

Dorchester Town Council

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You are summoned to a Meeting of the Dorchester Town Council in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 29 March 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 26 January 2016 (Page 2).


3. Communications and Questions

- a) To receive communications from the Mayor and the Town Clerk
- b) To confirm the calendar of meetings for 2016-17 (Page 34)
- c) To receive questions from Members in accordance with Standing Order 12(3).

4. Minutes of Committees

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	1 February 2016	Page 5
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Town Clerk 23 March 2016

The formal Annual Town Meeting, which offers an opportunity for members of the public to address the Council, will commence at the conclusion of the Council meeting.

Dorchester Town Council

Meeting of the Dorchester Town Council

26 January 2016

Present: Mayor R. Potter and Councillors B. Armstrong-Marshall, C. Biggs, R. Biggs, A. Canning, A. Chisholm, J. Hewitt, S. Hosford, G. Jones, F. Kent-Ledger, M. Rennie, K. Rice and P. Stein.

Apologies: Councillors G. Duke, T. Harries, S. Jones, T. Jones, A. Lyall and D. Taylor.

36. Minutes

The minutes of the meeting of the Meeting of Council held on 24 November 2015 were confirmed and signed by the Mayor as a correct record.

37. Police Issues

Inspector Marsh provided an update regarding crime issues in Dorchester. There had been a downward trend in numbers of residential and vehicle crime, but a significant increase in shoplifting, bicycle theft and commercial burglary. Police were investigating whether the increase was linked to an increase in drug dealing in the town, with the consequent impact on users using crime to fund their drug habit.

Questions were asked regarding the definition of assault, levels of night-time crime, misuse of the Linneys area, homeless people, police numbers and the closure of the Dorchester Youth Centre.

Inspector Marsh announced that he would shortly be retiring from Dorset Police and was to be replaced by Inspector Mike Darby who currently managed the Bridport team. The Mayor offered the thanks of the Council to Inspector Marsh for the years he had spent leading the Dorchester team and for his regular attendance at Council meetings and offered the Council's best wishes to Inspector Marsh for the future.

38. Communications & Questions

The Mayor reminded Councillors of the event to commemorate Holocaust Memorial Day on Friday 29 January 2016.

He also reminded Councillors regarding the Special Meeting of the Planning & Environment Committee to consider the Dorchester Prison site planning application on Wednesday 3 February and the fourth City and Country open event on site on Thursday 4 February.

39. Planning and Environment Committee – 30 November 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 30 November 2015 be adopted.

40. **Planning and Environment Committee – 4 January 2016**

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 4 January 2016 be adopted.

41. **Management Committee – 12 January 2016**

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

Linda Poulson of the Dorset Mammal Group welcomed the Council's interest in the group's activities. She invited the Town Council to involve its staff in training on hedgehog issues and asked whether the Planning & Environment Committee would consider the role of hedgerows when considering planning applications. Responses would be provided on these issues.

Resolved

That the minutes of the meeting of the Management Committee held on 12 January 2016 be adopted.

42. **Policy Committee – 19 January 2016**

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

The Chairman introduced the Revenue Budget 2016/17 and Medium Term Financial Strategy and commented on the Corporate Plan review process that the Council had undertaken since its election, the stability of the operational budget and the growth in the precept driven by an increase in property numbers and the Council's "little but often" approach to raising the precept.

Having identified that this would generate a surplus the Chairman then proposed that this should be allocated to an Apprenticeships programme and a new post of Community Development Officer, while some of the surplus should be placed in the Corporate Projects Fund, pending receipt of new infrastructure from the Duchy of Cornwall and further information about service cuts at county and district level.

He then went on to outline the allocation of £500,000 of Reserves to five new projects to improve tennis provision in the Borough Gardens, fund environmental improvements within the DTEP programme, support heritage tourism and major cultural initiatives and obtain specialist advice in regarding new housebuilding targets and neighbourhood planning.

Finally he noted that the Medium Term Financial Strategy had been developed on the basis of stable service provision and continued modest increases in Council Tax.

Resolved

That Council adopt a new Medium Term Financial Strategy and Revenue Budget 2016/17 (laid out at Appendix 1 of the minutes of the Policy Committee of 19 January 2016) to include: -

- a) A Council Tax Band D charge of £180.00, an increase of 1.98%
- b) A precept of £1,251,000, an increase of 3.43%
- c) 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)
- d) The transfer of the Service Growth Reserve (£80,000) and a sum from the General Reserve (£420,000) into the Corporate Projects Reserve
- e) The allocation of £500,000 from the Corporate Projects Reserve to new Council priorities, being new Tennis Courts in the Borough Gardens (£150,000), Heritage Tourism (£70,000), Major Partner Projects (£50,000), Planning Specialists (£40,000) and the Dorchester Transport and Environmental Plan (£190,000)
- f) A list of Special Items totalling £18,100.

While supporting the proposal to introduce a new Living Wage supplement to maintain the Council's commitment to pay in line with the minimum wage a Member asked that consideration be given to whether the Council should continue to do so in future years should the Living Wage continue to increase faster than other inflationary factors and the new National Living Wage.

Resolved

That the minutes of the meeting of the Policy Committee held on 19 January 2016 be adopted.

43. Draft Corporate Plan

The Town Clerk outlined the events that had led to the production of the Draft Corporate Plan submitted to the Council.

A Councillor asked that when the pages related to the 'Summary of our Aims over the short medium and long term' were redrafted, the need for a parking strategy in the town and for a resolution on the future of the Charles Street site should be emphasised.

Council considered how some of the governance arrangements that helped share information about the Corporate Plan could be improved, in particular focusing on the role of the Annual Town Meeting and how to keep all Members up to date with information provided by District and County Councillors. The Town Clerk agreed to provide further information on these issues.

Resolved

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

The Council rose at 8.05pm.

Mayor

Dorchester Town Council

Planning and Environment Committee

1 February 2016

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

148. Minutes

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

149. Minute Update Report

Resolved

That the Minute Update Report be noted.

150. Planning Applications

As a member of West Dorset District Council's Development Control Committee, Councillor 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.

151. Dorchester Transport and Environment Plan (DTEP) – High Street Loading/Unloading Traffic Regulation Order (2066/1/187)

The Committee considered the Traffic Regulation Order proposed by Dorset County Council under DTEP and they discussed some of the practical impacts the TRO would have.

Resolved

That Dorset County Council be advised that the Town Council supports the proposed TRO (2066/1/187).

