

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 26 January 2016** at **7.00pm**, to conduct the following business: -

Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded of their responsibility to disclose appropriate pecuniary or non-pecuniary interests. A Member who declares a pecuniary interest must leave the room unless a dispensation has been granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

1. Apologies

2. Minutes

To read, confirm and sign the Minutes of the meetings of the Meeting of Council of 24 November 2015 (Page 3).

3. Police Issues

To receive a verbal update from Inspector S. Marsh

4. Communications and Questions

- a) To receive communications from the Mayor and the Town Clerk
- b) To receive questions from Members in accordance with Standing Order 12(3).

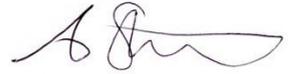
5. Minutes of Committees

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	30 November 2015 Page 5
Planning & Environment Committee	4 January 2016 Page 10
Management Committee	12 January 2016 Page 15
Policy Committee	19 January 2016 Page 26

4. **Draft Corporate Plan**

To receive a report from the Town Clerk regarding the draft Corporate Plan



Town Clerk 20 January 2016

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 Affordable Housing

Dorchester Town Council

Meeting of the Dorchester Town Council

24 November 2015

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

Apologies: Councillors A. Canning, G. Duke, M. Rennie and P. Stein

30. Minutes

The minutes of the meeting of the Meeting of Council held on 29 September 2015 were confirmed and signed by the Mayor as a correct record.

With regard to minute 26, new Waste infrastructure, a councillor requested that the Town Clerk circulate to all Members an assessment of the likelihood of new infrastructure being implemented.

31. Communications & Questions

The Council considered preliminary information received in regard to Dorset County Council's review of Youth Services, including a proposal to close the Dorchester Youth Centre in Lubbecke Way.

The Council noted that the essential part that the Youth Centre plays in the social life of a significant number of young people in the town and in particular the support it offers to young people who are unlikely to join groups that are operated within a more organised structure.

Resolved

That the Town Clerk, in consultation with the Mayor and Councillors R. Biggs, S. Jones and M. Rennie, expresses the Town Council's concerns about the impact of closure of the Dorchester Youth Centre and invites Dorset County Council to reconsider their approach to the need to reduce their Young Peoples services budget.

The Council received information from the Town Clerk in relation to the absence of Councillor M. Rennie from all meetings of the Council since 29 June 2015. The Council noted that since August 2015 Councillor Rennie had suffered from a heart condition, which had subsequently led to surgery and a prolonged period of recovery, such that Councillor Rennie was unable to attend meetings until January 2015.

Resolved

That the Council approves the reasons for the absence of Councillor Rennie for a period of absence from Council which is greater than six months.

32. Planning and Environment Committee – 5 October 2015

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

A Councillor emphasised the need for a discussion with the Highways Team about the future management of Lubbecke Way once it becomes a through route to St Georges Road.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 5 October 2015 be adopted.

33. Planning and Environment Committee – 2 November 2015

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

A Councillor advised that a meeting was taking place with Dorchester District Councillors relating to DTEP, and that they would provide feedback on that meeting at the next meeting of the Planning and Environment Committee.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 2 November 2015 be adopted.

34. Management Committee – 10 November 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 10 November 2015 be adopted.

35. Policy Committee – 17 November 2015

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

Resolved

- a) That the draft Treasury Management Strategy be adopted
- b) That with regard to the Council's Risk Register
 - a. the assessed high level strategic and operational risks be approved and that those new risks identified be included within the registers
 - b. That the strategic, operational and opportunity risk registers as a whole be approved
- c) That the minutes of the meeting of the Policy Committee held on 17 November 2015 be adopted

The Council rose at 7.25pm.

Mayor

Dorchester Town Council

Planning and Environment Committee

30 November 2015

Present: Councillors R. Biggs, T. Harries, S. Hosford (Chair), S. Jones, T. Jones, F. Kent-Ledger
Apologies: Councillors B Armstrong-Marshall, C. Biggs, A. Canning, R. Potter and M. Rennie
Also Present: Councillor G. Duke

137. 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.

Minute 129/15

An east ward councillor summarised the concerns about traffic in Lubbecke Way which included parking, traffic speeds, the width of the road and the hazard of ducks crossing the road.

In regards to Lubbecke Way, the Clerk to the Committee reported the comments of Dorset County Council officers. The officers were content with the planning process for the road that had been designed as a relief road for St George's Road and a Stage 2 Road Safety Audit had been undertaken which had raised no issues or concerns. Dorset County Council would review and monitor the road when it was operating and would assess whether changes needed to be put in place. The rationale for any changes would need to be evidence based.

The Town Clerk had suggested that the Council could install duck warning signs on its land and Magna Housing could be asked to do something similar.

Councillors discussed the situation in the road and agreed that until the road was fully operational and any real problems had become apparent, there was little action that could be taken. Members also agreed that they would not want signs installed on the grassed area adjoining the river but would support appropriate signage on the Magna Housing land.

Resolved

That Magna Housing be asked if they would agree to duck warning signs, provided by the Town Council, being installed on their land at appropriate site/s in Lubbecke Way.

138. Minute Update Report

Minute 116/15 (7 September 2015)

Parking Issues

The Committee noted the letter sent from Historic England to West Dorset District Council (WDDC) regarding the installation of solar lights in Wollaston Fields car park. Members commented on the lack of consultation and considered that, as the local planning authority, West Dorset District Council should be setting an example of best practice. They also considered that it would not be appropriate to install this type of solar lights in the Fairfield car parks as these were also in the Dorchester Conservation Area.

Minute 116/15 (7 September 2015)

Bollards in New Street

The Committee discussed the issues relating to the change of arrangements for the bollards in South Street and New Street and the impact this was having.

A Member suggested that Dorset County Council be asked to install a traffic tube at the junction between New Street and South Street to collect data on the actual traffic using this junction and this was supported.

