



Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

Telephone: (01305) 266861

For information about this agenda contact Adrian Stuart

a.stuart@dorchester-tc.gov.uk

You are summoned to a Meeting of the Dorchester Town Council in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 24 November 2015** 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 29 September 2015 (Page 2).

3. **Communications and Questions**

a) To receive communications from the Mayor and the Town Clerk

a. To consider holding a Special Meeting of Council to consider the Dorset County Council provision of Youth Services in the town

b. To consider the reason for an absence by a Town Councillor ahead of six months elapsing since their last attendance

b) 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

5 October 2015 Page 6

Planning & Environment Committee

2 November 2015 Page 9

Management Committee

10 November 2015 Page 16

Policy Committee

17 November 2015 Page 21

Town Clerk 18 November 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.

Following the Democratic Half Hour there will be an informal briefing session for Members regarding the Corporate Plan

Dorchester Town Council

Meeting of the Dorchester Town Council

29 September 2015

Present: Mayor R. Potter and Councillors C. Biggs, R. Biggs, A. Canning, A. Chisholm, G. Duke, T. Harries, J. Hewitt, G. Jones, S. Jones, T. Jones, T. Loakes, K. Rice and D. Taylor.

Apologies: Councillors B. Armstrong-Marshall, S. Hosford, F. Kent-Ledger, A. Lyall, M. Rennie and P. Stein

21. Minutes

The minutes of the meeting of the Meeting of Council held on 21 July 2015 were confirmed and signed by the Mayor as a correct record.

22. Communications & Questions

The Chairman of the Youth Council indicated their support for the Borough Gardens project and asked that further consideration be given to crazy golf and a climbing boulder. The Youth Council also expressed support for the retention of bollards in the town centre to ensure public safety.

A questions was been received in accordance with Standing Order 12(3). Councillor G. Duke explained the background to his question, including his personal experience of the sometimes dreadful consequences for some refugees migrating to Europe. He then asked the following question

“Could some thought be given as to what practical steps Dorchester Town Council can undertake to help the organisations in our community who are working to ease the suffering of those affected by the Refugee crisis and also to prepare to welcome any refugees who eventually settle in the town?”

Several Councillors spoke in support of the question. The Mayor invited the Town Clerk to prepare a report to a future meeting in response to the question.

The Town Clerk reminded Councillors of arrangements for Remembrance Day on 8 November and confirmed his intention to arrange Theme Groups to facilitate discussions regarding the Corporate Plan on Tuesday 13 and a date the following week.

23. Planning and Environment Committee – 3 August 2015

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

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 3 August 2015 be adopted.

24. **Planning and Environment Committee – 7 September 2015**

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

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 7 September 2015 be adopted.

25. **Management Committee – 15 September 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 15 September 2015 be adopted.

26. **Special Planning and Environment Committee – 21 September 2015**

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

A Councillor asked about the likelihood of a Household Recycling Centre being funded. The Town Clerk confirmed his understanding that a new site was a low priority for the Dorset Waste Partnership at the present time and that it was unlikely that any new site would be delivered in the short-medium term.

A Councillor asked for and received clarification of a minute in regard to site WD05 Stinsford Hill.

Resolved

- a) That Dorset County Council is advised that Dorchester Town Council:
 - i) Supports development of a Household Recycling Centre outside of the town;
 - ii) 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) Supports WD04 – Charminster Depot as the Vehicle Depot;
 - iv) Does not support the use of WD07 – Louds Mill – for any use as a future waste site.

- b) That, subject to an amendment for clarification, the minutes of the meeting of the Special Planning and Environment Committee held on 29 June 2015 be adopted.

27. **Policy Committee – 22 September 2015**

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

Resolved

- a) That, at Minute 9, the Annual Return for 2014/15 is approved and accepted
- b) That, at Minute 15, 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
- c) That, also at Minute 15, 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
- d) That the minutes of the meeting of the Policy Committee held on 22 September 2015 be adopted

28. Report of the Police Inspector

Inspector Marsh provided recent crime data for the Dorchester and Sherborne area. Noting a significant increase in recorded crime figures he identified that the crime recording process had recently been revised to a new national model, one feature of which was that crime volumes appeared to increase. This pattern had been reflected across rural Dorset.

He identified increases in commercial, non-commercial and domestic burglary, theft and criminal damage, while noting reductions in assaults and domestic violence. Key areas of concern included commercial burglaries in the town, theft and shoplifting. He also noted action taken against drug dealing within the addict community.

Finally Inspector Marsh identified concerns regarding a future announcement of central government funding and the implications for local policing.

Questions were then asked regarding the relationship between drugs and theft crimes, alcohol sales to minors, the use of CCTV in detecting crime and the attitude of national supermarkets to shoplifting.

29. Council Governance Review

Council gave consideration to the report of the Town Clerk, which provided feedback received from Members and Committees during the Governance review.