152. 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 1 February 2016

1. **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
No objection

2. **RELOVED, 2 CORNHILL, DORCHESTER, DT1 1BA**
WD/D/15/002885
Change of use of first floor from Use Class A1 (Shop) to A3 (Restaurant/Cafe) (Retrospective).
Change of use of ground floor from A1 (Shop) to A3 (Restaurant/Cafe) & change of use of the basement from A1 (Shop) to A4 (Drinking Establishment) to create a cocktail bar.
Dorchester Conservation Area and Grade II Listed Building
No objection

3. **THE OLD RECTORY, SOMERLEIGH ROAD, DORCHESTER, DT1 1PD**
WD/D/15/002540
Erect 1no. new dwelling with associated garden and parking, to north of Old Rectory, Somerleigh Road, Dorchester
Dorchester Conservation Area
Recommend refusal. The Committee noted the amended plan for the new dwelling and although the design and the scale of the building had been changed yet again, their previous concerns remained the same i.e. the development would represent a visually incongruous addition to the main building, which would neither preserve nor enhance the character and appearance of the Dorchester Conservation Area. The design of the development was unsympathetic with the existing building and would be detrimental to both it and the Conservation Area. As such the development was contrary to Policies ENV4 and ENV 12 of the West Dorset Local Plan and Section 12 of the NPPF 2012.

4. **THE OLD RECTORY, SOMERLEIGH ROAD, DORCHESTER, DT1 1PD**
WD/D/15/002983
Minor Material Amendment to p.p WD/D/15/000427 - amendments to approved drawings
Dorchester Conservation Area
No objection

5. **WAITROSE LTD, KINGS POINT HOUSE, 5 QUEEN MOTHER SQUARE, POUNDBURY, DORCHESTER, DT1 3BW**
WD/D/15/002966
Erection of new internally illuminated architectural letters, new internally illuminated projecting sign, new internally illuminated Hong Kong sign, banner sign, stainless steel letters sign
No objection

6. **OLD SHIRE HALL, HIGH WEST STREET, DORCHESTER**
 WD/D/15/002979 Listed Building Consent
 Revised proposal of the internal remodelling of: the western third of the building regarding the ticketing area and shop, the sanitary facilities, the staff/volunteer area and the cafe/servery above that and TIC area. Some amendments to doors. Improvements for: fire escape and protection, sound insulation, ventilation and heating, provision of water, gas, power, data and storage provision, access for maintenance. Amendments to previously proposed fire protection in rooflights to retain the character of the rooflights and the spaces they light. Works to enhance significance.
 Dorchester Conservation Area and Grade I Listed Building
 No objection
7. **34A HIGH WEST STREET, DORCHESTER, DT1 1UP**
WD/D/16/000038
 Change of use from Office Use (Class B1(a)) to a dwellinghouse (Class C3)
 This is not a planning application. The development is automatically granted planning permission by the above Order unless the local planning authority determines that prior approval is required as to – a) Transport and highway impacts of the development; b) Contamination risks on the site; c) Flooding risks on the site.
 Dorchester Conservation Area and Grade II Listed Building
 No objection
8. **37 JAMES ROAD, DORCHESTER, DT1 2HB**
WD/D/15/002877
 Rear two storey & single storey extension
 No objection
9. **64 CAMBRIDGE ROAD, DORCHESTER, DT1 2JF**
WD/D/15/002933
 To remove an existing poorly built garage and replace with a new two story two bedroom house
 No objection
10. **PARKWAY FARM BUSINESS PARK, MIDDLE FARM WAY, POUNDBURY**
WD/D/15/002942
 Construction of Building 9 for B1, B2 & B3 Use
 No objection
11. **BURRATON HOUSE, 5 BURRATON SQUARE, POUNDBURY**
WD/D/15/002987
 Change of use from D1 (non-residential institution) to B1 (Business)
 No objection
12. **17 BUTTERMARKE T, POUNDBURY**
WD/D/15/002635
 Change of use of commercial retail unit to Cafe/Delicatessen & sandwich bar (Mixed Use A1/A3) (Change of Use)
 Recommend refusal. The Committee could not support the hours of opening applied for and considered that these hours should be restricted to the opening hours of a retail unit as this was what the unit was originally intended to be (i.e. 9.00am to 5.30/6.30pm). The reason for restricting the opening hours was to protect the amenity of local residents who would have purchased/rented properties in the immediate area on the basis that this unit was to be used for retail purposes.

Therefore, the opening hours, as applied for, would be contrary to Policy ENV. 16 of the West Dorset Local Plan.

There was also a concern that a further reduction of retail units in this neighbourhood centre (as identified in the Poundbury Development Brief) could negatively impact on the viability of existing retail units already operating there.

13. 1 MANOR ROAD, DORCHESTER, DT1 2AU

WD/D/16/000064

Erection of detached garage with office & en-suite over. New drop kerb for vehicular access to garage

Recommend refusal. The Committee were concerned about the accuracy of the plans in regard to the new access point into the site. The position of trees shown on the verge did not seem to correspond to the actual position of these trees as seen in a photograph of the pavement/verge along the front boundary of the property. If a new access was made as indicated on the plans it would appear that a listed veteran tree may have to be removed. Additionally, wherever a new access was made, including a dropped kerb, there would be an impact on the root zone of listed veteran trees and this needed to be addressed. The development would be contrary to Policy ENV 2. v) of the West Dorset Local Plan and paragraph 118. of the NPPF 2012.

If the application was to be approved, the Committee requested that a planning condition be added restricting the occupation of the building for purposes which form an integral part of the planning unit known as 1 Manor Road.

14. FORDINGTON DAIRY, ATHELSTAN ROAD, DORCHESTER

WD/D/16/000071 + WD/D/16/000072

Replace vehicle and pedestrian gates at Athelstan Road entrance

No objection

15. THE VICARAGE, 17A EDWARD ROAD, DORCHESTER, DT1 2HL

WD/D/16/000078

First floor extension to create an additional bedroom

No objection

16. UNITS 1 & 2 SECTOR 2.26A, POUNDBURY

WD/D/16/000092

Variation of condition 5 of p.p 1/D/07/001914 - to allow B1 & A2 use for Units 1 & 2

No objection

17. 63 CELTIC CRESCENT, DORCHESTER, DT1 2TD

WD/D/16/000094

Erect first floor extension above existing single storey extension. Install two rooflights

No objection

Dorchester Town Council

Special meeting of the Planning and Environment Committee

3 February 2016

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

Apologies: Councillors B Armstrong-Marshall, S. Jones, F. Kent-Ledger and D. Taylor

Also Present: Councillors A. Chisholm, J. Hewitt, K. Rice and P Stein

153. Planning Applications **WD/D/15/002840** and **WD/D/15/002841** - HM Prison, Dorchester, DT1 1JD

Councillor Potter stated that as a member of WDDC's Development Control Committee he would listen to the debate but not take part or vote so as to avoid predetermining the application.

The Chairman welcomed members of the public to the meeting and outlined the format of the meeting.

Mr D. Hodges, WDDC planning officer presented the planning applications and gave the Committee a thorough description of the proposed development. He showed a large number of the plans of the development including existing and proposed elevations/cross sections and layout, the site masterplan, floor plans, landscaping, tree works and highways works.