The Chairman agreed to contact the Dorchester BID to see if their members were able to become involved in monitoring the situation in both streets.

Minute 121/15 (21 September 2015)

Dorset Waste Plan Consultation

The Committee noted the update to the Dorset Waste Plan Consultation and were surprised at the limited response to the consultation. A Dorset County Councillor said that once site allocations were agreed it was unlikely that work would begin due to budget restraints.

Resolved

- i) That the Committee Clerk arranges a meeting between WDDC's Head of Assets and Infrastructure, the Town Clerk, the Chairman of the Planning and Environment Committee and another Councillor to discuss the Town Council's concerns about the installation of the solar lights in Wollaston Fields car park.
- ii) That Dorset County Council be requested to install a traffic tube at the junction of New Street and South Street for a week to collect data on the actual traffic using this junction when the TRO times are in force.
- iii) That the Minute Update report be noted.

Councillor T Jones left the meeting.

139. Dorchester Area Community Partnership (DACP) Report

Members noted the DACP report and very positive comments were made about the work of the Friends of the West Station.

The future of the DACP, following WDDC's service review, would be the main item for consideration at their Steering Group meeting in January 2016 and the Town Council's decision on future funding was mentioned.

140. Planning Applications

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

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.

141. Requests for New Parking Restrictions

The Committee Clerk explained the background to drawing up a standard form for residents to use when submitting requests for new parking restrictions to the Town Council. Members agreed that the form should be useful and should be adopted.

A Member commented on the complexities of the residents' permit schemes in the Town and gave an example of a simplified scheme elsewhere. The Committee was informed that Dorset County Council was about to review their scheme across the County and Town Councillors should seek to inform this review.

A Member raised the issue of people parking on the grassed area between Damers and Bridport Roads, at the northern end of these roads, and options for controlling and resolving this were discussed.

Resolved

- i) That residents requesting the Town Council's support for new parking restrictions be required to complete a form, with full details of their request, for consideration.
- ii) That Dorset County Council, as the responsible authority for the land between Damers and Bridport Road, be asked for their suggestions to prevent parking on this area.

142. Application for Tree Works

A ward councillor explained that the beech tree at 8 Syward Close was one of the original, remaining trees on the estate and she asked that the Town Council recommend that the tree was pruned rather than felled.

The Committee Clerk reported that WDDC had indicated that this application would be refused.

Members understood the ward member's concerns but also noted the effect the tree was having on retaining walls and the safety concerns of the residents.

Resolved

That WDDC be advised that the Town Council recommends refusal of application WD/TP/15/00349.

143. Decisions on Planning Applications

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 considered by the Planning and Environment Committee on 30 November 2015

1. **10 SALISBURY STREET, DORCHESTER, DT1 1JU**
WD/D/15/002468 Listed Building Consent
 Install secondary double glazing on 12 windows.
 Dorchester Conservation Area and Grade II Listed Building
 No objection

2. **GATEWAY HOUSE, 1 HIGH EAST STREET, DORCHESTER, DT1 1HS**
WD/D/15/002572 Listed Building Consent
 Replace the existing flat roof rooflight with 2no. new rooflights. Block in existing kitchen window & form dummy window
 Dorchester Conservation Area and Grade II Listed Building
 Recommend refusal. The formation of the dummy window would not conserve or enhance the Listed building and it would not contribute positively to the maintenance and enhancement of the character of the building, which is in a prominent position at the start of the high street, or the Conservation Area. The development would therefore be contrary to Policy ENV. 4 and ENV. 10. of the Local Plan adopted October 2015.
 However, the Committee would support the kitchen window being bricked up (without being painted to resemble panes of glass) to match the brickwork of the rest of the building and keeping the contrasting lintel brickwork.
 The Committee did not object to the roof works proposed.

3. **KINGS POINT HOUSE, 5 QUEEN MOTHER SQUARE, POUNDBURY, DORCHESTER, DT1 3BW**
WD/D/15/002422
 Illuminated sign of mild steel construction consisting of individual flat lettering depicting 'BRACE of BUTCHERS', each letter 500mm high, total width 4000mm, illuminated by shaded strip lighting above.
 No comment as approved on 26 November 2015.

4. **MILL HOUSE, MILLERS CLOSE, DORCHESTER, DT1 1SS**
WD/D/15/002482
 Reconstruction of store (Retrospective)
 No objection

5. **WENTWORTH, 2 DAMERS ROAD, DORCHESTER, DT1 1RQ**
WD/D/15/002601
 Erect single storey flat roof rear extension
 Dorchester Conservation Area
 No objection

6. **1 DIANA CLOSE, DORCHESTER, DT1 2QY**
WD/D/15/002398
 Remove existing porch and replace with cloakroom
 No objection

7. **67 QUEENS AVENUE, DORCHESTER, DT1 2EP**
WD/D/15/002435
Rear dormer window to loft
No objection

8. **25 TREVES ROAD, DORCHESTER, DT1 2HE**
WD/D/15/002568
Erection of an timber framed garden room replacing existing garden room & replacement windows to rear elevation.

9. **1 WADEBRIDGE LANE, POUNDBURY, DORCHESTER, DT1 3AY**
WD/D/15/002402
Erect single storey flat roof rear extension
No objection

10. **17 BUTTERMARKET, POUNDBURY, DORCHESTER, DT1 3AZ**
WD/D/15/002635
Change of use of commercial retail unit to Cafe/Delicatessen & sandwich bar (Mixed Use A1/A3)
No objection to the change of use. However, the Town Council request that, if approved, a planning condition be added restricting the hours of use from 9.00am to 5.30pm (as would have been relevant to retail use) to protect the amenity of neighbouring residents as per Policy ENV. 16 of the Local Plan adopted October 2015.

