



Dorchester Town Council

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You are summoned to a Meeting of the Dorchester Town Council in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 29 September** at **7.00pm**, to conduct the following business: -

1. **Apologies**

2. **Minutes**

To read, confirm and sign the Minutes of the meetings of the Annual Meeting of Council of 21 July 2015 (Page 2).

3. **Communications and Questions**

- a) To receive communications from the Mayor and the Town Clerk
- b) To receive a question, in accordance with Standing Order 12(3), from Councillor G. Duke in relation to the role of the Town Council in response to the Migrant crisis
- c) 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 & Environment Committee	3 August 2015 Page 6
Planning & Environment Committee	7 September 2015 Page 10
Management Committee	15 September 2015 Page 15
Special Planning & Environment Committee	21 September 2015 Page 20
Policy Committee	22 September 2015 Page 22

5. **Report of the Police Inspector**

To receive a verbal update regarding local crime related activity and future initiatives

6. **Council Governance Review**

To receive the report of the Town Clerk (Page 26)

A handwritten signature in black ink, appearing to be 'A. Stuart'.

Town Clerk 23 September 2015

A Democratic Half Hour, which offers an opportunity for members of the public to address the Council, will commence at the conclusion of the Council meeting.

Dorchester Town Council

Meeting of the Dorchester Town Council

21 July 2015

Present: Mayor R. Potter and Councillors B. Armstrong-Marshall, C. Biggs, R. Biggs, A. Canning, A. Chisholm, G. Duke, T. Harries, J. Hewitt, S. Hosford, G. Jones, T. Loakes, A. Lyall, K. Rice, P. Stein and D. Taylor.

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

13. Minutes

The minutes of the meeting of the Annual Meeting of Council held on 18 and 19 May 2015 were confirmed and signed by the Mayor as a correct record.

14. Communications & Questions

The Mayor reminded Councillors regarding the events happening over the summer in the Borough Gardens and at Maumbury Rings.

The Town Clerk advised receipt of a communication from a local group in relation to the proposed consultation exercise to be carried out by the Dorset Clinical Commissioning Group in relation to future health provision. Councillors wished to be kept informed of the consultation process as it develops.

The Mayor identified that no questions had been received in accordance with Standing Order 12(3).

15. Planning and Environment Committee – 1 June 2015

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

A Councillor asked whether it was possible to add information to better identify planning applications in relation to High East/West Street properties. The Chairman advised this may not be possible but would investigate.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 1 June 2015 be adopted.

16. Management Committee – 16 June 2015

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

Resolved

That the minutes of the meeting of the Management Committee held on 16 June 2015 be adopted.

17. **Policy Committee – 23 June 2015**

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

Resolved

- (1) That a review of the Corporate Plan take place with the aim of allocating up to £500,000 to new corporate projects and commencing consideration of Service Growth issues
- (2) That the Policy Committee facilitates a comprehensive view of member governance processes, with any proposals for change to be reported to Council on 29 September 2015
- (3) That the minutes of the meeting of the Policy Committee held on 23 June 2015 be adopted.

18. **Planning and Environment Committee – 29 June 2015**

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

The Chairman provided an update regarding Minute 104, explaining that solar powered lights had now been installed in Woolaston Fields. The Clerk would write to West Dorset District Council raising concerns about the benefit of lighting an unused car park.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 29 June 2015 be adopted.

19. **Appointments to Outside Bodies**

Council considered the report of the Town Clerk. The Town Clerk was invited to include a consideration of the length of service in any appointed role as part of the Council's governance review.

Resolved

That the representatives are appointed as per the appendix attached to the minutes

20. **Council Governance Review**

Council gave consideration to the planned Governance review. A Councillor emphasised the need for a greater link between the Corporate Plan and committee work. The Town Clerk agreed to work with the Councillor and the Policy Committee Chairman to produce a paper for consideration as part of the review.

There was general support for the proposals to improve the focus of Council meetings.

The Mayor reminded Councillors to complete their questionnaires and play an active role in the review.

The Council rose at 7.30pm.

Mayor

On the conclusion of the meeting a democratic question time was held, with questions raised regarding the condition of the Walks on the corner of The Grove and Northernhay, and the potential for an improved pedestrian walkway across the railway lines on Weymouth Avenue.

Representatives of the Clinical Commissioning Group attended the meeting and provided information on the background of the whole system review of health provision in Dorset. They explained the drivers of the review, the outline vision they had developed, and the criteria against which they possible options for change needed to be judged.

They identified that consultation on options would start later this year and in response to a specific question in relation to paediatric services stated that as yet no decisions had been made on the service. They specifically recognised that, due to the needs of the rural community that it served, Dorset County Hospital did not fit into national models for primary care hospitals and would need to continue to provide a wide range of core care services rather than becoming a hospital which specialised in certain health fields.

They agreed to attend a future meeting of Council once the consultation process has started.