A number of members of the public addressed the Committee. The main points and concerns they raised were:

- Queries about the accuracy of the predicted traffic movements generated by the site
- Road safety and noise issues, including access to the proposed car park on Friary Hill
- Negative impact on the Conservation Area
- Loss of amenity to residents in North Square including loss of light
- The level of demand for a commercial unit
- Highway problems at the Bow
- The need to open the Glyde Path Road entrance as a second access to the site
- The proposed provision of 0% affordable housing on site against the Local Plan policy requirement for 35%
- Housing needs in the Town against the background of job reduction in the Town
- Requests for the developer's viability assessment to be made public
- Loss of public views from both inside and outside of the Town and possible impact on local tourism

A representative of Dorchester Civic Society addressed the Committee. The Society was concerned at the lack of affordable housing, the absence of access from Glyde Path Road and asked for justification from the developer as to the loss of certain trees on site. They considered that account had not been taken of the impact of the development on important views of St Peter's church from the Charminster direction and asked the developer to rectify this.

Mr R. Winsborough, representing City & Country, addressed the Committee. He noted that consultation had been as transparent as possible, with large public interest, and this had influenced the final proposal. He spoke about individual aspects of the development and indicated that removing the commercial space and moving back the buildings along North Square were

amendments currently being developed. His view was that if affordable housing was to be incorporated this would require denser development with more units and he believed feedback from earlier consultation had indicated that the public did not support this. He said that there would be a wide variety of dwellings of different sizes and prices available on the site. He expected that the Planning Authority would be responsible for providing an independent assessment of the submitted Viability Assessment and argued that the development of the site would be a compromise of restoring and adding value to the site against the cost of delivery.

The Planning Officer then showed plans that had not yet been formally submitted, of the proposed amendments to the commercial building that comprised of double gabled ended residential units facing into North Square, on the site of the current car park, with an open space to the front. Various new photomontages of aspects of the site were also shown. He advised that if these amendments were submitted the Planning Authority would then reconsult.

Councillors who were not members of the Committee commented on the application and mentioned lack of affordable housing or CIL contribution, publication of the Viability Assessment, highway limitations at the Bow and the preservation of archaeology.

The Chairman presented the Town Clerk's report.

The Committee noted the comments made by members of the public and were fully supportive of concerns about the total lack of affordable housing planned for the development. Members considered that the policy requirement for 35% affordable housing should be adhered to and this was a cornerstone of the new Local Plan. The developer had known about this policy requirement since acquiring the site and should have factored it in to their proposals. If the policy was ignored at this early stage in the life of the Local Plan, it would set a dangerous precedent. Without 35% affordable housing the development was not acceptable and the Committee could not support it.

The Committee expected the Planning Authority to take a robust approach to examining the developer's Viability Assessment bearing in mind policy requirements in the Local Plan.

Members acknowledged the challenges of access during construction and following completion particularly as there were other developments scheduled in the immediate area over the same period. Dorset Highways were still assessing the proposals and had not yet submitted their response. Most Members considered the option for the Bow to be an improvement on the current situation and while not ideal it could be the best solution available.

Mr Winsborough advised that City & Country were still pursuing access from Glyde Path Road with the Ministry of Justice and would seek to provide a pedestrian route there. The Planning Officer commented that due to the width restriction it was not possible for this access point to accommodate vehicles. Members hoped that this access could be delivered to facilitate pedestrian access through the site and they did not want to see the development becoming a gated community. The Committee offered the support of the Town Clerk in trying to expedite discussions with the Ministry of Justice.

The Planning Officer confirmed that meetings were underway between the developer and DCC's archaeologists. There had already been a number of interesting finds on site and there was good co-operation.

In respect of the commercial building, the Committee accepted the developer's proposal to remove this from the scheme and although the Town Council had previously promoted this, it was considered that this would create less conflicts for residents.

The concerns about views from the north of the Town were noted and Members considered that these should be pursued by other interested parties and accepted that views from the Town out to the country would also change.

With regards to the impact of the development on local residents, the Committee agreed that the dwellings adjoining the commercial unit and facing out into North Square at street level would be too close and overbearing having a negative impact on the amenity of neighbouring residents. Members agreed that it would be preferable to leave as much open space in this area as possible, with dwellings set back as far as possible from North Square and of a design that would impact less on neighbours.

The Planning Officer answered questions about the merits of planning conditions and S106 agreements and he explained that in future CIL could only be collected for specific projects rather than under a tariff system. He also advised that the Planning Authority would only want to consider the planning applications once, when all amendments had been submitted.

Resolved

That WDDC be advised that Dorchester Town Council does not support approval of planning applications WD/D/15/002840 and WD/D/15/002841 and wishes the following comments to be taken into consideration:

- i) Dorchester Town Council recommends that the District Council refuses the applications on the grounds that they fail to meet the Local Plan policy HOUS.1 requiring 35% affordable housing. The Town Council supports the comments made by the Planning Inspector in his final report on the Local Plan "*I consider the Councils should revert to their original policy provisions i.e. that all new market housing should make a contribution towards affordable housing needs.*" To fail to adhere to policy HOUS. 1 in respect of these applications would completely undermine the Local Plan and set a very dangerous precedent for other sites that will come forward. The lack of affordable housing is also contrary to para. 50 of NPPF 2012. The Local Plan has only recently been adopted, after considerable consultation, and policy HOUS. 1 should be seen as a fundamental part of the Plan.
- ii) The Planning Authority should seek to negotiate an appropriate CIL contribution for the development. If this is not met then the Planning Authority should seek a financial contribution as detailed in policy COM 1. of the Local Plan.
- iii) The Planning Authority is encouraged to demonstrate that it will be undertaking its own robust appraisal of the potential development of the site and to provide transparent reporting on the outcome of such an appraisal.
- iv) If any planning application for the site is approved, appropriate and robust planning conditions should be added to secure a construction management plan to ensure that there is minimum disruption to residents and traffic. This condition should also give maximum protection to the Corn Exchange and St Peter's Church as Listed Buildings (as per policy ENV.4 of the Local Plan) and take into account other developments scheduled in the immediate area over the same period.

- v) Dorset Highways should be asked to demonstrate that their assessment of the highways proposal satisfies access and traffic volume concerns raised and it accords with COM7. of the Local Plan.
- vi) If any planning application for the site is approved, planning conditions should be added to ensure that archaeological investigations and findings are promoted and publicised/exhibited.
- vii) If any planning application for the site is approved, a planning condition should be added to ensure that if any significant/veteran trees are lost then they are replaced like for like.
- viii) Without being able to express a view on any revised scheme until it is received, the Town Council would support the removal of the commercial space in North Square to protect the amenity of neighbouring residents.
- ix) If any planning application for the site is approved, planning conditions should be added to ensure that public access through the site is secured and that the development cannot become a gated community. This is supported by policy ENV 11. of the Local Plan and paragraph 75. of the NPPF 2012.
- x) The Town Council considers that the positioning of the dwellings adjoining the commercial unit and facing out into North Square at street level would be overbearing and over dominant causing overshadowing to properties on the opposite side of North Square. This would have a detrimental impact on the amenity of these properties and therefore be contrary to policy ENV 16. of the Local Plan. Without being able to express a view on any revised scheme until it is received, the Town Council would welcome as much open space being left in this area as possible, with dwellings set back as far from North Square as possible and of a design that would impact less on neighbours.