Dorchester Town Council

Planning and Environment Committee

4 January 2016

Present: Councillors A. Canning, S. Hosford (Chair), S. Jones, T. Jones, T. Loakes, R. Potter and M. Rennie

Apologies: Councillors B Armstrong-Marshall, C. Biggs, R. Biggs, T. Harries, F. Kent-Ledger and D. Taylor

Also Present: Councillor J. Hewitt

144. Minutes

The Chairman welcomed Cllr Rennie back to the Committee and also congratulated Cllr S. Jones on her well deserved award of the MBE.

The Minutes of the meeting of the Committee held on 30 November 2015 were confirmed and signed by the Chairman as a correct record.

Minute 137/15

Lubbecke Way

The Committee Clerk reported that Magna Housing had agreed to have duck warning signs installed on their land and the practicalities of this would now be dealt with.

Resolved

That Magna Housing be thanked for agreeing to duck warning signs, provided by the Town Council, being installed on their land at appropriate site/s in Lubbecke Way.

Minute 138/15

Parking Issues

Following information provided by the Chairman, the Committee reiterated their concerns about the potential installation of additional solar lights, of the design in Wollaston Fields car park, in other car parks in the Conservation Area, despite the serious concerns raised by Historic England.

A Councillor asked if the meeting requested with the WDDC officer had been arranged and he also mentioned that WDD Councillors could raise their concerns at the Council meeting on 7 January 2016. The Chairman advised that arranging this meeting was still being pursued.

Bollards in New Street

Councillors considered that the situation with cars entering South Street and New Street illegally was getting worse. A Councillor suggested that if DCC installed a tube to collect traffic data, this should be installed across South Street to record all traffic.

Resolved

That DCC be requested to install a traffic tube across South Street to collect data.

Minute 141/15

Requests for New Parking Restrictions

The Committee Clerk advised that DCC were looking at the issue raised about parking on the land between Damers and Bridport Road and were going to contact the Councillor who raised this issue

for more information.

145. **Minute Update Report**

Minute 112/13

Dorchester Prison Site

The Chairman reported that the Town Council had negotiated an extension to the deadline for representations and there would be a special meeting of the Committee to consider this planning application. It was hoped that a WDDC planning officer would attend that meeting to present the application. It was not known whether City & Country would attend the meeting. Additionally, it was proposed to hold a private briefing session in advance of the Committee meeting for Councillors to give them the opportunity to get in depth information about the development.

Representatives of Dorchester Labour Group Housing Forum addressed the Committee. They were seeking a public meeting with City & Country and expressed their concerns about the reporting of public comments to the consultation exercise and the accessibility of these comments to consultees. They wished to be involved in the private briefing for Councillors and spoke about their request to WDDC to have the developer's viability statement made public. They had concerns about the deadline for public representations and had asked WDDC for an extension to this.

The Chairman confirmed that the private briefing would not be open to the general public and any open public meeting would have to be arranged directly with City & Country. The Council was seeking professional advice in preparing its response, as a consultee, to the application.

The Committee Clerk reported that City & Country had advised that their last information session, mentioned in their Statement of Community Involvement, might be held in February 2016. The Committee considered that this was unacceptable in that this would be after the deadline for submission of representations and this should be raised with both WDDC and City & Country to seek an extension, from WDDC, to the deadline to ensure that the information session was held before the deadline.

A group of local residents had arranged a meeting with City & Country on 6 January 2016 at 7.00pm in the Town Hall and this meeting was open to the public.

Resolved

That WDDC be requested to extend the deadline for representations to planning applications WD/D/15/002840 and WD/D/15/002841.

Minute 141/15

Requests for New Parking Restrictions

In view of the likely timetable for DCC to consider future new requests for TROs, the Committee agreed that its process for considering these needed further attention and the Committee Clerk agreed to look into this further.

146. **Planning Applications**

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

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.

147. Decisions on Planning Applications

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

Chairman

Planning applications to be considered by the Planning and Environment Committee on 4 January 2016

1. **UNIT 7, JONSON TRADING PARK,, DORCHESTER, DT1 1QB** **WD/D/15/002622**
Erection of a sign at entrance to trading estate (Retrospective)
Recommend refusal. The erection of this sign is out of keeping with the local landscape character. The positioning of the sign is on an area that has been a distinctive green, open space and it is of visually poor quality. The development significantly adversely affects the character and visual quality of the local landscape and is contrary to Policies ENV 1. And ENV 10. of the Local Plan adopted in October 2015. Additionally, there appeared to be use of the area surrounding the signs that did not have the appropriate consents and the Committee considered that the Planning Authority should investigate this. At part of the Committee's discussion, mention was also made of the part of the site adjoining the railway line and again there appeared to be unauthorised and inappropriate use of this land that required enforcement action. Ward Councillors would be asked to pursue this matter.
2. **71 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PS** **WD/D/15/002703**
Erect single storey side extension and alterations.
No objection
3. **14 TRINITY STREET, DORCHESTER, DT1 1TU** **WD/D/15/002636**
Repairs to flat roof & replace first floor windows (Retrospective)
No objection
4. **THE FIRESTATION, DELAPORT HOUSE & SUBSTATION TO REAR, TRINITY STREET, DORCHESTER, DT1 1TU** **WD/D/15/002470**
Demolition of the existing Fire Station Bar and Nightclub annexe, removal of the 2 No. existing transformers with associated overhead structure posts and taking down sections of existing boundary wall. Construction of 2 No. new transformer bays and reinstating the boundary wall
No objection. However, the Committee requested that the applicant be required, through planning condition, to install improved screening of the site, above the existing wall, to protect the visual amenity of Dorchester Conservation Area. They also requested that, through planning condition, the applicant be required to rebuild the wall in 'as is' condition - Policies ENV 4. and ENV 10. of the Local Plan adopted in October 2015 refer.
In respect of Policy ENV 16. of the Local Plan adopted in October 2015, the Committee requested that measures are put in place to ensure that noise levels do not exceed those currently generated by the current equipment.
5. **52A SOUTH STREET, DORCHESTER, DT1 1DQ** **WD/D/15/002750**
Like for like replacement of existing shop front fascia
No objection
6. **SITE OF EXTRA CARE HOUSING PROJECT, PEVERELL AVE EAST, POUNDBURY** **WD/D/15/002835**
Approval of reserved matter 'landscaping' for 63 units of extra care accommodation, pursuant to condition 3 of outline planning permission reference 1/D/09/001363
No objection
7. **LAND ADJACENT FREDERICK TREVES HOUSE, ST JOHN WAY, POUNDBURY** **WD/D/15/002833**
Erection of a block of four private apartments linked to a terrace of three private town houses, plus a separate block of five apartments (one private, four affordable) over nine garages; together with associated landscaping and parking. The block of five apartments over garages replaces an existing single storey garage block which is to be demolished.
No objection
8. **45 SOUTH COURT AVENUE, DORCHESTER, DT1 2BY** **WD/D/15/002746**
Erect single storey flat roof rear extension
No objection