Representatives on Outside Bodies

Outside Body	Representative
Internal Roles	
DAPTC Larger Towns Rep	R. Potter
Footpath Liaison Officer	T. Loakes
Charitable Trusteeships	
Ashley Churchill & Thorner Trust	C. Biggs R. Potter
Dorchester Municipal Charities	S. Hosford F. Kent-Ledger (to May 2016) P. Mann (to May 2016) M. Rennie (to May 2016)
Bodies we work with regularly and/or support financially or in kind	
Dorchester Arts	F. Kent-Ledger
Dorchester BID	M. Rennie
Dorset Broadcasting Action Group	D. Taylor
Dorchester Local Area Partnership	D. Taylor
Dorchester Bayeux Society	D. Taylor
Dorchester Lubbecke Society	T. Harries
Other Organisations we work with	
Dorchester & Sherborne CAB	G. Duke
Dorchester Holbaek Society	S. Jones
Dorset Neighbour. Justice	R. Potter
Dorchester Association Local History & Archaeology	B. Armstrong-Marshall
Dorchester Youth & Community Centre	K. Rice
Heart of Wessex Rail Part.	G. Jones
St Osmund's Community Sports Centre	S. Jones
Thomas Hardy Society	A. Chisholm
Transition Town Dorchester	T. Loakes
Volunteer Centre Dorchester	J. Hewitt

Dorchester Town Council

Planning and Environment Committee

3 August 2015

Present: Councillors R. Biggs, T. Harries, S. Hosford (Chair), T. Loakes and R. Potter (Mayor)

Apologies: Councillors B Armstrong-Marshall, C. Biggs, S. Jones, T. Jones, F. Kent-Ledger, M. Rennie and D. Taylor

Also Present: Councillor J. Hewitt

109. **Minutes**

The Minutes of the meeting of the Committee held on 29 June 2015 (adopted by Council on 21 July 2015) were confirmed and signed by the Chairman as a correct record.

110. **Minute Update Report**

i) **Minute 104/15 (29 June 2015)**

Parking Issues

The Chairman reported comparative statistics on the evening use of Wollaston Field and Upper Fairfield car parks and these indicated extremely low usage of Wollaston Field over this period. Members remained unconvinced at the rationale for using this car park for the trial of solar lights and they expressed their concerns about the installation of the lights in the car park which was designated as a scheduled monument. It was noted that there were specific requirements for undertaking works that affect scheduled monuments including applying to the Secretary of State for prior written permission.

Resolved

That West Dorset District Council be informed of the Town Council's concerns over the installation of the lights in the scheduled monument at Wollaston Field car park.

As member of West Dorset District Council's Development Control Committee, Councillor Potter did not participate in the following agenda item.

111. **Planning Applications**

The Committee considered the planning applications referred to the 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.

112. **Dorchester Prison Site**

The Chairman presented the Town Clerk's report regarding comments that the Town Council may wish to make as a formal response to stage two of City and Country's consultation process on the

future development of the Prison site.

Members supported the response points suggested by the Town Clerk, based on the Town Council's Position Statement, and also agreed to the additional statements being forwarded to City & Country.

Resolved

That City & Country be formally advised of the comments of the Town Council to their second stage consultation on the future development of the Prison site.

113. Dorchester Parking Review

The Committee Clerk presented the schedule of proposals from Dorset County Council for new Traffic Regulation Order (TRO) in Dorchester and Members considered each one. The Committee supported the proposed TRO for Dorchester and comments were made about adjusting the proposals for Alfred/Crowell Roads and Williams Avenue.

Resolved

That Dorset County Council be advised that the Town Council supports the proposed Traffic Regulation Order and requests that minor amendments be made to the proposals for Alfred/Cromwell Roads and Williams Avenue.

114. Decisions on Planning Applications

The Committee noted the decisions made by West Dorset District Council on planning applications, withdrawn applications and others of note and it was agreed that, if possible, a Member should attend WDDC's Development Control Committee on 13 August 2015 to put forward the Town Council's views on planning applications WD/D/14/002449, WD/D/15/001377 and WD/D/15/000864.

Chairman

Dorchester Town Council

Planning applications considered by the Planning and Environment Committee on 3 August 2015

1. **6 WESSEX WAY, DORCHESTER, DT1 2NR**
WD/D/15/001380
 Erection of 1 no. New Dwelling and Formation of New Vehicular Access to Existing Dwelling
 No objection

2. **4 ST THOMAS ROAD, DORCHESTER, DT1 2PA**
WD/D/15/001392
Dorchester Conservation Area
 Single storey flat roof rear extension
 No objection

3. **SITE 2.22 WEST OF CORSTON STREET, BRIDPORT ROAD, POUNDBURY**
WD/D/15/001360
 Create one commercial unit and 28 flats/maisonettes arranged in 7 blocks with associated garages, parking and landscaping
 Recommend refusal.
 The Committee heard representations from the developer who outlined the application and a number of local residents who spoke against the development.
 The Committee considered that the proposed development by reason of its siting and layout would result in overdevelopment of the site leaving the resultant buildings at odds with the density of the buildings across the rest of Poundbury. By virtue of its layout and siting the development would result in poor living conditions for future occupiers of the site, particularly those living in Block 2. The position of Block 2, which was essentially in the middle of a car park, would be dominated by the vehicular movements generated by Block 1 and this would result in an oppressive and unsafe environment for future residents. The large increase in traffic generated by Block 1 would also have a detrimental impact on existing residents, both in terms of residential amenity and personal safety, by virtue of the increased traffic movements to and around the site and by traffic overspill adding to parking problems in the vicinity. The current layout for vehicular movement within the site was considered to be unsafe and impractical for both cars and pedestrians. There was also the potential for the increase in traffic generated by Block 1 causing congestion and conflicting traffic movements on the immediate and wider road network.
 A suggestion was made that if there was to be a mix of commercial and residential on the site, these two elements and their parking provision should be kept completely separate so there were not competing demands from both and that the amenity of residents was protected.
 The development therefore fails to meet the core planning principle in the NPPF to always seek to secure a good standard of amenity for all existing and future occupants of land and buildings (Core Principles Para 17., Section 7 incl Paras 58/64/66 and Section 8. Para 69.).
 Further concerns were the lack of any residential amenity, whether individual or communal, for future residents and the lack of green space on this prominent gateway to the Town was not visually attractive.
 As such this development is considered to be contrary to Policies DA3, DA5, DA6, AH8a and AH14 of the WDDC Local Plan (adopted 2006), policies ENV11, ENV12 and ENV16 of the West Dorset, Weymouth and Portland Draft Local Plan and the NPPF (2012).