The Committee considered that the consultation carried out by City & Country had been exemplary and they had been most accommodating in meeting with the Town Council during the preparation of the planning applications. The Chairman thanked them for all of their input and co-operation which had been much appreciated.

Chairman

Dorchester Town Council

Policy Committee

23 February 2016

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

Apologies: Councillor R. Biggs

In attendance: Councillors Hewitt, S. Jones, Rennie and Rice

34. **Borehole, Soakaway and Water Distribution System in the Borough Gardens**

The Town Clerk outlined the proposal to drill a borehole to abstract water for use in the Borough Gardens, and to construct a water management system to move water to where it is required.

A resident raised questions about how the Gardens might be adapted to future potential changes in climate and whether water should be captured for reuse above ground.

Members of the Committee sought assurance that water used in the Childrens' play fountain was safe to drink and required that this issue be addressed with the Council's insurer and the Environmental Health Officer as part of the management plan for the project.

Resolved

That the tender price submitted by Simon Moore Water Services, as modified by subsequent discussion, is accepted

35. **The provision of Affordable Housing on the Trinity Street Tennis Courts site**

The Town Clerk presented a report considering options for the development of affordable housing on the tennis courts and other smaller sites in the town. He updated the report by confirming that a local Housing Society did not wish to pursue sites in the Town Council's ownership as they were investigating other development options.

A member identified his concerns about the financial cost of relocating the tennis courts to the Bowling Green. Members of the Committee asked questions about the choice of Hastoe as a partner for the development of the scheme, whether liaison had taken place with Historic England and emphasised the need to discuss the project with Whetstones.

Resolved

That the Town Council pursue the development of the Trinity St Tennis Courts site for affordable housing.

36. **Support for Dorchester Youth Centre**

The Town Clerk introduced a report outlining progress being made to sustain the Dorchester Youth Centre following the withdrawal of funding by Dorset County Council.

Members of the Youth Centre Management Committee were developing a Business Plan for discussion with Dorset County Council. It was recognised that an early indication of support from the Town Council will allow them to focus on fundraising and staffing issues during the early years of an alternative arrangement, which in the long term should allow the Town Council's contribution to reduce.

Members of the Council's Task and Finish Group spoke in support of a funding proposal contained in the Town Clerk's report and explained the energy that now existed within the Management Committee which was focused on ensuring the Centre continued to operate. A member asked that an audit of youth facilities and organisations in the town be carried out so that the role of the Youth Centre could be placed into a wider context and ongoing discussions could take place about how best to use the available infrastructure.

Resolved

That, subject to receipt of a satisfactory draft Business Plan, a conditional offer to a new operator of the Dorchester Youth Centre is made as follows:-

- (a) That for 3 years from 1 April 2016 the Town Council guarantees to meet 50% of total operational costs, capped at £30,000 pa
- (b) The Town Council signals that from 1 April 2019 onwards it expects to meet no more than 33% of total operational costs, capped at £20,000 pa
- (c) That a one off grant of £3,000 is made available immediately to be drawn on should the Management Committee need to get professional advice regarding the setting up of an appropriate body to run the Centre
- (d) That an audit of services and facilities provided to youth across the town is undertaken during 2016

Chairman

Dorchester Town Council

Planning and Environment Committee

7 March 2016

Present: Councillors C. Biggs, R. Biggs, T. Harries, F. Kent-Ledger, R. Potter, M. Rennie and D. Taylor
Also Present: Councillors G. Duke and J. Hewitt
Apologies: Councillors A. Canning, S. Hosford, S. Jones and T. Jones

In the absence of the Chairman, Councillor Hosford, the Vice Chairman Councillor R. Biggs took the chair for the meeting.

154. **Declaration of Interest**

Councillor Potter stated that as a member of WDDC's Development Control Committee, he would keep an open mind on the planning applications and consider all information available at each stage of the decision process. He would take part in the debate on planning applications at this meeting but not vote on the decisions.

155. **Minutes**

The Minutes of the meeting of the Committee held on 1 February 2016 and the special meeting held on 3 February 2016 were confirmed and signed by the Chairman as a correct record.

Minute 151/15 - DTEP High Street Loading/Unloading TRO 2066/1/187)

The Committee Clerk reported that at the DTEP Local Member Led Working Group on 21 January 2016 it was agreed to extend the morning loading/unloading restriction to 09:30am (instead of 09:00am) and DCC were seeking the Town Council's view on this proposal.

Resolved

That DCC be advised that the Town Council supports the proposed extension to the morning loading/unloading restriction to 09:30am (TRO 2066/1/187).

Minute 154/15 – Planning Applications WD/D/15/002840 and WD/D/15/002841 – HM Prison, Dorchester DT1 1JD

The Committee was advised that WDDC had received amended plans for the Dorchester Prison site but these were yet to be validated.

Resolved

That WDDC be asked if their independent appraisal for the potential development of the site had yet been commissioned and progressed.

156. **Minute Update Report**

Minute 144/15 – Bollards in New Street

The Committee noted the data provided by DCC and supported the options to progress the situation, particularly the improvements to signage. A point was made about the aspiration to pedestrianise the whole of South Street and how the two issues linked together.

Resolved

i) That, in view of the evidence of taxi use of South Street during restricted hours, DCC be asked to write to local taxi firms reminding them of the

TRO restrictions.

- ii) That the Minute Update Report be noted.

157. Request from Stinsford Parish Council

The Chairman of Stinsford Parish Council addressed the Committee and he detailed the Parish Council's concerns about Grey's Bridge and pedestrian safety. He explained the issues of pavement restrictions and the phasing of the traffic lights and said that there had also been significant problems at Grey's Bridge for pedestrians accessing the Dorset County Show. The Parish Council had already requested DCC to upgrade the paths for pedestrians and cyclists between Dorchester and Stinsford. With Grey's Bridge being on the boundary of the Town and Parish councils, Stinsford Parish Council was asking the Town Council to support its request for improvements at this junction.

Members agreed that there were difficulties, for pedestrians in particular, at this junction and there was support for changing the traffic lights' crossing sequence and the principle of installing a pedestrian footbridge. However they did appreciate the cost implications of a footbridge and considered this to be a long term aspiration.

The Chairman of Stinsford Parish Council also mentioned the condition of the roundabout to Stinsford/Kingston Maurward and explained how the Parish Council hoped that it could be improved and themed to better reflect the history and significance of Dorchester. The Committee supported this idea and it was suggested that this could become a project for the Town Council's new Community Development Officer.

Resolved

- i) That DCC be advised that Dorchester Town Council supports Stinsford Parish Council's proposals for a pedestrian light crossing to be installed at the Grey's Bridge road junction to the west of the bridge and, in the long term, a footbridge to be installed on the north side of the bridge.
- ii) That the improvement and theming of the roundabout to Stinsford/Kingston Maurward to better reflect the history and significance of Dorchester be identified as a project for the Town Council's new Community Development Officer.