9. **34 MANOR ROAD, DORCHESTER, DT1 2AX** **WD/D/15/002784**
 Erect single storey rear extension
 No objection
10. **27 HUTCHINS CLOSE, DORCHESTER, DT1 2RH** **WD/D/15/002801**
 Erect two storey side extension
 No objection
11. **57 WEATHERBURY WAY, DORCHESTER, DT1 2ED** **WD/D/15/001585**
 Two storey side & rear extension, single storey rear and front extension (Amended Plans)
 No objection
12. **6 GROSVENOR ROAD, DORCHESTER, DT1 2BB** **WD/D/15/002818**
 Build up over the existing garage to form 2storey extension to provide independent living accommodation. Form bay window. To rear form balcony with access from existing bedroom
 Recommend refusal. The development would be out of keeping with the distinctive character of the local area and the scale and mass of the development would be overbearing creating overdevelopment of the site. The development would therefore be contrary to Policies ENV 10. and ENV 16. of the Local Plan adopted in October 2015 and Section 7. of the National Planning Policy Framework.
13. **COMMERCIAL UNIT, 8 BUTTERMARKE T, POUNDBURY, DORCHESTER, DT1 3AZ** **WD/D/15/002596**
 Change of use to consulting room for counselling/psychological therapies (Use Class D1)
 No objection
14. **5 CORSTON STREET, POUNDBURY, DORCHESTER, DT1 3BT** **WD/D/15/002811**
 Erect rear single storey .
 No objection
15. **23 ALEXANDRA ROAD, DORCHESTER, DT1 2LZ** **WD/D/15/002718**
 Erect a conservatory to the rear of the property
 No objection
16. **FIRESTATION ROUNDABOUT, POUNDBURY** **WD/D/15/002873**
 Erect 4no. sponsorship signs
 No objection
17. **6 EDDISON AVENUE, DORCHESTER, DT1 1NY** **WD/D/15/002881**
 Erect single storey front porch.
 No objection

Dorchester Town Council

Management Committee

12 January 2016

Present: The Mayor R. Potter and Councillors C. Biggs, A. Canning (Chairman), J. Hewitt, S. Jones, F. Kent-Ledger, A. Lyall, M. Rennie, K. Rice and D. Taylor.

In Attendance S. Varndell and A. Anderson, Dorset Mammal Group.

Apologies: Councillors G. Duke and P. Stein.

32. Minutes

The Minutes of the Meeting of the Committee held on 10 November 2015, adopted by Council on 24 November 2015, were taken as read and were confirmed and signed by the Chairman as a correct record.

33. Community Activities Panel

The Committee considered the minutes of the Community Activities Panel held on 4 January 2016 (Appendix 1 to the minutes). Members felt that the Queen's 90th birthday celebrations were a civic event and agreed that as such they should be organised by the Town Council.

Members were also updated regarding the 2016 summer events list and requested that a copy of the list be circulated to Members prior to the next Full Council meeting.

Members agreed that Minute 4 (1) should be amended to read "...that the Dorchester Area Schools Partnership be requested to enquire as to whether any schools within the Partnership would be willing to perform at the event."

The Committee gave further consideration to the proposed purchase of a marquee. It was noted that there were many different sizes, styles and prices. The Deputy Town Clerk confirmed that there was sufficient funds within the Reserves should it be agreed to purchase a marquee and that a full report on the proposal would be prepared for the next meeting of the Committee.

Resolved

- (1) That, subject to the amendment set out above, the minutes be approved so far as this Committee is concerned.
- (2) That a draft 2016 summer events list be circulated to all Members prior to the next Full Council meeting.
- (3) That a full report on the proposal to purchase a marquee be presented to the next meeting of the Committee.

34. **Becoming Hedgehog Friendly**

The Committee received a presentation from S. Varndell and A. Anderson, Dorset Mammal Group, which identified ways in which the town could become more hedgehog friendly. It was noted that an inaugural town hedgehog meeting had been arranged for Thursday 25 February.

Members informed the representatives that the group would need to discuss some of its proposals with either the County Council (road signs) or the District Council (conditions attached to planning consents).

The representatives responded to Members questions and the Chairman thanked them for attending the meeting and requested that the group continue to send the Council information about what it might be able to do to support the town in becoming hedgehog friendly.

35. **Site Visits to Council Owned Properties and Sites**

Further to Minute No 28(3)/2015 Members considered a date for a February site visit and it was

Resolved

That a site visit, open to all Councillors, be held on 24 February 2016, commencing at 5.00pm.

36. **Management Arrangements**

The Committee considered the schedule of work for the Outdoor Services Team. Members requested that consideration be given to purchasing a piece of toddlers play equipment for Syward Close play area and that the Joint Heritage Committee be asked to consider replacing the Fink statues information board which was now illegible. Members were also given an update regarding the new information boards for Maumbury Rings.