4. **11 TEMPLE CLOSE, DORCHESTER, DT1 2QL**
WD/D/15/000313
First floor extension above existing garage to provide additional bedroom and en-suite
No objection

5. **Manor Park C of E V A First School, Mellstock Avenue, Dorchester, Dorset, DT1 2BH**
WD/D/15/001319
Replacement of asbestos wall panels to existing building with render.
No objection

6. **10 MELLSTOCK AVENUE, DORCHESTER, DT1 2BE**
WD/D/15/000994
2 storey rear extension to provide larger dining area and bedroom.

7. **CHURCH COTTAGE, GREY SCHOOL PASSAGE, DORCHESTER, DT1 1XG**
WD/D/15/000827 Listed Building Consent
Dorchester Conservation Area and Grade II Listed Building
Interior alterations
No objection

8. **STRATTON HOUSE, 58-60 HIGH WEST STREET, DORCHESTER, DT1 1UT**
WD/D/15/000999
Dorchester Conservation Area and Grade II Listed Building
Change of use from office (B1) to residential (C3)
No objection

9. **22 HIGH EAST STREET, DORCHESTER, DT1 1EZ**
WD/D/15/001604 + WD/D/15/001605
Dorchester Conservation Area and Grade II Listed Building
Alterations & Change of Use to Ground Floor and Convert First Floor Offices (at rear) to Flat (Flat 6)
No objection

Dorchester Town Council

Planning and Environment Committee

7 September 2015

Present: Councillors R. Biggs, C. Biggs, T. Harries, S. Hosford (Chair), T. Jones, F. Kent-Ledger, R. Potter (Mayor), M. Rennie and D. Taylor

Apologies: Councillors B Armstrong-Marshall, A. Canning, S. Jones and T. Loakes

Also Present: Councillors G. Duke and J. Hewitt

115. Minutes

The Minutes of the meeting of the Committee held on 3 August 2015 were confirmed and signed by the Chairman as a correct record.

116. Minute Update Report

i) Minute 60/14 (1 December 2014)

Top O'Town Roundabout Pedestrian Crossing (Bridport Road)

The Committee were pleased at the speed of progress being made on the provision of the new crossing.

ii) Minute 110/15 (3 August 2015)

Parking Issues

The Committee were not satisfied with the responses from West Dorset District Council regarding the installation and trial of solar lights in Wollaston Field car park.

Resolved

- i) That the Town Council writes to Historic England expressing their concerns about the process of installing solar lights in the scheduled monument of Wollaston Fields car park and asking for their comments.
- ii) The West Dorset District Council be asked how they will be measuring the success, or otherwise, of the trial of the solar lights in Wollaston Road car park.

iii) Minute 35/14 (1 September 2014)

Bollards in New Street

The Chairman gave an update on the discussions between DCC and WDDC regarding the control of the bollards in New Street and South Street. At the present time, neither authority was seeking to maintain the operation of these bollards and DCC considered that the signage in New Street was sufficient to enforce the Traffic Regulation Order (TRO). She advised that as this issue had now become a potential resource issue for the Town Council it would therefore be passed to Policy Committee for future consideration.

There was considerable discussion about this issue and Members felt that there could be a role for the Town Council in taking responsibility for operating the bollards, particularly in view of its role in initiating their installation. Members also considered that the ongoing operation of the bollards was important and there was a need for additional bollards from Durngate Street. The point was made that the TRO did need active enforcement action from the relevant authorities.

Resolved

That the Policy Committee be advised that the Planning and Environment Committee supports the Town Council committing resources to the ongoing operation of the bollards in New Street and South Street plus installing bollards in Durngate Street.

iv) Minute 112/15 (3 August 2015) Dorchester Prison Site

The Committee were reminded that the next round of consultation on the Prison site development was 17 September 2015.

As member of West Dorset District Council's Development Control Committee, Councillor Potter did not participate in the following agenda item.

117. Planning Applications

Councillor Rennie joined the meeting after consideration of planning application WD/D/15/001725.

The Committee considered the planning applications referred to the 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.

118. Dorset Waste Plan Consultation

Councillor Jones gave an update of the history of the consideration of potential waste sites in Dorchester over the years. A lot of work had been put into the identification of potential sites and it was important that the Town Council gave very careful consideration to the site options. He suggested that a DCC officer be invited to provide the Committee with more details about the sites to allow it to make an informed decision.

The Committee discussed the points raised and agreed to defer their decision pending a briefing session, for all Councillors, with DCC officers. This would be followed by a special meeting of the Committee to decide which site(s) the Committee supported. Mention was made of the deadline for the consultation period and this would need to be factored into arrangements for a special meeting.

Resolved

That the Committee Clerk makes arrangements, in consultation with DCC, for a briefing session on the proposed waste sites in Dorchester to be followed by a special meeting of the Planning and Environment Committee.

119. Review of Governance Arrangements

The Chairman presented the Town Clerk's report and summarised the reasons for reviewing the governance arrangements of the Council's committees. The Planning and Environment Committee had previously reviewed its operation and as part of this the Traffic Panel had been disbanded.

The Committee accepted that in the past the Committee's agendas had been overloaded and unwieldy but with recent changes its workload was more manageable. Members did not want the Committee to just consider planning applications and they wanted to keep a wider remit involving traffic and environmental issues, as now.

There was some acceptance that Committee Members needed to prepare in advance of meetings, particularly in respect of planning applications in their own ward. Also Members needed to be focussed during committee discussions and be committed to attending meetings. To prevent quoracy problems, Members were asked to ensure that they presented their apologies for meetings as soon as possible.