158. Proposal for 'Puffin' Pedestrian Crossing on Bridport Road (near Whitfield Road)

The Committee considered the proposal by DCC to install a 'puffin' pedestrian crossing on Bridport Road and noted the rationale for their preferred site, which was supported by both Dorchester county councillors. Comment was made about the other site option which did have the support of some local residents.

Overall the Committee thought that the preferred site (Option A) was in the best position on route to several schools and this would link well with the proposed foot link across the Great Field.

Some Members reported that there were still problems with cars parking on the large grassed area between Bridport and Damers Road in the vicinity.

Resolved

- i) That DCC be advised that the Town Council supports the proposed site (Option A) for a 'puffin' pedestrian crossing on Bridport Road (near Whitfield Road).
- ii) That DCC be asked again to investigate preventing parking on the large

grassed area between Bridport and Damers Road.

159. Planning Applications

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.

160. Decisions on Planning Applications

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

161. Urgent Item

Following an issue being raised at the final meeting of the Dorchester Area Community Partnership, a Councillor made a request that Network Rail be asked to provide a telephone for taxi calls at Dorchester South station.

Resolved

That the Town Council writes to Network Rail asking it to provide a telephone for taxi calls at Dorchester South station.

Chairman

Dorchester Town Council

**Planning applications considered by the Planning and Environment Committee
on 7 March 2016**

1. **9 OSBORNE CLOSE, DORCHESTER, DT1 2AP**
WD/D/16/000296
Erect single storey lean-to front extension
No objection
2. **WAITROSE LTD, KINGS POINT HOUSE, 5 QUEEN MOTHER SQUARE, POUNDBURY, DORCHESTER, DT1 3BW**
WD/D/15/002981
Infill 1No. existing louver opening to match existing building fabric (rear elevation), install 1 No. louver to match existing. Extend existing louver opening, install 1 No. louver to match existing. Remove existing dry air cooler and install new dry air cooler unit. Plinths: Install 4 No. block work supports size to match existing, and 2 No. spreader beams. Existing entrance and exit doors swing to be mirrored size to match existing. Install 3 No. trolley cores. Install 2 No. bicycle racks. Install external sitting area & fixed planters. Install 6 no. bollards.
No objection
3. **53 GREAT CRANFORD STREET, POUNDBURY, DORCHESTER, DT1 3SQ**
WD/D/16/000157
Erection of a conservatory
No objection
4. **8 CROWN POST COURT, TRINITY STREET, DORCHESTER, DT1 1AP**
WD/D/16/000141
Replace existing brushed aluminium windows with upvc windows to second floor flat.
Dorchester Conservation Area
No objection
5. **POUNDBURY PLOT 284A SECTOR 3.40/41/42 NEQ, PEVERELL AVENUE EAST, POUNDBURY**
WD/D/16/000106
Creation of 3 additional flats over garages (FOGs), with associated parking
No objection
6. **44 ICEN WAY, DORCHESTER, DT1 1EW**
WD/D/16/000198
Subdivide the existing terrace house into a 2 bedroom ground floor flat with single storey rear extension and a 1 bedroom first floor flat.
No objection
7. **STRATTON HOUSE, 58-60 HIGH WEST STREET, DORCHESTER, DT1 1UT**
WD/D/15/002937 + WD/D/15/002938
Installation of new lift & additional residential unit
Dorchester Conservation Area and Grade II Listed Building
No objection

8. **THE OLD WAREHOUSE, DURNGATE STREET, DORCHESTER, DT1 1JP**
WD/D/16/000308
 Introduction of disabled person ramp along with internal alterations to improve disabled persons access
 Dorchester Conservation Area and Grade II Listed Building
 No objection
9. **48 SOUTH STREET, DORCHESTER, DT1 1DQ**
WD/D/16/000326
 Removal and replacement of existing signs with new metal fascia, 3D Individual letters, bus stop, flat panel metal signs and vinyl graphics.
 Dorchester Conservation Area
 No objection
10. **15 WEATHERBURY WAY, DORCHESTER, DT1 2ED**
WD/D/16/000137
 Erect two- storey side extension
 No objection
11. **27 SOUTH COURT AVENUE, DORCHESTER, DT1 2BY**
WD/D/16/000166
 Erect single storey extension to form a garden room
 No objection
12. **3 MELLSTOCK AVENUE, DORCHESTER, DT1 2BE**
WD/D/16/000168
 Construct brick walls, piers, erect metal railings and gates along south boundary. Reconstruct the drive and parking area and lay block paviers.
 Recommend refusal
 The introduction of brick walls, metal railings and substantial metal gates would create a dominant and incongruous feature in the street scene that is in contrast with and out of keeping with the more natural and low key boundary treatments distinctive of the area. This boundary treatment would erode the distinctive character of the area and would be detrimental to visual amenity and the character and appearance of the Manor Park estate. The boundary treatment would therefore be contrary to Policy ENV. 10 of the West Dorset Local Plan (2015) and section 7 (good design) of the NPPF (2012).
13. **7 CHESTER CLOSE, DORCHESTER, DT1 2SA**
WD/D/16/000153
 Change of Use of Garden workshop into a Curtains and Blinds workshop, running a business from this workshop
 The Committee heard from the applicant who detailed the operation of his small scale business stating that he considered that it would have minimal impact on neighbours as it was not open to the public as he visited clients himself, there would only be a couple of deliveries via small vans each week, the majority of production was hand sewing and no solvents were used. He said that the workshop was in the most unobtrusive position on the site and it had double glazing and was well insulated.

The Committee noted the concerns raised by neighbours that appeared to give a different picture of the business. They accepted the points made by the applicant but considered that there could be a potentially detrimental impact on the residential nature of the area by approving the change of use.

Having taken account of both sides' representations, the Committee considered that they could support the application if a temporary planning permission was granted (if appropriate and legally enforceable), giving the change of use a trial run and allowing the planning authority time to assess evidence of the effect the change of use might have on the amenity of the residential area and neighbours. Similarly, the Committee would support a personal planning condition linking the change of use directly to the applicant with a time limit, again if appropriate and legally enforceable.

Additionally planning conditions should be added to any approval limiting the hours of operation and deliveries.

14. **15 GROSVENOR ROAD, DORCHESTER, DT1 2BD**
WD/D/16/000216
Remove existing garage & study & erect a two storey side extension
No objection

15. **1 EGDON ROAD, DORCHESTER, DT1 2EA**
WD/D/16/000205
Extension to provide Annex
Recommend refusal
Despite the minimal changes in scale and design of the proposed extension, the Committee still considered that the design and appearance of the development (both the dwelling and the provision of parking spaces) is not reflective of others in the locality and it would be detrimental to and out of keeping with the character of the area and the street scene. The proposal would be contrary to Policies ENV10 and ENV12 of the West Dorset Local Plan (2015) and Section 7 of the NPPF (2012).

