



Dorchester Town Council

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You are summoned to the adjourned Annual Meeting of the Dorchester Town Council in the Council Chamber, Municipal Buildings, Dorchester on Tuesday 24 May at 7.00pm, to conduct the following business: -

1. Apologies & Minutes

To read, confirm and sign the Minutes of the meetings of the Council held on 29 March 2016 (page 2).

2. 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).

3. Minutes of Committees

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	4 April 2016	Page 5
Planning & Environment Committee	3 May 2016	Page 9
Selection Committee	10 May 2016	Page 15
Management Committee	10 May 2016	Page 18
Policy Committee	17 May 2016	Page 27

4. Annual Business

- a) To appoint the Chairman and Vice Chairman for the three Committee
- b) To authorise five Members to operate the Council's Bank Mandates
- c) To re-confirm the Council's intention to use the Power of Competence

6. Adoption of the Corporate Plan following consultation

To receive the report of the Town Clerk

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

Town Clerk 18 May 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.

Dorchester Town Council

Meeting of the Dorchester Town Council

29 March 2016

Present: Mayor R. Potter and Councillors R. Biggs, A. Chisholm, G. Duke, T. Harries, J. Hewitt, G. Jones, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, M. Rennie, K. Rice, P. Stein and D. Taylor.

Apologies: Councillors B. Armstrong-Marshall, C. Biggs, S. Hosford and T. Jones.

44. **Mayoral Selection Committee – 22 March 2016**

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

Resolved

- 1) That Councillor T. Harries be invited to fill the office of Town Mayor and Councillor R. Potter be invited to fill the office of Deputy Mayor during the 2016-17 Council Year
- 2) That Standing Orders be revised to require the Deputy Mayor to commence 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
- 3) That the minutes of the meeting of the Mayoral Selection Committee held on 22 March 2016 be adopted.

45. **Minutes**

The minutes of the meeting of the Meeting of Council held on 26 January 2016 were confirmed and signed by the Mayor as a correct record.

46. **Communications & Questions**

The Mayor advised Members regarding the recent death of Mr. Roger Brown, who had served on the Borough and Town Council in the 1970's. The Mayor had also sent the Council's best wishes to Jon Murden, Director of the County Museum, for a speedy recovery following his recent illness.

The Mayor took the opportunity to thank Members for their support during his year as Mayor and reminded them that the Beacon Lighting event to celebrate HM Queen's 90th birthday would take place on 21 April 2016.

The Town Clerk advised Members that a meeting of the Selection Committee would take place on 10 May 2015 at 6.15pm.

Resolved

That the Calendar of Meetings for 2016-17 be approved

The Town Clerk advised Members of an approach made by one of the potential bidders for the South West Trains rail franchise and requested support from any Member who had previous experience of franchise negotiations.

47. **Planning and Environment Committee – 1 February 2016**

It was proposed and seconded that the minutes of the meeting be adopted. A response was provided to a question regarding a planning application related to 17 Buttermarket.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 1 February 2016 be adopted.

48. **Planning and Environment Committee – 3 February 2016**

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

A number of Councillors expressed their strength of feeling regarding the provision of affordable housing on the Prison site.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 3 February 2016 be adopted.

49. **Policy Committee – 23 February 2016**

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

The Town Clerk confirmed that works on the Borehole would commence in the first week of April 2016.

Resolved

That the minutes of the meeting of the Policy Committee held on 23 February 2016 be adopted.

50. **Planning & Environment Committee – 7 March 2016**

It was proposed and seconded that the minutes of the meeting be adopted. Members commented on the bollards in New Street.

Resolved

That the minutes of the meeting of the Planning & Environment Committee held on 7 March 2016 be adopted.

51. Management Committee – 15 March 2016

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

Resolved

- 1) That a lozenge be painted to recognise the Queen becoming the longest reigning Monarch
- 2) That the minutes of the meeting of the Management Committee held on 15 March 2016 be adopted.

52. Policy Committee – 22 March 2016

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

Resolved

- 1) That Council adopts the General Power of Competence
- 2) That the minutes of the meeting of the Policy Committee held on 22 March 2016 be amended to note the plan to commemorate Great War sites in the town, then adopted

The Council rose at 7.30pm.

Mayor

Dorchester Town Council
Planning and Environment Committee

4 April 2016

Present: Councillors T. Harries, S. Jones, T. Jones, F. Kent-Ledger, R. Potter, M. Rennie and D. Taylor

Also Present: Councillors A. Chisholm and J. Hewitt

Apologies: Councillors C. Biggs, R. Biggs, A. Canning and S. Hosford

162. Election of Chairman

Councillor Kent-Ledger was elected Chairman for the meeting.

163. 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.

Councillor S. Jones stated that as a member of WDDC's Development Control Committee, she would keep an open mind on the planning applications and consider all information available at each stage of the decision process. She would take part in the debate and vote on planning applications at this meeting.

164. Minutes

The Minutes of the meeting of the Committee held on 7 March 2016 were confirmed and signed by the Chairman as a correct record.

Minute 159/15 – Planning Applications

The Committee Clerk reported that planning application WD/D/16/000168 – 3 Mellstock Avenue had been refused by WDDC.

165. Minute Update Report

Minute 154 + 155/15 Planning Applications WD/D/15/002840 and WD/D/15/002841 – HM Prison, Dorchester

The Committee noted that City & Country had advised that WDDC had employed the District Valuer to assess C&C's expert's financial appraisal. Members had some concerns that a completely independent assessment of the viability of the site was not being carried out but accepted the way the process was being undertaken.