Council discussed the findings, in particular relating to creating opportunities for all Councillors to play an active role in the work of the Council by limiting the period of time any one Member would be appointed to a specific role. Members also considered the merits of holding public question time at the beginning or end of the Council meeting.

Resolved

- a) That the Town Clerk produce new Standing Orders encompassing the changes discussed in the report
- b) That a Public Speaking Time be introduced at the beginning of each Council meeting to allow the public to comment on matters on the agenda
- c) That Committees make appropriate arrangements for discharging the duties of any discontinued Panels and Management Committee appoints the membership of the Committee Activities Panel

- d) That, as a general principle, when making appointments to Chairmanships, Joint Committees and Outside Bodies, an appointment should not extend beyond four consecutive years without a clearly stated justification being given

The Council rose at 8.20pm.

Mayor

Dorchester Town Council

Planning and Environment Committee

5 October 2015

Present: Councillors B Armstrong-Marshall, R. Biggs (Chair), C. Biggs, A. Canning, T. Harries, S. Jones, T. Jones, and D. Taylor

Apologies: Councillors S. Hosford, F. Kent-Ledger, T. Loakes, R. Potter (Mayor) and M. Rennie

Also Present: Councillor J. Hewitt

122. Minutes

The Minutes of the meetings of the Committee held on 7 September and 21 September 2015 were confirmed and signed by the Chairman as a correct record.

123. Minute Update Report

The Minute Update report was received.

124. Dorchester Prison Site

Representatives of City & Country gave a presentation regarding their latest plans for the Dorchester Prison site, including new ideas that had emerged from the consultation day held on 17 September 2015.

A Councillor asked a question about access from Glyde Path Road and it was confirmed that the access was still in the ownership of the Ministry of Justice and would be unsuitable as a vehicular access.

Several questions were asked about the lack of affordable housing on site. City & Country outlined their proposals for an independent viability test for the site once a planning application had been submitted.

They confirmed that archaeological work would start on site in October 2015, that they were intending to make contact with the Highways team regarding the implications of traffic on the DTEP scheme and that they were considering how best to use the garden space adjacent to the Millstream. They were on timetable to submit a planning application in November 2015.

125. Planning Applications

Councillor S. Jones declared an interest as a member of West Dorset District Council's Development Control Committee and did not take part in discussions.

The Committee considered the planning applications referred to the Council for comment by West Dorset District Council.

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.

126. Fairfield Car Park

The Committee considered the report of the Deputy Town Clerk, which highlighted a suggestion that access to the Fairfield car park be improved and that signage and naming of car parks in the

town be reviewed. The Committee also received the views of Andrew Wadsworth of Brewery Square Limited.

Resolved

- 1) That the Town Clerk write a letter of support for proposals to improve access between Weymouth Avenue and the Fairfield car park and also highlights the need for proper lighting in the car park, both measures being implemented to improve safety in the car park;
- 2) That a review of names and signage be incorporated into any future review of Parking Strategy for Dorchester.

127. Decisions on Planning Applications

The Committee noted the decisions made by West Dorset District Council on planning applications, withdrawn applications and others of note. The Town Clerk was requested to monitor developments of the applicant's appeal regarding WD/D/15/000372 and WD/D/000373 relating to The Old School House, Grey School Passage.

128. Urgent Items

The Town Clerk drew the Committee's attention to a revision in the new Traffic Regulation Order (TRO) which extended the No Loading restriction on Williams Avenue.

The Town Clerk highlighted consultation from Dorset County Council which proposed reducing the Thomas Hardy School Admissions Number from 475 to 450.

A Councillor raised concerns about safety issues on Lubbecke Way.

Resolved

- 1) That the proposed TRO for Williams Avenue be supported;
- 2) That the Town Clerk seeks further information regarding historic admission numbers and the plan for managing future increases in the school population currently being experienced by First Schools in the town and report back to the next Committee meeting;
- 3) That Dorset County Council be invited to review arrangements for safety on Lubbecke Way ahead of its opening into St Georges Road.

Chairman

Planning applications considered on 5 October 2015

1. **WD/D/15/001905**
STRATTON HOUSE, 58-60 HIGH WEST STREET, DORCHESTER, DT1 1UT
Variation of condition 1 of planning approval WD/D/14/000217 – to change the ramped access to the Shire Hall in order to facilitate the creation of a rear private garden to approved cottage at No. 41 Glyde Path Road
Dorchester Conservation Area and Grade II Listed Building
No objection
2. **WD/D/15/001938**
STRATTON HOUSE, 58-60 HIGH WEST STREET, DORCHESTER, DT1 1UT
Variation of condition 1 of planning approval WD/D/14/000850 - create an additional bedroom & extra window on the first floor in two of the units
Dorchester Conservation Area and Grade II Listed Building
No objection
3. **WD/D/15/001976**
29 & 29A PRINCES STREET, DORCHESTER, DT1 1TP
Erect 2no. fascia signs
Dorchester Conservation Area
No objection
4. **WD/D/15/001816**
LIDL, THE GROVE, DORCHESTER
Erect side extension to existing Lidl foodstore to provide new freezer storage chambers and new bakery area
Dorchester Conservation Area
No objection, subject to there being no impact on adjacent tree cover
5. **WD/D/15/002061**
11A ST GEORGES ROAD, DORCHESTER, DT1 1PA
Change of use of Office (Class B1) to a Dwelling (Class C3)
This is not a planning application, it is an application for prior approval under Class O of Part 3 of Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 to carry out the development described above.
No objection