Members were informed that the Council's Compliance Manager would be retiring in June and that the job was shortly to be advertised on a like for like basis apart from the job title being amended to 'Outdoor Services Manager'.

Resolved

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

37. **Christmas Market – 2016 Onwards**

Members were informed that Weldmar Hospicecare Trust was giving consideration to holding a fundraising event in the form of an annual Christmas Market commencing in 2016. The Trust had initially approached the Council to see if it would be supportive of such an event and allow the Christmas Market to take place along South Walks in much the same way as the foreign market had set up in the past. If the Council was agreeable the Trust would proceed with ensuring that it had all the necessary licenses, liaise with the Informal Joint Markets Panel etc and would start making arrangements for the Market which would involve some significant infrastructure costs.

Members felt that it was important that Weldmar liaised with Dorchester BID and the Chamber of Commerce over the proposal. It was also noted that some discussion had already been held with the Markets Panel.

The Committee was generally supportive of the proposal subject to Weldmar obtaining all the necessary permissions and licenses, receiving undertakings regarding the management of the market, including health and safety, insurance, leaving the site clean and tidy etc. It was also felt that a rent should be charged for use of the site.

Resolved

That the South Walks Christmas Market, proposed by Weldmar Hospicecare Trust, be supported in principle, subject to the Committee being satisfied regarding Weldmar obtaining all the necessary permissions and licenses and receiving appropriate undertakings regarding the management of the market, including health and safety, insurance, leaving the site clean and tidy etc and that the Council would look to charge a rent for the site.

38. Landance Event – September 2016

The Committee considered a request for a grant of £1,600 towards a community dance event to be held over a weekend in September 2016. The event was proposed to take place at Maumbury Rings, the Skatepark and the Linhays. The aim of the event was to engage local young people with live dance performance and to attract a wide ranging audience, many of whom would not generally attend a live performance. Dorchester Arts had agreed to be the delivery partners. The event was likely to cost in excess of £50,000 with the majority of the funding coming from Arts Council England. Other potential funding partners included West Dorset District Council.

Members were supportive of the proposal but noted that there would be additional costs to the Council should Landance be expecting the Council to provide infrastructure at Maumbury Rings. It was also noted that the Linhays were presently unsafe.

The Committee requested that Landance be asked to avoid the Dorchester Show weekend and to encourage spectators to use public transport to attend the event.

Resolved

- (1) That the Landance Event be supported and the use of Maumbury Rings and the Skatepark approved.
- (2) That, in principle, a grant of £1,600 be allocated to the project subject to further discussion as to what other contributions, infrastructure etc, might be required from the Council.

39. 2016-2017 Estimates

The Committee considered a report by the Town Clerk which incorporated draft Estimates for 2016-17 in respect of Allotments, Cemeteries, Cultural and Twinning Municipal Buildings and Parks Gardens and Open Spaces. The report also included details regarding Reserves and the main changes which affected the proposed budget. The Deputy Town Clerk responded to Members detailed questions.

Members noted that £18,000 had been provisionally included for Special Items and the report included a long list of items based on service needs and also those items which had previously been identified as a priority. The Committee agreed those items it wished to fund from Special Items.

The Committee also discussed the earmarked reserves and noted the work proposed at the skatepark. Members requested that some work also be undertaken to smarten up the present informal path at the head of the skatepark.

Recommended

- (1) That the draft Estimates for 2016-17 as now submitted be approved so far as this Committee is concerned.
- (2) That the following Special Items be funded from the £18,000 included within the budget estimates:-
 - Skatepark Upgrade and Repair - £5,600
 - Borough Gardens – Picnic Tables and Shield Beds - £2,500
 - WW1 Commemorations - £2,000
 - Queen’s 90th Birthday Celebrations - £5,000
 - New Datasets for Pear Mapping System - £3,000

40. Review of Charges

(a) Municipal Buildings

Members noted that the Municipal Buildings charging structure had been simplified last year and the new system had so far proved successful with income higher than estimated for this year. With the aim of building on this success it was proposed that the charges were not increased for 2016-17.

Resolved

That the Municipal Buildings charges be not increased in 2016-17.

(b) Recreation Facilities

The Committee considered a report setting out proposed revised charges for the Council’s recreation facilities as from 1 April 2016.

Resolved

That the various charges for the use of recreation facilities be as set out at Appendix 2 with effect from 1 April, 2016.

(c) Borough Gardens House and Weymouth Avenue Pavilion

Members considered a report setting out proposals for revised charges for the hire of the Borough Gardens House Community Room and Weymouth Avenue Pavilion as from 1 April 2016.

Resolved

That charges for the hire of the Borough Gardens House Community Room and Weymouth Avenue Pavilion be as set out in Appendix 3 with effect from 1 April 2016.

(d) **Cemetery Fees**

The Committee considered setting out various proposed charges in respect of Dorchester, Fordington and Poundbury Cemeteries as from 1 April 2016.

Resolved

That the charges in respect of Dorchester, Fordington and Poundbury Cemeteries be as set out in Appendix 4 with effect from 1 April 2016.

41. **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 4131 to 4140 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

42. **Buildings Monitoring Report**

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

Resolved

That the Buildings Monitoring Report be noted

43. **Dorchester Arts**

The Committee received and noted the minutes of the Dorchester Arts Board meeting held on 9 November 2015. Members requested that Dorchester Arts be informed that there was no need for

it to post the events booklet to them but that a supply be provided at the Council Offices and Members could pick them up themselves.

The Chairman reported on the first liaison meeting with Dorchester Arts Board members, held just before Christmas, and the Committee was pleased to note that the new arrangement was presently going very well. The Chairman reminded Members that if they wished an item to be raised at these meetings to let him, the Mayor or the Vice-Chairman know.