There was discussion on reducing the size of the Committee but this was not supported by all. However, Members did agree that there should be monitoring of attendance at both training and meetings and the Chairman and the Clerk should continue to manage and control the agenda.

Comments were made about the lack of business for Policy Committee and Members did not think that this should be increased/expanded at the expense of the Planning and Environment Committee.

The Chairman made a suggestion that there should be a minimum number of Members appointed to the Committee from each ward to ensure good representation from each ward.

Resolved

That the Town Clerk be advised that the Planning and Environment Committee supports keeping the name of the Committee as it is and that the following are the Terms of Reference for the Committee:

- Responding to West Dorset District Council and Dorset County Council on planning applications;
- Making observations to Dorset County Council advocating and in response to proposals related specifically to Traffic Regulation Orders;
- Making observations to consultations from West Dorset District Council and Dorset County Council regarding high level plans (Local Development Plan, Waste Plan, etc);
- When a new major sites or issues emerge e.g. Dorchester Prison, Charles Street or DTEP/Neighbourhood Planning, the Committee will consider the item in the first instance to start developing the Council's views.

120. Decisions on Planning Applications

The Clerk reported that planning application WD/D/154/002449 had been refused by West Dorset District Council's Development Control Committee against officer recommendation.

The Committee noted the decisions made by West Dorset District Council on planning applications, withdrawn applications and others of note.

Chairman

Dorchester Town Council

Planning applications to be considered by the Planning and Environment Committee on 7 September 2015

1. **WD/D/15/001673**
UNIT 4, GREAT WESTERN INDUSTRIAL ESTATE, GREAT WESTERN INDUSTRIAL ESTATE ACCESS R, DORCHESTER, DT1 1RD
 Erect 2 no. part illuminated building signs, 1 no. non-illuminated tyre sign & 1 no. part illuminated flag freestander
 No objection.
2. **WD/D/15/001609**
2 SHASTON CRESCENT, DORCHESTER, DT1 2EB
 Two storey side & rear extension and single storey front extension
 No objection.
3. **WD/D/15/001585**
57 WEATHERBURY WAY, DORCHESTER, DT1 2ED
 Two storey side & rear extension, single storey rear and front extension
 No objection.
4. **WD/D/15/001712 (Advertisement)**
 Erect 1no. illuminated fascia sign
WD/D/15/001715
 Demolish existing single storey building and construct replacement two storey building.
THE IMPERIAL DRAGON, 37 MAUD ROAD, DORCHESTER, DT1 2LP
 Dorchester Conservation Area
 No objection. However, the Committee asked that West Ward councillors endeavour to contact the residents of St James' Place to advise them of the development.
5. **WD/D/15/001618**
6 BREWERY SQUARE, DORCHESTER, DT1 1HX
 Erect 1no. back-lit illuminated projecting sign
 No objection.
6. **WD/D/15/001725 Listed Building Consent**
43 HIGH EAST STREET, DORCHESTER, DT1 1HN
 Conversion and adaptation of existing building into two dwellings.
 Dorchester Conservation Area and Grade II Listed Building
 No objection.
7. **WD/D/15/001653**
13 ST HELENS ROAD, DORCHESTER, DT1 1SD
 Single storey flat roof rear extension
 Dorchester Conservation Area
 No objection.

8. **WD/D/15/001742**
4 DUKES AVENUE, DORCHESTER, DT1 1EN
Erect first floor rear extension
Dorchester Conservation Area
No objection.
9. **WD/D/15/001762**
MERCEDES BENZ OF DORCHESTER, MILLERS CLOSE, DORCHESTER, DT1 1SS
External car dealership and forecourt signs
No objection.
10. **WD/D/15/001583**
5 CAME VIEW CLOSE, DORCHESTER, DT1 2AF
Erect first floor dual pitched rear extension. Amend rear cold flat roof to a warm roof
No objection.
11. **WD/D/15/001724**
LAND ADJACENT FREDERICK TREVES HOUSE, ST JOHN WAY, POUNDBURY
Mixed development comprising a block of 7 private flats and one commercial unit, three private houses and 5 affordable flats over garages (FOG's) in place of an existing garage block to be demolished; together with provision of associated parking and landscaping
Committee members were disappointed that Magna Housing had not taken the opportunity themselves to redevelop the site of the Whitfield garages to maximise the provision of more affordable housing but they did not object to the application. Also the Committee asked that the Local Planning Authority ensured that that the dimensions of the new garages provided on the site were able to accommodate a modern family size car.
12. **WD/D/15/001744**
9 PLASSEY CLOSE, DORCHESTER, DT1 2PR
Erect two one bedroom new build flats within the side grounds with a communal refuse area
No objection.
13. **WD/D/15/001737**
9 MARSDEN STREET, POUNDBURY, DORCHESTER, DT1 3DH
Erect single storey glass canopy onto the rear of the property
No objection.
14. **STRATTON HOUSE, 58-60 HIGH WEST STREET, DORCHESTER, DT1 1UT**
WD/D/15/001877 Listed Building Consent
Change of use of existing buildings from B1 office to commercial use on part ground floor and form 15 residential flats (Revised layout to previously approved WD/D/14/001130)
Dorchester Conservation Area and Grade II Listed Building
No objection.

Dorchester Town Council

Management Committee

15 September 2015

Present: Mayor R. Potter and Councillors A. Canning (Chairman), G. Duke, J. Hewitt, S. Jones, T. Loakes, K. Rice and D. Taylor.