16. **15 OLGA ROAD, DORCHESTER, DT1 2LY**
WD/D/16/000333
Rebuild rear first floor extension wall vertical in lieu of sloping
Dorchester Conservation Area
No objection

17. **7 LONGMOOR STREET, POUNDBURY, DORCHESTER, DT1 3GN**
WD/D/16/000352
Erection of single storey extension
No objection

18. **6 HIGH WEST STREET, DORCHESTER, DT1 1UJ**
WD/D/16/000380 + WD/D/16/000381
Replacement of hanging sign and replacement doorway lettering sign
Dorchester Conservation Area and Grade II* Listed Building
No objection

19. **37 JAMES ROAD, DORCHESTER, DT1 2HB**
WD/D/15/002877 (Amended Plans)
Rear two storey & single storey extension
No objection

Dorchester Town Council

Management Committee

15 March 2016

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, M. Rennie, K. Rice, P. Stein and D. Taylor.

In Attendance

Travis Verkaik and Jethro Noble, Local Parkour Enthusiasts.

44. **Minutes**

The Minutes of the Meeting of the Committee held on 12 January 2016, adopted by Council on 26 January 2016, were taken as read and were confirmed and signed by the Chairman as a correct record.

45. **Extending the Parkour Facility at Sandringham Sports Centre**

The Committee received a presentation from Travis Verkaik and Jethro Noble, local users of the Parkour facility located at Sandringham Sport Centre, who had attended the Committee to request that the facility be extended or that a new larger facility be provided.

Travis and Jethro presented their proposals via a power point presentation and videos and explained that they had ideas for funding which they would pursue. They informed Members that their preference was for a new larger facility and that they felt this could be located either at Sandringham Sports Centre, King's Road or the Great Field.

Travis and Jethro also responded to Members detailed questions.

The Committee supported the principle of a new larger facility and requested that Travis and Jethro keep the Committee updated with progress and asked that they also survey users as to their preference regarding location of any new facility.

Members thanked Travis and Jethro for their excellent presentation.

46. **Community Activities Panel**

The Committee considered the minutes of the Community Activities Panel held on 2 February 2016 (Appendix 1 to the minutes). The Chairman of the Panel updated Members on the date of the next Panel meeting and progress made in respect of the Queen's birthday celebrations and WW1 commemorations.

The Chairman also proposed that a Council Chamber lozenge be painted in respect of the Queen becoming the longest serving Monarch and upon being put to the vote it was

Recommended

That a Council Chamber lozenge be painted recognising the Queen becoming the longest serving Monarch.

Resolved

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

47. Site Visits to Council Owned Properties and Sites

The Committee considered the notes of the site visit, to which all Members of the Council had been invited, held on 24 February 2016 (Appendix 2 to these minutes).

The Deputy Town Clerk updated Members on the progress made following the visits and informed them that a survey of the Municipal Buildings would be undertaken so as to help inform the Council's financial planning process.

It was also noted that one of the Council Chamber desks appeared to have been vandalised recently.

Resolved

That the notes of the site visit be received.

48. Management Arrangements

The Committee considered the schedule of work for the Outdoor Services Team. Members were pleased to see that the spring hanging baskets had now been put up around the town.

It was noted that with the Queen's birthday events taking place this year there was not sufficient resource to organise a steam event originally proposed for this year. The information board had however been prepared in respect of the King's Road steam roller and Members agreed that this should be installed and unveiled by the Mayor.

Resolved

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

49. 2016-17 Projects

Members had before them a report by the Deputy Town Clerk which updated them on those projects which were within the Committee's remit and scheduled to be undertaken during the 2016-17 financial year. It was noted that the projects were standalone projects; regular work patterns, commitments and events would continue.

The Committee noted the projects and made the following observations:-

- That the green house area in the Borough Gardens needed to be reviewed and that space (depending on the outcome of the review) included in any potential scheme to remove the tennis court nearest the clock tower and open up the area towards the Borough Gardens House.
- Inform all of those originally involved with the grass free lawn prior to it being moved.
- It was important to progress the climbing boulder in the Gardens proposal as soon as possible.
- As a safety precaution, it was suggested that chicken wire be placed in the Salisbury Fields beacon when it was lit for the Queen's birthday.

Members felt that the report was useful and requested that update reports be presented regularly to the Committee.

Resolved

- (1) That the 2016-17 project update be noted.
- (2) That a report on progress with the climbing boulder in the Gardens be presented to the next meeting of the Committee.

50. Dorchester Cricket Club

The Committee considered a report from the Deputy Town Clerk on the proposed actions to be undertaken during the 2016 cricket season so as to allow the Club to move towards the previously agreed aim for the Club to self-manage the Recreation Ground site, independent of the Council, within the next few years.

The most significant step this year was for the Club to become responsible evening and weekend bookings of the Pavilion (with the Council receiving 20% of any booking income received) and the report set out the detail of how this would work.

It was noted that the Club was aware that there had been a lack of a strong historical relationship on which to build a partnership with the Council and it was keen to address this as well as being able to share progress and any issues which might arrive in achieving this summer's aims. To help address this issue it was suggested that the Committee nominates two Members which could meet with the Club as and when over the summer to discuss progress and any concerns.

Resolved

- (1) That the steps being taken this year to move towards the long term aim be noted.
- (2) That the arrangements for evening and weekend lettings of the Pavilion, as set out in paragraphs 5 and 6 of the report, be approved.
- (3) That two volunteers, to meet with Club representatives as and when over the summer to discuss progress and any concerns, be sought at the next Full Council meeting.

51. Public Access Defibrillator – Municipal Buildings

The Committee considered a report by the Deputy Town Clerk which proposed that the Council should consider providing a public access defibrillator within the Municipal Buildings. The report set out the proposed location for the defibrillator.

The Deputy Town Clerk informed Members that the South Western Ambulance Service operated a defibrillator leasing scheme at a cost of £1,800 every four years. The advantage of leasing was that a new defibrillator and cabinet would be provided and installed, it would be regularly maintained (and replaced if it should need repair), the electrodes and batteries replaced if required through use or expiry, annual training would be provided on site and the machine would be listed on the 999 computer aided dispatch system to ensure any caller in the local vicinity was made aware of it should they need it.

It was noted that the South Western Ambulance defibrillator grant scheme was due to open again on 1 April 2016. It was also noted that funding might be available from Dorchester BID. The Deputy Town Clerk confirmed that he would pursue these two avenues of potential funding.

Resolved

- (1) That a defibrillator be leased for a period of four years from South Western Ambulance Service at a cost of £1,800.
- (2) That the defibrillator to be located on the inner wall of the North Square entrance lobby, to the left of the doorway into the Corn Exchange lobby.

52. 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 4141 to 4152 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

53. Buildings Monitoring Report

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

Members noted that income was lower than for the same two months the previous year and requested that further information be provided as to why this was. Members also requested details of the 'free' hires of the Borough Gardens House.

Resolved

That the Buildings Monitoring Report be noted

54. Dorchester Arts

The Committee received and noted the minutes of the Dorchester Arts Board meeting held on 8 February 2016. Some concern was expressed regarding the bar operation with some negative comments appearing on social media. The Council's Dorchester Arts representative confirmed that this was being addressed by Dorchester Arts.

