.

The Chairman of the Youth Council enquired after the Dorchester Carnival and was informed that the procession was successful although there was disappointment in the number of floats that had entered but that the new route was successful. The Panel was notified that the Carnival Committee would be looking to appoint a new Chairman for the following year. The Chairman of the Youth Council suggested that it may be a project for the Youth Council to be involved with and that the possibility of organising the Carnival should be considered.

The Panel noted that another event had been added to the programme of events for the Borough Gardens and that Cornucopia would be playing on Saturday, 19 July, sponsored by the Friends of the Borough Gardens.

The Panel was informed that the Skate Jam had been a success and had been well attended.

Members noted that preparations for the Maumbury Rings Bank Holiday weekend were well underway, although regrettably it had not been possible to find an organisation to host the Friday evening. The Panel was informed that the Love Parade would proceed this year on the condition that the entertainment be suitable for families throughout the day and evening, the event would have a Storm Trooper theme and that it was hoped that an existing European record would be broken for the number of people dressed as Storm Troopers in an area.

Members requested that posters for all of the events to be held in the Borough Gardens be circulated to all Councillors.

Recommended

(1) That the Youth Council give consideration to volunteering to organise the Dorchester Carnival.

(2) That posters for the events to be held in the Borough Gardens be circulated to all Councillors.

5. **Financial Assistance Applications**

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

Recommended

(1) That the application from the Dorchester Community Mental Health Team be not approved as the event could be a self-supporting activity.

(2) That the application from Simon Grantham for a fundraising event for Weldmar Hospice Care Trust be not approved as the event would not be a partnership event.

(3) That the application from Dorchester Try This be approved and the sum of £300 be awarded.

The Mayor suggested that as it would be of interest to the Council that an invitation to a meeting of the Dorchester Town Council to give a brief presentation on the scheme be extended to the organiser.

(4) That the application from the Dorchester and District Gardening Club be approved and that the sum of £100 be awarded.

(5) That the application from Victim Support be approved and the sum of £500 be awarded.

The Chairman of the Youth Council agreed to give an update on the Outreach project Safety Talk if she received it in school.

(6) The application from the Dorset One World Festival be approved and the sum of £500 be awarded.

(7) That the application from the Dorchester Love Parade be approved and the sum of £160 be awarded and the fee for the use of Maumbury Rings on Sunday, 24 August be waived.

The Panel was informed that the Friends of the Dorchester West Train Station would possibly be looking to create some 'Welcome to Dorchester' signs to be sited at the train station, Members were supportive of the proposal.

Dorchester Town Council

Policy Committee

15 July 2014

Present: Mayor P. Mann and Councillors V. Allan, T. Harries, T. Jones (Chairman) and D. Roberts

In attendance: Councillor S. Hosford

Apologies: Councillors R. Biggs, A. Canning and G. Jones.

1. Minutes

The Minutes of the Meeting of the Committee held on 13 May, 2014, adopted by Council on 20th May, 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

The Chairman invited the Town Clerk to review arrangements for signing the minutes.

2. Finance Report

The Financial Controller presented a report covering the 3 months to 30 June 2014.

In response to questions the Town Clerk confirmed that security of funds was a key consideration when holding money with Lloyds Bank or making investments in the National Savings and Investments account, and that the decision to pre-pay part of the Councils Pensions deficit for financial reasons, previously approved by the Committee, had now been actioned.

Resolved

That six historic debts totalling £290 be written off.

3. Panel 2014-15

The Committee considered the allocation of Members to Panels following the receipt of Councillors' individual preferences.

Resolved

- (a) That the following Members be appointed by this Committee to Panels for the 2014-15 Council Year:

Arts

V. Allan

Community Activities	T. Harries
Outdoor Services	A. Canning
Property	D. Roberts
Risk & Resources	T. Jones, G. Jones & R. Biggs

- (b) That Councillor G. Jones be appointed as Chairman of Risk & Resources Panel.

4. Cover Arrangements for the Finance Function

The Committee reviewed a table prepared by the Town Clerk which documented cover arrangements for each element of the Council's Finance function. The report was amended to include two members in the process for releasing money from the Council's Bank Accounts.

Resolved

- (a) That a further report be brought to Committee by January 2015 regarding any proposals for mutual support with other Town Councils
- (b) That hard copies of the Cover arrangements be kept available to the Mayor and Chairman of Policy Committee

5. Discussions with Dorset Police regarding front desk provision in Dorchester

The Committee received progress regarding discussions between Dorset Police and local authorities about alternative arrangements for provision of reception facilities in Dorchester. They noted that it was likely that West Dorset District Council would fulfil the role in Dorchester.

6. Performance Management and Appraisal

The Committee noted the report of the Town Clerk.

Resolved

That the current arrangements are reviewed shortly after the May 2015 Council is elected, and then every four years, and that the completion of each Appraisal process is reported annually to Policy Committee

7. District Council Service Review Programme

The Committee noted four services are included in West Dorset District Council's 3 year Service Review programme.

At the request of a member the Town Clerk agreed to contact West Dorset District Council for more detailed information and clarification of the timetable for the review of Support for Voluntary Organisations

Resolved

That the Town Clerk arranges for the Committee to have an informal briefing regarding the Council's Medium Term Financial Strategy, and gives further consideration both to the list of services that West Dorset District Council intends to review and those that might be under review by Dorset County Council

8. Dorchester Prison

The Committee considered whether the Town Council should formalise its views on the development of the Prison site, to assist developers understanding of local needs.

Councillor Hosford spoke in support of the recommendation, identifying the benefits of the Town Council taking the lead in expressing the expectations of the town on a very important site in the town centre. The Town Clerk updated the Committee on discussions with District Council officers.

The Town Clerk confirmed that a potential advisor had been identified and could be appointed, in accordance with the Council's Standing Orders on Contracts, for a value to be agreed by the Committee, to produce a Concept Statement for the prison site to a very short timetable.

Resolved

That a specialist advisor be engaged to prepare a Concept Statement for the Dorchester Prison site, at a fixed price, and to a short timetable to be agreed by the Town Clerk

9. Public Bodies (Admission to Meetings) Act 1960

The Committee considered whether to exclude press and public from the meeting.

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.

10. Municipal Buildings - Staffing

The Committee considered a recommendation of the Management Committee requesting extra short term funding to improve staffing arrangements for the Municipal Buildings following the resignation of a part time Town Hall Keeper.

Members expressed support both for the need to strengthen management arrangements, and also for the staff currently delivering the Keeper service. The Town Clerk confirmed that any appointment would result from an application process that invited applications from both within and outside the current service.

Resolved

That an additional budget of £3,000 be made available to introduce the arrangements agreed by the Management Committee, but that the arrangements are reviewed again on the next occasion that a vacancy arises

11. Dorset County Museum

The Committee considered a letter from Dorset County Museum requesting a short term loan to assist them to develop their lottery bid. The Committee recognised the significance of the bid to the future of heritage in Dorchester, noted its power conveyed by s19 of the Local Government (Miscellaneous Provisions) Act 1976 to make a loan, considered the issue of loss of c. £90 interest to the Council as a result of making a loan at nil interest, and reviewed the implications of both success and failure of the lottery bid on the Museum's ability to repay the loan.

Recommended

That a loan be advanced to the operators of Dorset County Museum for a maximum period of one year in the first instance, at nil interest, subject to the Town Clerk carrying out a due diligence review of the Museum's financial position.

Chairman