Attending: Councillor T. Harries

Apologies: Councillors C. Biggs, F. Kent-Ledger, A. Lyall, M. Rennie and P. Stein

13. Minutes

The Minutes of the Meeting of the Committee held on 16 June 2015, adopted by Council on 21 July 2015, were taken as read and were confirmed and signed by the Chairman as a correct record.

14. Community Activities Panel

The Committee considered the minutes of the meeting held on 25 June 2015.

Resolved

That the minutes set out at Appendix 1 be approved.

15. Management Arrangements

The Committee considered the schedule of work for the Outdoor Services Team.

The Committee requested that officers consider relocating the grass free lawn to another site in the Gardens and also that bins be provided in the Bowling Green area. The Town Clerk agreed to look into these.

A Member asked for an update on the position regarding allotments left vacant at St Georges as a result of the Red Cow Farm development.

Resolved

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

16. Borough Gardens Bowling Green

The outcome of the consultation event during Love Parks Day on 29 July was reported to the Committee. Members recognised that no one use had emerged as a priority from the consultation. The Town Clerk outlined an opportunity to use the site for Tennis Courts, freeing up space around the Town Clock for reuse as Gardens space. Members considered whether the Borough Gardens was the most suitable location for a Climbing Boulder, recognising that while it did not fit with the overall ambience of the original Victorian Gardens, it represented an opportunity for the teenage age group to enjoy.

Resolved

That Policy Committee be requested to identify a suitable budget to carry out preliminary design works for a project that could incorporate relocated tennis courts, a seating or picnic area, the existing grass free lawn, crazy golf and a quiet space in the Borough Gardens and a climbing boulder in the Gardens or at another location in the town.

17. Review of Committee Arrangements

The Committee considered the report of the Town Clerk which identified that Members were generally content with how the Management Committee was operating. There were no proposals to change how the Committee operated.

The Committee considered the four Panels for which it currently has responsibility, recognising the strengths and weaknesses of the Panel system.

Recommended to Council

- a) That the Outdoor Services Panel be replaced by two Site Visits per annum, open to all Members of Council, with the outcome of discussions from those visits being presented in an officer report to the next available Management Committee meeting
- b) That the Property Maintenance and Management Panel be replaced by two site visits per annum, open to all Members of Council, with the outcome of discussions from those visits being presented in an officer report to the next available Management Committee
- c) That the Arts Panel be replaced by twice yearly update reports to the Management Committee regarding the Council's summer events programme and the relationship with Dorchester Arts, with the ability to set up a Task and Finish Group should any problems or opportunities arise
- d) That the size of the Community Activities Panel be increased to 7 members, to be appointed by the Management Committee, plus the Mayor, to operate on the same terms of reference as at present
- e) That the above arrangements are reviewed at the September 2016 meeting of the Management Committee

18. Cemetery Matters

(a) Exclusive Right of Burial and Interments and Burial of Ashes

The Committee had before it a report with details of the Grants of Exclusive Right of Burial for grave spaces and the number of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery, since the last meeting of the Committee.

Resolved

That the report on the Grants of Exclusive Right of Burial and Interments and Burial of Ashes since the last meeting of the Committee be noted.

(b) **Headstones and Inscriptions**

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

Resolved

That the action of the Town Clerk in approving designs numbered 4091 to 4116 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

(c) **War Grave – Fordington Cemetery**

The Committee received a request from the Commonwealth War Graves Commission.

Resolved

That the Council vary its Memorial Policy to allow the Commonwealth War Graves Commission to erect a headstone, on a common grave, to the memory of Private J H Lake.

19. **Buildings Monitoring Report**

The Committee received the monitoring reports for Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House.

The Committee asked the Town Clerk to review arrangements for glass collection at the Municipal Buildings.

Resolved

That the Buildings Monitoring Report be noted

20. **Dorchester Arts**

The Committee received a report from the Town Clerk updating the Committee on the move to the Corn Exchange and a request from Dorchester Arts to hang their “Colours of Africa” tapestry in the lobby of the Municipal Buildings.

The Town Clerk identified that the relocation of Dorchester Arts had advanced smoothly and that the only new issue that needed to be resolved was assistance from the Town Council to Dorchester Arts to maintain their previous ability to support new performance work with free rehearsal time.

Noting the overall success of the arrangement the Committee invited the Town Clerk to discuss the 2016 Maumbury Rings event with Dorchester Arts, focusing in particular on bar operations and the band line up for the event.

Members gave consideration to the request for banners to be attached to the front of the Municipal Buildings. Agreeing in principle to the request they invited the Town Clerk to consider the content of the banners to ensure that the Town Council's role in the building is properly recognised and that the banners have maximum impact while recognising the listing of the building.

The Committee considered the request to hang the Colours of Africa wall hanging in the lobby and the potential associated costs of doing so.

Resolved

- (a) That the update report of the Town Clerk be received
- (b) That In principle support is given to attaching banners to the Municipal Buildings but that a report is presented to the next meeting of the Committee giving further consideration to the content of the banners
- (c) That permission is granted to hang the Colours of Africa tapestry in the Municipal Buildings at no cost to the Council, the details to be agreed by the Deputy Town Clerk in consultation with the Chairman and Vice Chairman of the Committee
- (d) That the minutes of the Dorchester Arts Board of 24 June 2015 be noted

Chairman

Dorchester Town Council
Community Activities Panel
25 June 2015

Present: Councillors T.C.N. Harries, F.E. Kent – Ledger, M.E. Rennie (Chairman).

Apologies: Mayor R. Potter and Councillors S.C. Hosford and E.S. Jones.

2. Financial Assistance Applications

The Panel considered grant applications which had been received.