Dorchester Town Council

Planning and Environment Committee

2 November 2015

Present: Councillors R. Biggs, T. Harries, S. Hosford (Chair), S. Jones, T. Loakes and R. Potter
Apologies: Councillors B Armstrong-Marshall, C. Biggs, A. Canning, M. Rennie and D. Taylor
Also Present: Councillor A. Chisholm

129. Minutes

The Minutes of the meeting of the Committee held on 5 October 2015 were confirmed and signed by the Chairman as a correct record.

Councillors confirmed that in relation to Minute 128 (3)/15, they would like the appropriate DCC officer to attend a future committee meeting to discuss the issues in Lubbecke Way.

130. Minute Update Report

The Clerk to the committee reported that a planning application had now been submitted for the repositioning of the statue on the White Hart site.

Resolved

That the Minute Update report be noted.

131. West Dorset District Council Planning

The Chairman welcomed Stephen Hill, Strategic Director of Environment and Jean Marshall, Head of Planning (Development Management and Building Control) from West Dorset District Council.

The officers gave a summary of their roles and responsibilities in the new Dorset Councils' Partnership and answered questions from Councillors.

The main points discussed included:

- A new 'Masterplan' for Dorchester – WDDC would now be carrying out further work on housing numbers through the Local Plan and this might lead to a Masterplan. The Town Council was keen to be involved in this at an early stage;
- The lack of affordable housing being built remained a concern – note was made of Government initiatives and the limitations on funding streams for housing providers. The new Housing Bill should provide more clarity and certainty in future.
- Viability of developments was becoming an increasing issue – however WDDC did still have a requirement for 35% affordable housing;
- The benefits or otherwise of having a Neighbourhood Plan – this would involve a huge amount of time and effort and it could be limited by the Local Plan. However, it was seen to be a good community exercise;
- An update was given on the current timescales of processing new planning applications. Backlogs and delays were being reduced and new staff were undergoing training. Other improvements were in hand including reviewing computer systems.

Comments were also made about committee site visits, development in Conservation Areas, the Community Infrastructure Levy and officer delegated decisions.

There was discussion about the development of the Prison Site and the consultation process. Councillors considered that having a 3D model of the development would be very useful in visualising and interpreting the plans. Officers agreed that this could be useful but it was not a requirement of the planning application. However the developer's co-operation in this could be sought.

The Chairman thanked the officers for attending the meeting and they offered to attend again if future if needed.

132. Planning Applications

As members of West Dorset District Council's Development Control Committee, Councillors S. Jones and Potter did not participate in this agenda item.

Two local residents addressed the Committee expressing their concerns about privacy, parking and overdevelopment related to planning application WD/D/15/000299.

The Committee considered the planning applications referred to the Council for comment by West Dorset District Council and Dorset County Council.

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.

133. The Thomas Hardy School: Admission Arrangements Consultation 2017/18

The Committee considered the proposal by the Thomas Hardy School to reduce its admission number to 450 and the Clerk read out a letter from the Chairman of the School's Governing Body giving answers to questions raised by the Committee at their previous meeting. This letter gave assurance that projected numbers and the school's admission number would be reviewed on a regular basis to ensure that children from Dorchester were able to attend the Thomas Hardy School.

Resolved

That Dorset County Council be advised that the Committee, on behalf of the Town Council, supported the proposal to reduce the Thomas Hardy School's Admission Number to 450 from the beginning of the school year 2017/18.

134. Dorchester Transport and Environment Plan (DTEP) – Great Western Cross Improvement

The Committee considered Dorset County Council's proposals to make improvements to the Great Western Cross junction as part of the Dorchester Transport and Environment Plan. They noted the changes in traffic flow and discussed issues relating to pedestrian safety. It was pointed out that these changes were part of a much bigger project that should improve traffic flow throughout the Town.

Councillors commented on the efficiency of the work carried out around the Top O'Town roundabout and asked that the Town Council's thanks be sent to Dorset County Council.

Resolved

That Dorset County Council be advised that the Committee, on behalf of the Town Council, was fully supportive of the proposal to make improvements to the Great Western Cross junction as part of progressing the Dorchester Transport and Environment Plan.