Notes of the meeting would be circulated to Members prior to the next Full Council meeting.

Chairman

Dorchester Town Council

Community Activities Panel

4 January 2016

Present: Councillors S. Jones, M.E. Rennie (Chairman), K. Rice and the Mayor, R. Potter.

In attendance: Councillors J. Hewitt and S. Hosford.

Apologies: Councillors C. Biggs, F. Kent-Ledger, T. Lyall and D. Taylor.

4. Queen Elizabeth II 90th Birthday Celebrations

The Panel received information about a proposed initiative to light beacons throughout the Country in celebration of Her Majesty The Queen's 90th Birthday on Thursday, 21 April. The Panel also considered a report by the Clerk to the Panel about a proposed 'picnic style' street party which would take place in the Borough Gardens on Sunday, 12 June with live entertainment, to coincide with the Patron Lunch, a celebration of Her Majesty's patronage of over 600 organisations in the UK and around the Commonwealth since 1952 which would take place on The Mall.

The Panel felt that it would be appropriate for the beacon at Salisbury Fields to be lit and felt that the occasion would be enhanced with live music from local schools.

The Panel agreed that a 'picnic style' street party should be organised by the Town Council and that the Panel would lead in the organisation but would welcome assistance from all Councillors. The Panel agreed that extra toilets and recycling / litter facilities should be provided for the events and further consideration should be given to the timings of the street party. The Panel requested that the organisations that the Queen is patron to be invited to attend the event. The Panel agreed that consideration should be given to purchasing a marquee for the celebrations and for use on other occasions.

Recommended

(1) That the beacon at Salisbury Fields be lit on the evening of Thursday, 21 April 2016 and that the Dorchester Area Schools Partnership be invited to perform at the event.

(2) That a 'picnic style' street party should be organised by the Town Council in the Borough Gardens on Sunday, 12 June 2016.

(3) That consideration be given to purchasing a marquee for the celebrations and for use on other occasions.

5. WW1 Commemorations

The Panel had before them a report about a fundraising effort carried out by residents of Dorchester in 1916 for troops from the 2nd Dorsets Regiment that were taken prisoner when Kut in Mesopotamia fell.

Members agreed that the idea of an event with a Kut Day theme to be held on Tuesday, 26 July be explored (The Panel were advised that the Corn Exchange would be available if required). The Panel requested that the Clerk to the Panel arrange a meeting with the local historian Dr John Travell, the

Curator of the Keep Military Museum and the Chairman of the Panel to obtain further information and to discuss ideas.

The Panel enquired if there had been any developments with the proposed piece of commemorative art, the Panel were informed that the Town Clerk was in the process of arranging a meeting with a local sculptor. The Panel requested that the meeting be arranged as a matter of urgency.

Recommended

(1) That the Clerk to the Panel arrange a meeting with the local historian, Dr John Travell, the Curator of the Keep Military Museum and the Chairman of the Panel to obtain further information and to discuss ideas.

(2) That the Town Clerk arrange a meeting with a local sculptor to discuss the commissioning of a piece of art to commemorate WWI as a matter of urgency.

6. Borough Gardens Events Programme 2016

The Panel noted the events that had been booked for 2016. The Panel were informed that the Deputy Town Clerk was in the process of completing a full programme of events. The Panel requested that the Deputy Town Clerk continue with his efforts to arrange a varied events programme for 2016.

Recommended

That the Deputy Town Clerk continue with his efforts to arrange a varied events programme for 2016.

7. Twinning Visits

The Panel noted that the Bayeux Society had invited a party from Bayeux to visit Dorchester from Friday, 9 September to Monday, 12 September. The Panel agreed that a small reception should be held. The Panel instructed the Clerk to the Panel to contact the Chairman of the Society to request a copy of the proposed itinerary and to arrange a convenient time for a small reception.

Recommended

That the Clerk to the Panel contact the Chairman of the Society to request a copy of the proposed itinerary and to arrange a convenient time for a small reception.

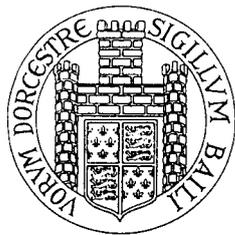
8. Applications for Financial Assistance

The Panel considered grant applications which had been received.

Recommended

(1) That the application from the Dorchester Strollers be approved and that a sum of £100 be awarded.

(2) That the application from Life Education Wessex be not approved.



DORCHESTER TOWN COUNCIL

PARKS, GARDENS & OPEN SPACES

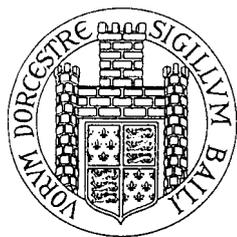
CHARGES FOR RECREATIONAL FACILITIES

April 2016 – March 2017

<u>TENNIS</u>	Per Court per hour – all times		£8.00	
	Tennis Court Fob Membership		£25.00	
<u>FOOTBALL</u>	Weymouth Avenue Recreation Ground -	- with showers	£50.00	
	Senior Pitch	- Junior use	£41.00	
	Weymouth Avenue Junior Pitch		£31.00	
	Weymouth Avenue Mini Pitch		£15.00	
	Sandringham Sports Centre	- Senior Pitch	£50.00	
		- Junior Pitch	£31.00	
	Sandringham / Hardye's Pitch (Mini Pitches 1 & 2)		£15.00	
	King's Road Playing Field and The Great Field Junior Pitches		£22.00	
	<u>CRICKET</u>	Evening Matches (6.30p.m. start)		£50.00
		Afternoon Matches (2.00p.m. - 6.00p.m.)	Adult use	£67.00
		Under 18 use	£41.00	
Artificial wicket (maximum of 2 hours)			£15.00	
All Day Matches (11.00a.m. - 6.00p.m. or 1.00p.m. - 8.00p.m.)			£87.00	
Sunday Matches (2.00p.m. - 6.00p.m)			£87.00	

The prices above are all inclusive of VAT

With effect from 1st April, 2016.