Recommended to Management Committee

(1) That £300 be awarded to the Volunteer Centre Dorset and that further consideration be given to increasing the grant up to a maximum of £500 should not enough funds be raised to cover their expenses.

(2) That £500 be awarded to the Dorchester Area Community Partnership for the Try This event to be held in October 2015.

In accordance with the powers delegated at Standing Order 50, it was also

Resolved

(3) That a grant of £500 be awarded to the Duchy of Cornwall to support Children's activities at the Dorset Food and Arts Festival 2015.

3. Grant Application Form

The Panel received a report about the grant application procedure which explained the legal basis for the allocation of funding, the existing procedure for applying for funding, the existing criteria for awarding funding and recommendations to improve the procedure. Members were also advised of the various budgets available for grants.

The panel agreed that the proposals for the grant application process should be supported subject to minor changes to wording. The Panel also felt that the grant application from AsOne Theatre should not be reconsidered despite there being budget available.

Recommended to Management Committee

(1) That the proposals to review and change the existing grant application process be supported and the recommendations be adopted subject to minor changes in wording.

(2) That a complete review of the grant application process be undertaken, to include those events that it has previously been agreed to regularly fund such as Armed Forces Day, Skatejam, Football and Rugby match sponsorship etc.

Dorchester Town Council

Planning and Environment Committee

21 September 2015

Present: Councillors R. Biggs, T. Harries, S. Hosford (Chair), S. Jones, T. Jones, T. Loakes and R. Potter (Mayor)
Apologies: Councillors B Armstrong-Marshall, C. Biggs, A. Canning, F. Kent-Ledger, M. Rennie and D. Taylor
Also Present: Councillors J. Hewitt

121. Dorset Waste Plan Consultation

The Committee had received a briefing from Dorset County Council officers giving them an overview of the Waste Plan and details of all the proposed Dorchester sites.

Members discussed each of the proposed Dorchester sites, taking into account the pros and cons of each. Note was made that the majority of exiting waste transfer lorries would be heading to the east of the county. A key point agreed was that the site of a new Household Recycling Centre should be out of the town, with easy access to the bypass, to keep traffic away from residential areas. Also with limited development sites available for housing within the town, these should be reserved for residential use rather than for use as waste sites. Further issues discussed included:

WD01 – Monkeys Jump - there were some access issues and mitigating measures would be required to protect the AONB;

WD02 – Old Radio Station - considered to be a very suitable site particularly as it was already developed and access issues could be addressed. It would be important for exiting lorries to use the bypass to travel east not to pass through the town;

WD03 – South of Stadium Roundabout - there were concerns about flooding, impact on the cycle path/heritage i.e. Maiden Castle/the AONB and the implications of the Planning Inspector's final report on the Local Plan were mentioned;

WD04 – Charminster Depot - considered to be the best site for the vehicle depot;

WD05 – Stinsford Hill - future potential development to the north of Dorchester was raised and this site was seen to fit with this. Access was good and exiting traffic could travel east very easily. This was considered to be the best site for both a Household Recycling Centre and Waste Transfer Facility.

WD06 – Rainbarrow Farm - due to traffic concerns relating to the Monkey's Jump roundabout, there was uncertainty about the suitability of this site.

WD07 – Louds Mill - Members considered this to be the most unsuitable site for any waste facility due to its proximity to residential housing, the narrow access road much with unsuitable surfacing and restricted exit roads leading to the bypass.

WD08 – Parkway Business Farm - considered to be a potential site for the Household Recycling Centre although the deliverability issues appeared to make it unrealistic. Also the point was made that there could be better use for the site as employment land.

A member of Dorchester Civic Society addressed the Committee advising that the Society considered WD02 to be the best site option and WD05 to be the least suitable site, mainly due to differing timescales for development and the impact on this gateway to the town.

The Committee were pleased to have been given the opportunity to consider the options for future sites.

Recommended to Council

That Council supports the views of the Planning and Environment Committee and that Dorset County Council is advised that:

- i) Dorchester Town Council supports development of a Household Recycling Centre outside of the town;
- ii) Dorchester Town Council considers that site WD05 – Stinsford Hill – is their first option for a Household Recycling Centre and Waste Transfer Facility with suitable mitigation to protect impact on the landscape environment. Second option would be WD02 – Old Radio Station and third option would be WD01 – Monkeys Jump with mitigation measures to protect the AONB;
- iii) Dorchester Town Council supports WD04 – Charminster Depot as the Vehicle Depot;
- iv) Dorchester Town Council does not support the use of WD07 – Louds Mill – for any use as a future waste site.

Chairman

Dorchester Town Council

Policy Committee

22 September 2015

Present: Mayor R. Potter and Councillors B. Armstrong-Marshall, R. Biggs, T. Harries, S. Hosford, G. Jones (Chairman) and T. Jones.

Apologies: Councillor A. Chisholm

In attendance: Councillor J. Hewitt

8. Minutes

The Minutes of the Committee held on 23 June 2015, adopted by Council on 21 July 2015, were taken as read and were confirmed and signed by the Chairman as a correct record.

9. Finance Report

The Financial Controller presented a report covering the 5 months to 31 August 2015, identifying an underspend to date of £32,000 against the revised budget. The report identified the appointment of Arlingclose as the Council's Treasury Advisor and also noted the conclusion of the 2014/15 external audit. He also identified that since the report was completed the Council had received its second half year precept and was now holding over £800,000 in its Lloyds bank account.

He responded to questions relating to the appointment of Treasury advisors and the profile for the Cemeteries budget.

Resolved

- i) That the Payments list be approved.
- ii) That the Council opens a Government Deposit Facility account with the Debt Management Office and transfers £500,000 to the account as soon as possible

Recommended to Council

That the Annual Return for 2014/15 is approved and accepted

10. Review of the Corporate Plan

The Committee noted the programme for reviewing the Corporate Plan, including theme events to be arranged for October 2015.