135. Decisions on Planning Applications

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

136. Urgent Items

The Vice Chairman advised that Dorset County Council was reviewing its policy on residents' parking schemes.

Chairman

Dorchester Town Council

Planning applications considered by the Planning and Environment Committee on 2 November 2015

1. **WD/D/15/002083**
17 ELDRIDGE CLOSE, DORCHESTER, DT1 2JS
Erect a conservatory to the rear of the property
No objection
2. **WD/D/15/002127**
66 COBURG ROAD, DORCHESTER, DT1 2HR
Erect rear two storey extension
No objection
3. **WD/D/15/002147**
3 ALBERT ROAD, DORCHESTER, DT1 1SE
Erect single storey side extension
Dorchester Conservation Area
No objection
4. **WD/D/15/002162**
FLAT 3 BRIDGE COURT, HIGH EAST STREET, DORCHESTER, DT1 1JA
Change of use from hotel & staff accommodation to residential flat
Dorchester Conservation Area and affects the setting of a Listed Building
No objection
5. **WD/D/15/002192**
TILIA HOUSE, 8 QUEENS AVENUE, DORCHESTER, DT1 2EW
Variation of condition 1 of planning approval WD/D/15/000382 - to allow minor changes to elevations & retention of rear boundary fence
Dorchester Conservation Area
Recommend refusal.
The Committee noted the representations made by residents adjoining the site.
The Committee did not support the variation of condition 1 of planning approval WD/D/15/000382 relating to the change to the boundary treatment to the rear of the site. It was considered that there were no reasonable grounds not to build a 1.8m rear boundary wall and this wall (and additional coniferous planting) would protect the amenity of the adjoining neighbours to this boundary. In the Design and Access Statement submitted in support WD/D/15/000382, paragraph 7. Consultation states: 'the brick wall proposed to the rear and the type of coniferous planting has generally well received'. There did not appear to be any substantial evidence to support changing the rear boundary treatment which was what the developer had consulted on and what neighbours had accepted, supported and now expected. The wall was seen to be a key element of the development.
The Committee did not support the variation of condition 1 of planning approval WD/D/15/000382 relating to the addition of two further dormer windows in the roof of the north elevation. It was considered that these would have the effect of making the building overbearing to the neighbours to the rear of the site and would also cause overlooking and loss of privacy to these neighbours. However, if this variation was to be approved, the Committee considered that

the installation of roof light/velux windows would have a less harmful effect on the rear neighbours.

In the Design and Access Statement submitted in support WD/D/15/000382, it stated that 'the proposal does not adversely impact upon the amenities of our adjoining neighbours'. The Committee considered that these changes to condition 1. of the approved application for the site would have an adverse impact on the amenities of adjoining neighbours.

6. **WD/D/15/002144**
55 SOUTH STREET, DORCHESTER, DT1 1DQ
Redecoration of existing rendered panels, shop front window & door frames on front elevation of store
Dorchester Conservation Area
No objection
7. **WD/D/15/002164**
144 POUNDBURY ROAD, DORCHESTER, DT1 2PN
Erect two storey side extension & single storey front extension
No objection
8. **WD/D/15/002021**
56 HIGH WEST STREET, DORCHESTER, DT1 1UT
Works to prevent water ingress in the ceiling, front wall and west wall of bedroom 3
Dorchester Conservation Area and Grade II Listed Building
No objection subject to the Conservation Officer being satisfied with the application.
9. **WD/D/15/002209**
Damers First School, Damers Road, Dorchester, Dorset, DT1 2LB
Retention of double classroom
No objection
10. **WD/D/15/002225**
LLOYDS TSB BANK PLC, 1-2 HIGH WEST STREET, DORCHESTER, DT1 1UG
Removal of screened cashier counter. Construction of new lightweight partitions and installation of new screenless cashier desks.
Dorchester Conservation Area and Grade II Listed Building
No objection
11. **WD/D/15/002159**
140 POUNDBURY ROAD, DORCHESTER, DT1 2PN
Erect two storey side extension & single storey extension to front
No objection
12. **WD/D/15/002310**
THE BARRACKS, BARRACK ROAD, DORCHESTER
Change of use from Office (Use B1) to dwellinghouses (Use C3)
Dorchester Conservation Area
This is not a planning application, it is an application for prior approval under Class O of Part 3 of Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 to carry out the development described above.
No objection