It was also noted that wine was being served in this plastic 'glasses' which could easily split and Members requested that this concern be fed back to Dorchester Arts.

55. **Urgent Items**

The Committee was informed that, in accordance with Standing Orders, the Chairman of the Community Activities Panel and the Mayor had agreed to sponsor the match ball, in the sum of £100, of a 12 hour charity football match being organised by a young local resident.

The Deputy Town Clerk reported that there was some funds remaining in the small grants budget for 2015-16 and that discussions were taking place with Dorchester Hospital Radio regarding the potential for a grant towards a new piece of equipment for the station. In order that the request be considered prior to the end of March 2016 it was requested that delegated authority be granted to the Deputy Town Clerk, following consultation with the Chairman and Vice-Chairman of the Panel, to consider the application when it was received.

The Chairman of the Community Activities Panel proposed that a report be prepared for a future meeting of the Panel on the grant allocation process and how this might be streamlined through delegation.

Resolved

- (1) That the action taken to sponsor the charity match ball in the sum of £100 be agreed.
- (2) That the Deputy Town Clerk, following consultation with the Chairman and Vice-Chairman of the Community Activities Panel, be authorised to determine the grant request to be received from Dorchester Hospital Radio.
- (3) That a report be prepared for a future meeting of the Community Activities Panel on the grant allocation process and how this might be streamlined through delegation.

56. **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.

57. **Charges for the Municipal Buildings**

The Committee considered a report by the Town Clerk which set out a schedule of the hire discounts, and the reason for the discounts, received by various hirers of rooms within the Municipal Buildings.

Resolved

- (1) That the schedule of discounts be agreed.
- (2) That a report on discounts being given to hirers be provided annually to the Committee

Chairman

Dorchester Town Council
Community Activities Panel
2 February 2016

Present: Councillors C. Biggs, S. Jones, F. Kent-Ledger, T. Lyall, M.E. Rennie (Chairman), K. Rice and the Mayor, R. Potter.

In attendance: Councillors J. Hewitt.

Apologies: Councillor D. Taylor.

9. Queen Elizabeth II 90th Birthday Celebrations

The Panel heard that the Dorchester Area Schools Partnership had indicated that their orchestra and brass band may be available to perform at the lighting of the beacon event to be held on Thursday, 21 April to celebrate Her Majesty the Queen's 90th Birthday if a covered area with lighting could be provided. The Panel requested that a marquee with suitable lighting be hired for the occasion.

The Deputy Town Clerk informed the Panel that a large screen had been booked for the 'Picnic Style' Street Party in the Borough Gardens and that coverage from the Patron's Lunch held on the Mall in London would be broadcasted throughout the day.

The Panel requested that local charities that the Queen was patron to, be contacted and invited to the event.

Members were informed that a local band had been provisionally booked for the early evening. The Panel requested that another group be booked to perform in the afternoon. Councillor E.S. Jones informed the Panel that she had been in contact with former Town Councillor, Leslie Phillips and had arranged for his collection of commemorative china to be displayed in the Borough Gardens House. Members agreed that the event should finish at 8pm. The Panel stressed the need for extra recycling facilities and toilet facilities. Members requested that bunting and small flags be purchased for the occasion and the Chairman informed the Panel that Dorchester BID would be putting up the flags of the commonwealth across the town as part of their annual competition.

The Clerk to the Panel informed Members that Town Council Staff would be taking part in the scheme 'Clean for the Queen' on Friday, 4 March, the Panel requested that the Dorset Waste Partnership be contacted and requested to assist.

Recommended

- (1) That a marquee with suitable lighting be hired for the beacon lighting event.
- (2) That local charities that The Queen was patron to be contacted and invited to the 'Picnic Style' street party.
- (3) That further entertainment be organised for the 'Picnic Style' street party.
- (4) That the 'Picnic Style' Street Party event end at 8.00pm.

(5) That extra recycling and toilet facilities be booked for the event and extra flags and bunting be purchased.

(6) That the Dorset Waste Partnership be contacted and requested to assist with the 'Clean for the Queen' event.

10. WW1 Commemorations

The Panel heard that the Chairman and Vice Chairman of the Panel had met with the Curator of the Keep Military Museum and a local historian to discuss ideas about a possible event to be held with a Kut Day theme. The Chairman informed the Panel that The Corn Exchange had been booked for Monday, 25 and Tuesday, 26 July until 5pm for an event. It was hoped that local organisations would work with the Town Council to put on a similar event as to the one that was held in 2014, with food typical of the period, talks given by local historians, displays from local groups, and craft activities for children. It was hoped that there would be costumes of the period and a few carts similar to the ones that took part in the Kut Day procession in 1916 would be made.

The Panel noted that it was possible that a church service to commemorate those from the 2nd Dorsets Regiment that were taken prisoner in 1916 when Kut in Mesopotamia fell may take place and agreed that a small reception for the dignitaries in attendance should be held after the service.

Recommended

That an event with a Kut Day theme be held on Tuesday, 26 July 2016 in the Corn Exchange to commemorate those from the 2nd Dorsets Regiment that were taken prisoner in 1916 when Kut in Mesopotamia fell.

11. The White Hart Development

The Panel noted that it was likely that an official launch of the White Hart development site would take place in the early summer of 2016. The Panel were supportive of a possible event to unveil a new notice board detailing the history of the White Hart and the return of the White Hart Statue.

12. Applications for Financial Assistance

The Panel considered a grant application which had been received.

Recommended

That the application from the Dorchester Dolphins Swimming Club be not approved.

Notes of a Site Visit held on 24 February 2016 at 5.00pm.

Sites visited – Borough Gardens and the Municipal Buildings

Attending: The Mayor (Councillor Robin Potter) and Councillors G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, M. Rennie and K. Rice.

Steve Newman, Deputy Town Clerk.

1. Borough Gardens

The Deputy Town Clerk updated those present on the projects planned for the forthcoming year which included a borehole water supply, new tennis courts on the old bowling green, relocation of the grass free lawn and refurbishment of the bandstand and clock.

Members viewed the Gardens and identified the following matters:-

- Kiosk – Ladies Toilets
 - Wallgate in the disabled toilet was starting to rust and might need attention.
 - Lock broken in the middle toilet.
 - Toilet ‘moving’ in left hand cubicle.
- Sundial – Could this be made more visible during the summer months.
- Litter bins to be stained in due course.
- Steps up to the Bowling Green – middle step, piece of ‘crazy paving missing’.
- Planting – Members felt that it would be nice to have some more snowdrops planted in the Gardens. Members also felt that it would be appropriate to have a swathe of poppies planted in the Gardens in 2018 if possible.
- Borough Gardens House
 - The House was generally in a satisfactory condition although there was a storage cabinet (which had been installed by a regular hirer of the room) in the main room which meant that hanging space was reduced and the area in which it was located was often used to set up buffets. It was considered that it was not suitable for keeping in the room on a permanent basis. It was suggested that an outside lockable storage facility be considered as an alternative – a grant application would be considered.