11. Dorset Local Enterprise Partnership

The Committee noted the Town Clerk's report about activity related to the Dorset LEP.

12. Refurbishing the Town Walks

In receiving the Town Clerk's report the Committee noted the costs of resurfacing the Walks in a non-standard colour. There was no proposal to pursue this option. The Town Clerk will now agree a timetable for the works with Dorset County Council.

13. Review of Committee Arrangements

The Committee considered the Town Clerk's report and discussed the key issues relating to the Committee.

Recommended to Council

- i) That the terms of reference of the Policy Committee are amended to include reference to managing and monitoring the Corporate Plan, and also the process for determining how strategic policies and strategic sites will be managed between the Policy and Planning & Environment Committees
- ii) That the Risk & Resources Panel be replaced by an Annual Review report to the Committee, supplemented by regular monitoring of key risks by the Committee

14. Investment to reduce Utility Expenditure

The Committee considered a request to create a Fund to pursue energy and operational efficiencies with an average 4 year payback.

A Member raised a point about the relevance of Earmarked Reserves in general. The Town Clerk will clarify their role as part of the budget process for 2016/17.

Resolved

That £40,000 is transferred to the Energy and Operational Efficiency Reserve, and that the Town Clerk initiates a programme of works with an average 4 year payback

15. Consultation regarding the future of Local Area Partnerships

The Committee considered the revised arrangements proposed by West Dorset District Council.

Members recognised that the Partnership had enabled a number of initiatives and provided a helpful forum over its life, particularly in the early years, which had benefitted the town. They also noted the points that the Town Clerk had included in the report in relation to the geography of the Partnership and the Council's commitment to community development in its Corporate Plan.

They also recognised the need for additional efforts to develop a sense of community within the town as the town continued to grow.

Recommendation to Council

- i) That, when the current funding arrangement from West Dorset District Council comes to an end, Dorchester Town Council should focus on encouraging community development with key partners within the town, rather than becoming directly involved in a Partnership covering a much wider area
- ii) That the Town Clerk should continue discussions with West Dorset District Council about how this new arrangement might fit within an overall framework for Community Enabling within the district

16. Borough Gardens Bowling Green Site

The Committee received the recommendation of the Management Committee seeking funding to develop preliminary designs for a project in the Borough Gardens involving the reuse of the Bowling Green and the provision of new garden space to replace one tennis court adjacent to the Gardens Clock.

The Committee considered the data provided on the use of the tennis courts, and the potential to relocate tennis within the Gardens to break down the visual barrier which the tennis fencing currently created.

They also recognised the potential for growth in tennis court usage, the investment that had been made in the courts in the past, and the unsuitability of the courts in Trinity Street for play at certain times of the year. It was recognised that any change would incur significant expenditure.

While noting the views of the Management Committee in favour of a more comprehensive change the Committee felt that in the first instance the focus should be on the provision of new tennis courts on the Bowling Green, leading to the closure of the Trinity Street courts. The potential for the use of the Trinity Street courts to support other Corporate Plan objectives was noted, as was the constraint of the adjacent scheduled ancient monument.

Resolved

That £5,000 is allocated from the General Reserve to undertake preliminary design and costing options for a scheme which would result in the creation of 2 new courts on the Bowling Green and the loss of two courts in Trinity St.

17. Dorset County Members Divisional Grants Budget

The Committee received a verbal update regarding the plans that the two County Councillors were making to allocate their grants for 2015/16.

18. Public Bodies (Admission to Meetings) Act 1960

Resolved

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

19. **Town Centre Bollards**

The Committee considered the report of the Town Clerk and, noting the views of the Planning and Environment Committee, emphasised that it was the view of the Town Council that a physical barrier is necessary to maintain pedestrian safety in the town centre.

Resolved

That a request be made that further discussion should take place at the next DTEP Steering Group regarding the reintroduction of bollards for the pedestrianised area

20. **Debt Write-off**

Resolved

That the Financial Controller write off a residual outstanding debt of £670.08, following the receipt of monies in relation to the debt from a third party.

Chairman

DORCHESTER TOWN COUNCIL

29 September 2015

Council Governance Review

1. The meeting of Council on 21 July supported a process for the review of the Council's Committee and Panel structure, with the aim of completing that review at tonight's meeting.
2. Thirteen Councillors completed a questionnaire regarding current arrangements and during the September cycle all three Committees considered feedback on their work. The questionnaire summary is attached at Appendix 1 and recommendations from the Committees is attached at Appendix 2.
3. The key messages coming from the Committees are
 - There is a high level of satisfaction with how the Committees operate – no major change is needed
 - Some clarity is required regarding the role of Planning & Environment Committee and Policy Committee where strategic sites that are linked to the Corporate Plan are concerned
 - There needs to be a greater emphasis on managing and monitoring the Corporate Plan in the terms of reference of the Policy Committee
 - There is a willingness to test alternatives to the current Panel system such as site visits and greater use of task and finish groups – this needs to be reviewed in a year's time to ensure they enable greater Member understanding and involvement
4. With regard to meetings of the Full Council the questionnaire identified that: -
 - Integrating Public Question time into the Council process at the beginning of the meeting was supported – some concerns were raised about time management and whether the public would leave once question time was concluded
 - Views on whether to invite a guest speaker to each meeting were split
5. With regard to Domestic issues there was a high level of satisfaction with the arrangements. One Councillor requested that a later start time be considered, and another Councillor suggested that Management and Policy should meet in alternate months.
6. At Council in July Members discussed a mechanism for ensuring appointments are regularly reallocated to present all Councillors with an opportunity to represent the Council. Issues to consider include:
 - The maximum period of service that a position should be held – 3 years was suggested, 4 years would fit with the Council civic timeframe
 - Which positions should be covered? – Committee and Panel Chairs and Vice-Chairs, representatives on Joint Committees, Outside Body appointments?
 - Whether to have exceptions where a particular skill is essential to the fulfilment of a role?