13. **WD/D/15/002314**
15 ARNHEM GREEN, DORCHESTER, DT1 2PS
 Erect single storey conservatory to the rear of the property
 No objection
14. **WD/D/15/002129**
3 HIGH WEST STREET, DORCHESTER, DT1 1UH
 1 no. fascia internally illuminated sign and 1 no. externally illuminated projecting sign as direct replacements for the existing shop front signage.
 Dorchester Conservation Area
 Recommend refusal.
 The application is contrary to the Town Council's policy on internally illuminated shop signage in High West Street.
15. **WD/D/15/002128**
23 BARNES WAY, DORCHESTER, DT1 2DZ
 Erect side two storey extension, rear single storey lean-to. Form drop kerb and new vehicular access to front of property to allow for two parking bays to front of house.
 No objection
16. **WD/D/15/002315**
DORCHESTER MARKET, WEYMOUTH AVENUE, DORCHESTER
 Additional use of indoor market, North and South Linneys and associated link building for market uses on Mondays, Tuesdays, Thursdays, Fridays and Saturdays, 1000 to 1600 hrs
 Dorchester Conservation Area
 In view of the Town Council's links with the site through the Dorchester Markets Joint Committee, the Committee considered that it was not appropriate to comment on this application.
17. **WD/D/15/002347**
9 MORASTON STREET, POUNDBURY, DORCHESTER, DT1 3RG
 Erect conservatory
 No objection
18. **WD/D/15/002345**
77 BRIDPORT ROAD, DORCHESTER, DT1 2NQ
 Erect single storey extension
 No objection
19. **WD/D/15/000299**
LAND ADJACENT TO 13-15 CASTLE CLOSE, DORCHESTER, DT1 2JE
 The erection of four, two bed flats with associated gardens & car parking spaces.
 Recommend refusal.
 The Committee reiterated their previous concerns and they considered that these were still relevant to the revised plans. The revised plans had not addressed any of the concerns raised about the adverse impact of the development on the amenity of neighbouring properties and the Committee considered the proposal was overdevelopment of the site.
 Concerns remained about the restricted access to the site.
20. **WD/D/15/002223**
5 ATHELSTAN ROAD, DORCHESTER, DT1 1NR
 Insertion of two windows into the south elevation & alterations to outbuilding to form ancillary

accommodation, including two velux windows in the roof

No objection. However the Committee requested that, if the application was approved, a planning condition be added: 'The development permitted shall not be occupied at any time other than for purposes which form an integral part of the planning unit known as 5 Athelstan Road'.

21. **WD/D/15/002350 Listed Building Consent**

5 CHURCH STREET, DORCHESTER, DT1 1JN

Installation of a gas fired boiler and external flue

Dorchester Conservation Area and Grade II Listed Building

No objection

22. **WD/D/15/002410 Listed Building Consent**

APPIAN HOUSE, BOWLING ALLEY WALK, DORCHESTER, DT1 1XY

Internal alterations to relocate staircase to former position, alter existing ground floor bedroom and form cloaks, alter basement area.

Dorchester Conservation Area and Grade II Listed Building

No objection subject to the Conservation Officer being satisfied with the application.

Dorchester Town Council

Management Committee

10 November 2015

Present: The Mayor R. Potter and Councillors C. Biggs, A. Canning (Chairman), G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, K. Rice and P. Stein.

Apologies: Councillors M. Rennie and D. Taylor.

21. Minutes

The Minutes of the Meeting of the Committee held on 15 September 2015, adopted by Council on 29 September 2015, were taken as read and were confirmed and signed by the Chairman as a correct record.

22. Management Arrangements

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

Members reported that the Gents lavatory lock at the Gardens kiosk toilets was broken and that hosepipes had been left out by the old bowling green. It was also reported that there was a tear in the skatepark artificial surfacing.

The Deputy Town Clerk responded to a number of queries regarding the schedule and confirmed that the issue of composting all of the town's green waste would be included within the proposed allotment review.

Resolved

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

23. Borough Gardens Bowling Green

The Committee considered a report by the Deputy Town Clerk on the project to create two new tennis courts on the old Bowling Green in the Borough Gardens. The report informed Members that the Friends of the Borough Gardens were disappointed that the new open space proposed to be created by the removal of the existing court nearest to the clock tower was to be the subject of a possible later phase rather than being undertaken at the same time as the new courts were being constructed. The Committee agreed and felt that completing the project in one phase would be the preferred way forward as it was likely to be more cost effective and would achieve the aim of opening up the Gardens through to the Borough Gardens House and creating additional garden space to allow those other priorities highlighted by the public consultation to be achieved.

Members also felt that a smaller climbing boulder should be provided in the Gardens and that a report be prepared for a future meeting identifying the style, size, proposed location etc.

Resolved

- (1) That the Policy Committee be requested to consider agreeing to the project being undertaken in one phase and that the budget previously allocated to also be used to carry out design works for the project as a whole.
- (2) That a smaller climbing boulder be provided in the Gardens and that a report be prepared for a future meeting identifying the style, size, proposed location etc.

24. Play Facilities for Older Children

Members had before them a report by the Deputy Town Clerk on play facilities for older children. The Committee noted that the Sports Pitch and Cultural Facilities Audit Report being produced by West Dorset District Council was yet to be finalised and that the latest indications were that it would not now be available until early 2016.