2. The Municipal Buildings

Members viewed all of the letting rooms in the Buildings and identified the following matters:-

- Sellotape and Blotack was being used to stick notices to walls leaving a stains or removing the paintwork – THK’s to be reminded to stop hirers from doing this.

- Corn Exchange new curtaining – Members felt that this should not be tied to the pillar nearest the kitchen when not in use and that consideration be given to a hook on the wall.
- Corn Exchange door to stage room was in bad repair, could the door be redesigned to allow freer movement of staging etc.
- Six foot tables need to be replaced.
- Ladies toilets underneath of all the seats were stained and unclean – clean or replace.
- Town Hall doors urgently in need of repainting.
- Town Hall floor repairs need to be undertaken.
- Town Hall oriel seat covers need replacing.
- Town Hall oriel windowsill needs cleaning.
- Parking – concern was expressed regarding the lack of parking spaces – THK's to keep the gates locked unless there was only a single event in the evening.
- Council Chamber relocate hearing loop sign.
- Council Chamber Seal needs cleaning.
- Council Chamber lozenges need straightening.
- Council Chamber list of Alderman / Freemen needs producing for display.
- Council Chamber cabinet to be reviewed in the long term, in the short term straighten pictures, return the 'Borough' painting and remove the procession picture.

Meeting closed 6.55pm.

Dorchester Town Council

Policy Committee

22 March 2016

Present: Mayor R. Potter and Councillors R. Biggs, A. Chisholm, T. Harries, G. Jones (Chairman) and T. Jones.

Apologies: Councillor B. Armstrong-Marshall and S. Hosford

In attendance: Councillor Rennie

37. Minutes

The Minutes of the Committee held on 19 January 2016, adopted by Council on 26 January 2016, were taken as read and were confirmed and signed by the Chairman as a correct record.

The Minutes of the Committee held on 23 February 2016 were read and were confirmed and signed by the Chairman as a correct record.

38. Finance Report

The Financial Controller presented a finance report covering the 11 months to 29 February 2016. 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 29 February 2016 and the latest report of the Internal Auditor.

The Town Clerk highlighted two Internal Audit recommendations which he had rejected. The Financial Controller responded to questions regarding accounting nomenclature and the speed with which the Council paid its suppliers.

Resolved

- a) That the Payments list totalling £172,087.73 is approved
- b) That from 1 April 2016 Payments lists are provided on the website only
- c) That the report of the Internal Auditor and the response of the Town Clerk is noted

39. Corporate Plan

The Town Clerk provided the final pages of the Corporate Plan, which had been updated following the adoption of the budget, plus a draft summary Plan and a Consultation plan to be completed by 24 May 2016.

He responded to questions regarding the consultation programme, and members explored opportunities to engage with residents. A member asked that the task related to Engagement in discussions related to Local Government reorganisation be changed to a short term priority.

Resolved

- a) That the changes to the Corporate Plan as noted in the report are approved, with the transfer of one Governance task reprioritised as Short Term
- b) That the Consultation Plan is agreed and progressed, and that the Town Clerk develop a simple questionnaire for use with residents at the Beacon Lighting event on 21 April 2016.

40. General Power of Competence

The Town Clerk explained in broad terms the legislative framework that underpinned the Council's activities and identified the requirements that needed to be satisfied before the Council was able to adopt the General Power.

Recommended

That the Council adopts the General Power of Competence

41. Community Development

The Town Clerk provided a Job Description and Person Specification for the post previously approved and outlined options for the salary of the post. Members discussed the options available in setting the salary and it was agreed that the ability to drive and own a car was an essential criteria.

Resolved

- a) That the Job Description and Person Specification is approved
- b) That the post is graded scp 24 – 30, with the final salary offered being directly related to experience and knowledge

42. Fields in Trust Centenary Fields Scheme

The Town Clerk provided information regarding the proposed dedication of the area of land south of Holmead Walk as a Centenary Field. Members discussed the importance of engaging with parties who had a stake in the history and commemoration of the Great War.

Resolved

That, subject to constructive discussions with local stakeholders the Council supports the proposal to dedicate the Holmead Walk land as a Centenary Field,

43. Dorset County Museum – Loan and Application for a Capital Grant

The Committee received confirmation that the original loan advance to the Museum had been repaid, but that cash flow would remain an issue for the Museum throughout construction of the new buildings.

The Town Clerk explained that an opportunity was being prepared for Councillors to visit the Museum to gain a greater understanding of the project, prior to a grant application being submitted to the Council's Cultural Capital Grant Fund, but that this might be delayed in the short term due to unforeseen circumstances.

Resolved

- a) That a second loan be advanced to Dorset County Museum on similar terms to that recently repaid
- b) That a letter be sent to the County Museum indicating a wish to discuss a grant from the Council's Cultural Capital Grant Fund

44. **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.

45. **Debt Write Offs**

Resolved

That two debts totalling £150.00 are written off

Chairman

Dorchester Town Council

Mayoral Selection Committee

22 March 2016

Present: Councillors R. Biggs, A. Canning, T. Harries, S. Jones (Chairman), R. Potter and M. Rennie

Apologies: Councillors S. Hosford and T. Jones

1. Minutes

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

2. 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.

3. Selection of Town Mayor – 2016-17

The Deputy Mayor reported verbally to the meeting.

Recommended

That the Members now named be invited to fill the Offices of Town Mayor and Deputy Town Mayor of Dorchester during the 2016-17 Council Year.

4. Future Process

The Town Clerk invited the Committee to consider whether the standing January meeting of the Committee was required. The Committee noted that the opportunity to call a Special Meeting would not be affected by any change.

Recommended

That Standing Orders be revised to require that the Deputy Mayor automatically commences the mayoral selection process after the January Council meeting by contacting the first seven Members on the Selection List, calling a Special Meeting if required

Chairman

CALENDAR OF MEETINGS – 2016-17

	2016								2017				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL, MAYOR MAKING AND ANNUAL TOWN MEETING	23 MM 24		26		27		29		24		28 ATM		22 MM 23
POLICY & MAYORAL SELECTION	17		19		20		22		17 MS 6.30		21 MS 6.30		16
MANAGEMENT	10		12		13		15		10		14		9
PLANNING AND ENVIRONMENT	<i>Tue</i> 3	6	4	1	5	3	7	5	<i>Tue</i> 3	6	6	3	<i>Tue</i> 2
MANAGEMENT SITE VISITS				23@ 5.00pm						TBC@		TBC@	
MARKETS JOINT PANEL		22							25* 2.15pm				
<i>BANK HOLIDAYS</i>	<i>2,30</i>			<i>29</i>				<i>26,27</i>	<i>2</i>			<i>14,17</i>	<i>1,29</i>

MM Mayor Making ATM Annual Town Meeting MS Mayoral Selection Committee TBC Date to be confirmed

All meetings take place in the Council Chamber, Municipal Buildings at 7.00pm except

* Markets Joint Panel, to be held at West Dorset DC, South Walks House

@ Start point to be confirmed at Management Committee