- When should the time period start – to be effective next May past service prior to May 2015 would need to be taken into account

7. Council may wish to consider passing a resolution dealing with the following issues: -

- Strengthening the terms of reference of Policy Committee in relation to managing and monitoring the Corporate Plan
- Clarifying how Policy Committee and Planning & Environment Committee should consider sites and policies that have a corporate focus
- Responds to the arrangements that each Committee has identified in relation to work previously conducted by Panels
- The length of time a Councillor can fulfil a particular role on behalf of Council
- Any other issues that have been raised during the exercise that Council wishes to respond to

8. Once this exercise is concluded a new set of Standing Orders, including Committee Terms of Reference, will be prepared, which will take account of revised guidance from NALC.

Adrian Stuart
Town Clerk

SUMMARY OF FEEDBACK ON COMMITTEES

Question	Yes	No	Comments
<p>With regard to meetings of Full Council</p> <p>Do you wish to receive a guest speaker at each meeting of Council?</p> <p>Do you support moving public Question time to the beginning and incorporate it into the meeting</p>	6 11	7 2	<ul style="list-style-type: none"> • Provided speakers are saying something new • Happy with guest speakers, but not every meeting • Make more use of Special Meetings • Needs to be time limited • Don't integrate into meeting • Public would leave after questions • Suggest regular update by WDDC/DCC Members
<p>With regard to Policy Committee</p> <p>Do you feel its overall remit is clear?</p> <p>Does it look at the right issues/operate at the right level?</p> <p>Does it have the right number of Members?</p>	8 7 7	2 2 1	<ul style="list-style-type: none"> • Inc. responsibility for Buildings, Arts, Grants, Civic and Twinning, Cemeteries • Not enough Members understand its remit • Needs greater strategic planning focus and capacity • Current remit too narrow – greater focus on strategic aims, partnership working and influencing
<p>With regard to Management Committee</p> <p>Do you feel its overall remit is clear?</p> <p>Does it look at the right issues/operate at the right level?</p> <p>Does it have the right number of Members?</p>	7 8 7	1 0 1	<ul style="list-style-type: none"> • Should focus on Outdoor services, transferring some services to Policy (see above) • Too focused on detailed management rather than overview of service • Would be more effective with fewer members
<p>With regard to Planning & Environment Committee</p> <p>Do you feel its overall remit is clear?</p> <p>Does it look at the right issues/operate at the right level?</p> <p>Does it have the right number of Members?</p>	10 11 9	2 1 3	<ul style="list-style-type: none"> • Focus only on Dev. Control every other month, or separate out other issues • Too many Members, need training, WDDC take the decisions • Too many Members, fix number

			<ul style="list-style-type: none"> • Too much of a catchall for anything not traditionally provided by DTC • Remit too wide
Domestics at Council and Committees Are you happy with the frequency of meetings? Are you happy with the 7.00pm start? Are you happy with the venue? Are you happy with the layout of the papers? What is your preferred meeting length?	13 11 13 13 1'00" 1'30" 2'00"	0 1 0 0 1 6 4	<ul style="list-style-type: none"> • Policy & Management in alternate months • 7.30pm start • Should not feel obliged to always meet in Council Chamber • Meetings should take as long or short as needed

Recommendation from Planning Committee

That the Town Clerk be advised that the Planning and Environment Committee supports keeping the name of the Committee as it is and that the following are the Terms of Reference for the Committee:

- a) Responding to West Dorset District Council and Dorset County Council on planning applications;
- b) Making observations to Dorset County Council advocating and in response to proposals related specifically to Traffic Regulation Orders;
- c) Making observations to consultations from West Dorset District Council and Dorset County Council regarding high level plans (Local Development Plan, Waste Plan, etc);
- d) When a new major sites or issues emerge e.g. Dorchester Prison, Charles Street or DTEP/Neighbourhood Planning, the Committee will consider the item in the first instance to start developing the Council's views.

N.B. Council resolved not to continue with the Traffic Panel in January 2015

Recommendation from Management Committee

- e) That the Outdoor Services Panel be replaced by two Site Visits per annum, open to all Members of Council, with the outcome of discussions from those visits being presented in an officer report to the next available Management Committee meeting
- f) That the Property Maintenance and Management Panel be replaced by two site visits per annum, open to all Members of Council, with the outcome of discussions from those visits being presented in an officer report to the next available Management Committee
- g) That the Arts Panel be replaced by twice yearly update reports to the Management Committee regarding the Council's summer events programme and the relationship with Dorchester Arts, with the ability to set up a Task and Finish Group should any problems or opportunities arise
- h) That the size of the Community Activities Panel be increased to 7 members, to be appointed by the Management Committee, plus the Mayor, to operate on the same terms of reference as at present
- i) That the above arrangements are reviewed at the September 2016 meeting of the Management Committee

No recommendations were made regarding the work of the Committee

Recommendation from Policy Committee

- j) That the terms of reference of the Policy Committee are amended to include reference to managing and monitoring the Corporate Plan, and also the process for determining how strategic policies and strategic sites will be managed between the Policy and Planning & Environment Committees
- k) That the Risk & Resources Panel be replaced by an Annual Review report to the Committee, supplemented by regular monitoring of key risks by the Committee