The Committee felt that the Great Field would be a suitable location for a large climbing boulder and noted that such a project was likely to be able to attract S106 funding from the Poundbury development.

Members also considered, and were supportive, of some additional features to be added to the skatepark.

Resolved

- (1) That the progress with the proposed Sports Arena project and West Dorset District Council's Sports Pitch and Cultural Facilities Audit report be noted.
- (2) That further discussions be held with the Duchy of Cornwall regarding providing a large climbing boulder in the area of the Great Field.
- (3) That a special item of £5,600 be requested in the Council's 2015-16 budget so as to enable some maintenance and improvements to be carried out at Dorchester Skatepark.

25. Management of Allotments and Fees

The Committee considered a report by the Town Clerk on the present arrangements for the management of the town's allotments, the waiting list, the cost to the taxpayer of providing allotments, the considerations of the new site to be received in Lubbecke Way as planning gain from the Red Cow Farm development and also a proposal for allotment fees in 2016.

Members felt that it would be beneficial to establish a task and finish group to consider a strategy for management of allotments from 2017 onwards.

Resolved

- (1) That a task and finish group be established to consider a strategy for management of allotments from 2017 onwards. The group to consist of The Mayor and Councillors G. Duke, J. Hewitt, T Loakes and K. Rice.
- (2) That the allotment charges for 2016 be as follows:-

Rent - Full plot on any site	£34.00
Rent - Half plot on any site	£18.00
Water Charge – all plot sizes (not Frome Terrace – no water)	£1.00
Green Waste Removal - Full plot	£5.50
Green Waste Removal – Half Plot	£3.50
Administration Fee for new tenants	£50.00

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

26. **Dorchester Cricket Club**

Members considered a report by the Deputy Town Clerk on progress made by Dorchester Cricket Club to give it a greater role in management and maintenance of the site and to become a more self-contained club over a period of five years.

The Committee supported the cautious approach to the long term aim and the steps proposed to achieve that which were set out in section 3 of the notes of the meeting with the Club attached to the report.

Resolved

(1) That a cautious approach to the long term aim of Dorchester Cricket Club and the action proposed to achieve that aim be supported.

(2) That the Committee be provided with regular updates regarding progress.

27. **John’s Pond**

Members were informed that the work to refurbish John’s Pond which had included tree root removal, refurbishment of the sluice gates, rebuilding the inner walls and removal of silt had been completed. The Committee noted the arrangements for a cheque presentation to the Council from the GRID community fund to the Mayor and Chairman at John’s Pond on 11 November 2015.

28. **Council Governance Review**

The Committee was reminded that the Council had agreed:- “That Committees make appropriate arrangements for discharging the duties of any discontinued Panels and Management Committee appoints the membership of the Community Activities Panel.”

This Committee therefore needed to agree dates for site visits in place of the Outdoor Services and Property Management and Maintenance Panels, and to appoint seven Members, and elect a Chairman and Vice Chairman, to the Community Activities Panel.

It was proposed that some site visits be held in the day and others in the early evening and that in the first instance three visits would be arranged one on a date to be agreed in February 2016 (5.00pm start), one on 12 April 2015 (9.30am start) and one on 23 August 2016 (5.00pm start).

One of the other matters that was agreed was the need for feedforward and feedback reports in respect of the summer entertainments programme. An example of the proposed feedback report on the past summers programme had previously been circulated. Members felt that it would be useful to have symbols for the numbers attending and a weather symbol and also that organisers should be asked for their feedback from events as a matter of course.

During discussion of this matter some concerns were raised regarding the organisation and bands chosen to perform at the Council's Maumbury Rings Music Day. The Committee agreed however that the present arrangements should continue for 2016.

Members felt that it would be beneficial to have a formal liaison meeting, once or twice a year, with Dorchester Arts Board members and officers about the current arrangements and the potential move to The Maltings.

Resolved

- (1) That Councillors C. Biggs, S. Jones, F. Kent-Ledger, T. Lyall, M. Rennie, K. Rice and D. Taylor be appointed to the Community Activities Panel for the remainder of the 2015-16 Council year.
- (2) That Councillor M. Rennie be appointed Chairman and Councillor K. Rice be appointed Vice-Chairman of the Community Activities Panel for the remainder of the 2015-16 Council year.
- (3) That site visits, open to all Councillors, be held on a date to be agreed in February 2016 (5.00pm start), 12 April 2016 (9.30am start) and 23 August 2016 (5.00pm start).
- (4) That the draft feedback report on the Council's summer entertainment programme be agreed.
- (5) That the Council's annual Maumbury Rings Music Day continue in 2016 with the same organising arrangements as 2015.
- (6) That the Mayor, Chairman and Vice Chairman of the Committee and the Council's representative to Dorchester Arts be appointed to attend future liaison meetings with Dorchester Arts.