DORCHESTER TOWN COUNCIL

BOROUGH GARDENS HOUSE AND WEYMOUTH AVENUE PAVILION CHARGES

1st APRIL, 2016 until 31st MARCH, 2017

Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only). Session times for Weymouth Avenue Pavilion are 8.00am – 1.00pm, 1.00pm – 4.00pm and by agreement in the evening – the Pavilion is not available to hire on Tuesdays or Wednesday morning.

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

Town Clerk / Deputy to have discretion on session charges in order to attract new business or to retain existing business. These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are by negotiation.

◆ Voluntary or Charitable Organisations

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	<i>£50</i>	<i>£33</i>	<i>£24</i>
Weymouth Avenue Pavilion	<i>£43</i>	<i>£33</i>	<i>£20</i>

◆ Other Non Commercial or Private Events

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	<i>£63</i>	<i>£36</i>	<i>£26</i>
Weymouth Avenue Pavilion	<i>£56</i>	<i>£36</i>	<i>£24</i>

◆ Commercial

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	<i>£87</i>	<i>£62</i>	<i>£37</i>
Weymouth Avenue Pavilion	<i>£72</i>	<i>£62</i>	<i>£31</i>

DORCHESTER TOWN COUNCIL

Dorchester, Fordington and Poundbury Cemeteries Fees

INTERMENTS

a) A child before 2 years or stillborn	Nil
b) A child age from 2 years to 16 years	£160
c) A person aged 17 years or older	£550
d) A casket of ashes	£160

SCATTERING OF ASHES

a) In a previously used plot or in the Poundbury Pavilion chamber	£55
b) In the Garden of Remembrance	£25

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£820
End of term Renewal for 25 years	£685
b) Infant under the age of 2	£185
End of term Renewal for 25 years	£685
c) Ashes plots	£325
End of term Renewal for 25 years	£160

Additional Interment, Scattering and Exclusive Rights fees will be charged for

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herringston within the previous **ten** years or previously resident in the area for at least **twenty-five** years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Where not already included in an exclusive right of burial, for the right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site. £185

An additional inscription, after the first, on a gravestone or other memorial (for each deceased) £95

CHAPEL HIRE

Use of South Chapel at Weymouth Avenue £225

VAT is not chargeable on any of the above fees.

Dorchester Town Council

Policy Committee

19 January 2016

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

Apologies: Councillor T. Jones

In attendance: Councillors J. Hewitt, F. Kent-Ledger and M. Rennie

27. Minutes

The Minutes of the Committee held on 17 November 2015, adopted by Council on 24 November 2015, were taken as read and were confirmed and signed by the Chairman as a correct record.

28. Finance Report

The Financial Controller presented a finance report covering the 9 months to 31 December 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 November to 31 December 2015.

The Financial Controller responded to Members detailed questions regarding budget underspends and individual creditor payments.

Resolved

That the Payments list, totalling £185,950.98, be approved.

29. Medium Term Financial Strategy and Revenue Budget 2016/17

The Town Clerk introduced a detailed report regarding the budget and medium term financial strategy, explaining the justification for an increased precept and Council Tax charge. The report made proposals regarding new revenue and capital expenditure, special items and reserves, as well as setting out the factors to be taken into account in setting the Medium Term Financial Strategy.

Members discussed the report in detail, in particularly considering whether resources should be made available for affordable housing, how the Council needed to present the message that the budget recognised the Council's aim of supporting its community when faced with cuts in the level of services provided by other tiers of government and how the Council can continue to develop partnership working within the town.

Recommended

That Council adopt a new Medium Term Financial Strategy and Revenue Budget (outlined at Appendix 1) to include: -

- i. A Council Tax Band D charge of £180.00, an increase of 1.98%

- ii. A precept of £1,251,000, an increase of 3.43%
- iii. New Revenue budgets totalling £125,000 a year for Apprenticeships (£15,000), Community Development (£35,000) and transfers to the Corporate Projects Reserve pending the takeover of services at Poundbury (£30,000) and support for parts of the community affected by cuts initiated by other tiers of government (£45,000)
- iv. The transfer of the Service Growth Reserve (£80,000) and a sum from the General Reserve (£420,000) into the Corporate Projects Reserve
- v. The allocation £500,000 from the Corporate Projects Reserve to new Council priorities, being new Tennis Courts on the Borough Gardens Bowling Green (£150,000), Heritage Tourism (£70,000), Major Partner Projects (£50,000), Planning Specialists (£40,000) and the Dorchester Transport and Environmental Plan (£190,000)
- vi. A list of Special Items totalling £18,100

30. **Apprenticeships**

The Town Clerk introduced a report outlining a possible scheme for apprenticeships in Dorchester for a third year.

Members supported the ambitions of the report. A request was made that consideration be given to working with an Arts provider new to the town and members also asked that the success of the 2015 initiative be given wider publicity.

Resolved

That, subject to Council approval of the Revenue Budget for 2016/17, £15,000 is made available as a one off item to progress apprenticeships, either at Dorchester Town Council or with community and business partners.

31. **Community Development**

The Town Clerk explained the background to a proposal that the Town Council should engage a new Community Development Officer from April 2016 onwards.

Members discussed the report in detail, considering why a new resource might deliver a more effective service than the current arrangements, how the challenge of covering a diverse range of community needs would be managed with one dedicated resource supplemented by other office staff and how the resource needed to be managed and focused on the Town Council's priorities.

Resolved

- i. That, subject to Council approval of the 2016/17 Revenue Budget, £35,000 is provided to engage a Community Development Officer on a grade to be established for a fixed period of three years (maximum salary £27,000 plus oncosts), to be offset by any saving on the Community Partnership budget and any income from a service level agreement with West Dorset District Council
- ii. That a job description and work plan is developed to be submitted to a future meeting of this Committee

32. **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 representatives of the press be excluded from this meeting during their discussion.

33. **Staff Pay and Related Budgets 2016/17**

The Town Clerk provided information regarding a number of changes to the staffing budget and specifically with regard to the Council's plans to meet its Living Wage commitment.

In supporting the general principles included in the report it was requested that the Town Clerk take advice with regard to one specific aspect of the Council's staffing contractual arrangements.

Resolved

That a Living Wage supplement is introduced from April 2016 to pay the difference between the hourly rate based on agreed Spinal Column Points for each job and the Living Wage hourly rate.

Chairman

REVENUE BUDGET & RESERVES

	2014/15 Actual £	2015/16 Budget £	2016/17 Budget £	Change in Budget £
Parks & Open Spaces	534,654	558,402	576,572	18,170
Allotments	11,181	4,318	5,729	1,411
Municipal Buildings	140,143	152,026	134,894	-17,132
Cemeteries	62,569	84,131	80,815	-3,316
Cultural & Twinning Activities	57,352	72,052	70,091	-1,961
Corporate & Democratic Manage.	197,634	216,903	226,392	9,489
Other Services	45,885	41,500	82,400	40,900
Operational Budget	1,049,418	1,129,332	1,176,893	47,561
Precept	1,162,423	1,209,555	1,251,000	-41,445
Transfer to/from General	113,005	80,223	74,107	6,116
Subjective Analysis of Revenue				
Employees	594,029	630,357	643,248	12,891
External Payments	466,633	506,705	549,505	42,800
Transfers to Reserves	112,500	132,500	134,600	2,100
Capital Financing Costs	84,577	62,700	58,100	-4,600
Income	-208,321	-202,930	-208,560	-5,630
Operational Budget	1,049,418	1,129,332	1,176,893	47,561
General Reserve				
Opening Balance at 1 April	402,619	608,941	749,152	
Transfer to/(from) Ops Budget	113,005	80,223	74,107	
Likely Operational underspend	0	70,000	0	
To Service Growth/Corp. Projects	0	-80,000	-495,000	
Council Tax Support Grant	93,317	69,988	46,659	
Closing Balance at 31 March	608,941	749,152	374,918	
Service Growth/Corporate				
Opening Balance at 1 April	0	0	80,000	
Transfer from Revenue Budget	0	80,000	495,000	
Expenditure from Reserve	0	0	150,000	
Closing Balance 31 March	0	80,000	425,000	
Earmarked Reserves				
Opening Balance at 1 April	321,898	407,534	462,234	
Transfer from Revenue Budget	112,500	132,500	134,600	
Expenditure from Reserves	26,864	77,800	368,977	
Closing Balance 31 March	407,534	462,234	227,857	
All Reserves held at year end	1,016,475	1,291,386	1,027,775	
Tax Base	6,715	6,853	6,950	
Band D Charge	173.12	176.50	180.00	
Outstanding PWLB Debt at 31	532,000	498,000	264,000	

DORCHESTER TOWN COUNCIL

26 JANUARY 2016

DRAFT CORPORATE PLAN

1. Since the May 2015 elections the Town Council has been reviewing a Corporate Plan that was developed in 2014 by the previous Town Council. The review process has involved formal reports to the Policy Committee, two informal review evenings in October, an informal briefing to Council in November, all of which have culminated in the budget proposals considered at Policy Committee on 19 January and which have been considered at Council tonight. This report is written on the basis that those recommendations have been agreed by Council.
2. A draft Corporate Plan is attached. It differs from the 2014 Plan as follows: -
 - Small changes to the Introductory information and layout to improve legibility
 - *Introducing the town* – a paragraph covering the West Dorset local plan shortfall has been added
 - *Our Vision* - an additional line added to be “Aware of and in agreement with the long term phases of growth for the town and the area it serves”
 - All statistics have been reviewed – the only new data relates to unemployment, where an already good position has improved
 - *Statements in support of Strategic Aim 1* – these have been updated in line with the discussions that took place at the informal groups, which were reported to Policy Committee on 17 November 2015
 - *Financial Information* – new Revenue Budget and MTFS information is included in the Plan, and a statement of works we will fund from the Corporate Projects Reserve
 - *Working with Partners* – has been updated and tidied up
3. The main pieces of work that need to be completed are
 - Reviewing the Summary of Our aims over the Short, Medium and Long term and setting milestones for the next 12 months – for both Strategic Aim 1: Influencing and Strategic Aim 2: Delivering our services
 - Performance Management for our Operational Services – looking at whether the service and customer satisfaction indicators are still relevant
 - Making the document user friendly and summarising it down to an Executive Summary for public consumption and consultation

In themselves these pieces of work do not affect the overall direction of the Corporate Plan and do not prevent the Council from adopting the document in draft and consulting on it.

4. The Council can now move quickly to a position where it could consult partners, interest groups and the wider public on its vision for the town and specific tasks and projects on which it intends to embark to deliver that vision. It is proposed that the following components are developed: -
 - An article in Dorchester News covering the budget increase and key items within the Corporate Plan, and offering an opportunity to provide feedback by e-mail

- Several feedback sessions with the key partners identified in the document to obtain qualitative feedback
- An offer of feedback sessions with political and other special interest parties to obtain qualitative feedback

5. It is recommended that

- a. The draft Corporate Plan is adopted for consultation
- b. Further outstanding work is completed as outlined in 3. above, by the Town Clerk in consultation with the Chairman and Vice-Chairman of Policy Committee, to produce an updated document for the March Policy Committee
- c. The next newsletter is used to summarise and highlight key elements of the Corporate Plan
- d. A programme of consultation is developed incorporating ideas included at 4. above, to be implemented from late March to late April, with feedback presented to Policy Committee in May 2016

Adrian Stuart
Town Clerk