29. 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 4117 to 4130 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

30. Buildings Monitoring Report and Town Hall Lighting

(a) **Monitoring Reports** - The Committee received the monitoring reports for Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House.

Members expressed concern that the Corn Exchange lift was regularly failing due to it not being used correctly and requested that some new obvious helpful signing be provided.

Resolved

That the Buildings Monitoring Report be noted

(b) **Town Hall Lighting** – The Committee received a report by the Deputy Town Clerk on the recently installed energy efficient lighting scheme in the Town Hall. The report also informed Members of the opportunity to extend the scope of the project to introduce a further lighting system that would support and enhance the ‘banqueting’ potential of the Town Hall and also in respect of some form of provision that offered a flexible facility for platform performances.

Members also considered the issue of energy efficient lighting in the remainder of the building.

Resolved

(1) That the new energy efficient lighting system be noted and that a special item of between £3,000 and £5,000 be requested in the Council’s 2015-16 budget so as to enable an additional complimentary lighting system to be installed.

(2) That the design of any new lighting scheme to be considered by the Committee prior to it going ahead.

(3) That a report be presented to a future meeting of the Committee on the lighting arrangements for the remainder of the building.

31. Dorchester Arts

The Committee received and noted the minutes of the Board meeting held on 8 September 2015.

Chairman

Dorchester Town Council

Policy Committee

17 November 2015

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

In attendance: Councillor J. Hewitt.
L. Low and F. McLaren, Friends of the Borough Gardens.

21. Minutes

The Minutes of the Committee held on 22 September 2015, adopted by Council on 29 September 2015, were taken as read and were confirmed and signed by the Chairman as a correct record.

22. Request from Management Committee – Old Bowling Green, Borough Gardens

The Committee considered a report by the Town Clerk which informed it that at its last meeting the Management Committee had agreed:-

“That the Policy Committee be requested to consider agreeing to the project being undertaken in one phase and that the budget previously allocated to also be used to carry out design works for the project as a whole.”

The Town Clerk’s report confirmed that, other than routine cleaning and the introduction of the fob gate (funded via an LTA grant), there had been no significant expenditure on the clock tower court for over a decade.

Representatives of the Friends of the Borough Gardens addressed the Committee in support of undertaking the project in one phase.

Some Members expressed concern about losing a tennis court and felt that both existing Gardens courts should remain. It was noted that the tennis data confirmed that three courts, all open all year round, would be sufficient and that the LTA were agreeable to removing the clock tower court.

The Committee felt that it would be beneficial for the £5,000 previously allocated by the Committee to also be used to carry out design works for the project as a whole.

Resolved

That the £5,000 previously allocated by the Committee to also be used to carry out design works for the project as a whole.

(Councillor T. Jones voted against the above decision.)

23. Finance Report

The Financial Controller presented a finance report covering the 7 months to 31 October 2015. The report gave details of the Council's cash position, reserves, balances and other non-budget expenditure, debtors, included a list of payments from 1 September to 31 October 2015, reported on the outcome of a meeting with Arlingclose together with a new draft Treasury Strategy and also enclosed the first internal audit report of 2015-16.

The Financial Controller responded to Members detailed questions on the report. In respect of the proposed Treasury Strategy it was felt that the decision to invest be transferred from the Committee to the Town Clerk but only after the Town Clerk had consulted with the Chairman and Vice-Chairman of the Committee.

Resolved

- i) That the Payments list, totalling £259,804.41, be approved.
- ii) That the Internal Audit Report, the actions recommended by the Internal Auditor, and the responses of the Officers responsible, be noted.

Recommended to Council

That the draft Treasury Management Strategy, as amended and attached at Appendix 1 to these Minutes, be adopted by the Council.

24. Review of the Corporate Plan

The Committee considered a report by the Town Clerk which updated it on the progress made in reviewing the Corporate Plan. The report included the outcome of two theme group meetings, the views of which were generally supported by the Committee.

It was noted that a draft revised Corporate Plan would be brought to the next meeting of the Committee and that, if approved, the draft would be the subject of a public consultation between January and May 2016 with the formal plan being adopted by Council in May 2016.

Members expressed caution with regard to seeking professional advice and felt that this should only be done when there was a tangible benefit. With regard to affordable housing it was agreed that it would be helpful to have up to date figures which highlighted the need for affordable housing in the town.

The Committee also felt that a project to facilitate or provide a single website, complimented by a social media strategy, which would provide information about all of the town's events and activities should be included within Appendix 2 of the report.

With regard to Youth Services it was reported that Dorset County Council had just issued a consultation on a proposal that it stops funding any youth centres and stops managing youth clubs. The County Council would instead support communities which wanted to provide youth clubs to run them by providing advice and guidance. Members felt that this consultation should be considered at the next full Council meeting.

Resolved

i) That the Corporate Plan be revised in line with views expressed above and in the theme groups and a draft revised Corporate Plan be presented to the next meeting of the Committee.

ii) That the Dorset County Council Youth Services consultation be discussed at the next full Town Council meeting.

25. **Risk Registers**

The Committee considered a report by the Deputy Town Clerk on the Council's arrangements for risk management. The report set out the Council's risks which had previously been scored as 'high' and invited Members to re-assess those risks. The Committee also gave consideration to any new risks/opportunities that might need to be added to the registers which included how the Council might deal with those risks which were extremely difficult to predict, the possible change to local government organisation in the county and Dorchester Arts vacating the Municipal Buildings with short notice. Members also requested that some additional controls be included with the 'Serious incident at Council run outside events' risk.

It was suggested that new emerging risks could be identified through the Committee process.

It was noted that at present the biggest opportunity open to the Council was to decide how it wished to target its resources and this opportunity was being considered through the emerging Corporate Plan which would, in turn, inform the Council's Opportunity Register.

Recommended to Council

i) That the assessed high level strategic and operation risks be approved and that those new risks identified above be included within the registers.

ii) That the strategic, operational and opportunity risk registers, as a whole, be approved.

26. **Working Together**

Members noted a report prepared by a group of Dorset Town Clerks on how relationships between the County Council and Local Councils could be improved.

Chairman

DORCHESTER TOWN COUNCIL**TREASURY STRATEGY 2015/16****1. Introduction**

- 1.1. Dorchester Town Council will, for the foreseeable future, owe money on behalf of its taxpayers (Debt) and will routinely hold monies on behalf of its taxpayers (Investments). This document identifies how the Council and its officers will manage debt and investments to minimise financial risk; it also identifies how it will manage its investments to achieve a financial benefit commensurate with that risk.

2. Debt

- 2.1. The Council's current debt portfolio is attached at Appendix A. The current schedule will result in all debt being repaid by 2027.
- 2.2. The Council may, under certain circumstances take on new debt, but would only borrow long term from the Public Works Loans Board, part of HM Government's Debt Management Office. Any decision to borrow will be taken by the Policy Committee, who will consider the benefits of borrowing versus using the Council's investment cash. The Medium Term Financial Strategy currently shows no plans to borrow.

3. Investments

- 3.1. Any cash held in the Council's bank accounts, held as deposits in other bodies or in managed funds with third parties, advanced as a loan, or used to purchase bonds will be defined as an investment.
- 3.2. On 1 April each year, after adjusting for short term (under 1 year) debtors and creditors, the Council's investments will equal its Earmarked and General Reserves. During the year this figure is supplemented by sums resulting from cash flow on the Revenue Budget, with peaks in April and September when precept income instalments are received ahead of routine payments for staff and supplies. There are thus several reasons for holding investments at any point, being:-
- Sums held in Earmarked Reserves for spending on a planned project, typically within 1 – 5 years
 - An element of the General Reserve held for emergency purposes, calculated annually as part of the budget process, which needs to be available at 3 months' notice
 - The remainder of the General Reserve, awaiting allocation to projects or transfer to the Earmarked Reserve – this might be invested for up to 5 years depending on how quickly the Council wishes to review its plans
 - Sums arising from routine cash flow in year – these need to be available when the cash flow profile requires, no longer than 6 months
- 3.3. The investment profile for sums held at 30 September 2015 is included at Appendix B and is based on known and anticipated uses of Reserves.
- 3.4. Security of the principal sum is the highest priority when making a decision to invest. The Council takes advice from Arlingclose, an independent advisor to the local government sector. Arlingclose provides a list of financial investment instruments that it considers suitable to meet the needs of our investment timeframe. Arlingclose will review this list regularly and a summary of the most recent list will be appended to the Treasury Strategy. The current list is included at Appendix C.

- 3.5. Following consultation with the Chairman and Vice-Chairman of the Policy Committee, the Town Clerk is authorised to use the investment instruments contained in Appendix C and must report any purchase or sale of instruments to the next meeting of the Policy Committee following the transaction taking place.
- 3.6. The requirement of the Council to have funds available to discharge its revenue responsibilities is also a priority when determining the period of an investment. Investments must take account of the Council's cash flow requirements.
- 3.7. Achieving a return on the investment is the third priority. Any investment return must, however, be fully consistent with the need to preserve security of the principal sum.

4. Budgets

- 4.1. The Treasury budgets for the current financial year, 2015/16, are: -

	£
• Principal Debt Repaid	34,000
• Interest on Outstanding Debt	28,700
• Total Debt Charges	62,700
• Interest earned on Investments, after deduction of Treasury Advice	-7,000

5. Policy

- 5.1. This Policy is to be reviewed each May by the Policy Committee as part of the financial year end process.

Adrian Stuart
Town Clerk
November 2015