Resolved

- i) That the Minute Update Report be noted.

166. Dorchester West Station Access – Williams Avenue Loading/Unloading Lay-By

The Committee were very pleased that a disabled access was eventually being provided to Dorchester West Station and the lay-by was part of this.

Resolved

That DCC be advised that Dorchester Town Council supports the making of the TRO (Drawing No DC3133/038/01/Orig) for Williams Avenue Loading/Unloading Lay-by.

167. A35 Speed Limit

The Committee considered the letter from WSP/Parsons Brinckerhoff regarding speed limits along the A35 and Members stated that they were happy with the speed limits on the A35 around Dorchester.

Resolved

That WSP/Parsons Brinckerhoff be advised that Dorchester Town Council is happy with the speed limits on the A35 around Dorchester.

168. Dorchester Area Community Partnership (DACP)

The Chairman presented the final report of the DACP and said that although it was sad that the Partnership had ended, it had undertaken some positive projects, some of which would be continuing. Members agreed with the Chairman's comments and particular mention was made of the good work of the Friends of Dorchester West Station.

Tess James, former Chairman of DACP, addressed the Committee and thanked the Town Council for their support they had provided.

Thanks were given to those that had chaired the DACP over the years.

169. 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.

Councillor S Jones left the meeting.

170. Decisions on Planning Applications

The Committee noted the decisions made by West Dorset District Council on planning applications, withdrawn applications and others of note. It was reported that WDDC's Development Control Committee would not consider changing the opening hours of 17 Buttermarket as an alcohol licence, setting out the licencing hours, had already been granted.

Chairman

Dorchester Town Council

Planning applications considered by the Planning and Environment Committee on 4 April 2016

East Ward (Councillors T Harries/S Jones/F Kent-Ledger)

1. **CHURCH HALL, ST GEORGES CHURCH, HIGH STREET, FORDINGTON, DORCHESTER
WD/D/15/000426 (Amended Plans)**

Replace hall windows and doors on the north & west elevations in timber, to match the existing details and decoration

Dorchester Conservation Area and Grade I Listed Building

No objection

North Ward (Councillors B Armstrong-Marshall/R Biggs/A Canning/S Hosford/T Loakes/D Taylor)

2. **DORSET COUNTY HOSPITAL, WILLIAMS AVENUE, DORCHESTER, DT1 2JY
WD/D/16/000304**

Construction of a new standalone radiotherapy suite consisting of two LINAC treatment bunkers, ancillary clinical and staff accommodation. Resurfacing adjacent car park, associated external works including lightweight covered walkway to connect to Dorset County Hospital main building. Replacement of the existing medical records store as the enabling phase of the works on the existing staff car park adjacent to Hydrotherapy
No objection

3. **HM PRISON DORCHESTER, NORTH SQUARE, DORCHESTER, DT1 1JD (Amended Plans)
WD/D/15/002840 + WD/D/15/002841**

Change of use of the Main Cell blocks and Gatehouse to residential accommodation (use class C3) (60 Units) with an Interpretation space in the Gatehouse 48 sq m. Construction of new residential blocks and residential terrace (use class C3) (129 units) and associated landscaping and car parking. Demolition of a number of non-listed buildings. Alterations to a public realm and highways in North Square and The Bow.

Dorchester Conservation Area and Grade II Listed Building

The Committee viewed the revised plans and the Clerk outlined the changes proposed, details of which had been circulated prior to the meeting. The Clerk also summarised the representations that had been received since the revised plans had been published and commented on the ongoing concerns a couple of North Square residents. In view of the very thorough presentation given at the committee meeting on 3 February 2016, City & Country had not been invited to attend this meeting.

Members then considered the changes proposed that impacted on their previous representation and commented on those affected.

Comment v) re Highways

It was noted that Dorset Highways had not yet made formal representation to either the original or revised plans. Overall, the Committee accepted the proposed changes. There was discussion about the relative levels of the pavement and road at the Bow alongside

the Municipal Buildings and there was uncertainty as to whether the pavement would be raised above road level. The main issue raised was that the Town Council would want to maintain the disabled access into the Municipal Buildings, at this point, that was currently achieved by a dropped kerb.

Comment viii) re Commercial Space

The Committee had stated at the meeting on 3 February 2016 that it would accept the developer's proposal to remove the commercial space from the scheme and therefore it supported these revised plans.

Councillor Chisholm suggested that the open space to the front of the first gateway entrance into the Prison site, freed up by the removal of the commercial space, could be a suitable place for the statue of Thomas Hardy to be relocated. The Committee were all very supportive of this idea and considered that it would be an excellent site for the statue.

Comment x) re North Square

The Committee accepted that some local residents still had ongoing concerns but they considered that the changes proposed in narrowing the southern end of Block 1 did address the concerns they had previously raised making this part of the development acceptable in this town centre location and therefore it supported these revised plans.

The Committee was advised that City & Country were still trying to achieve purchase of the property adjoining Glyde Path Road and wished to provide a link through the Glyde Path Road as part of their proposals.

The Committee reaffirmed that, despite accepting the revised plans, its recommendation was still that applications WD/D/15/002840 and WD/D/15/002841 should be refused particularly in regard to the points made previously in Comment i) regarding affordable housing.

4. **UNIT 1, STRATHMORE HOUSE, 11 QUEEN MOTHER SQUARE, POUNDBURY, DORCHESTER, DT1 3DX**
WD/D/16/000366

Erect six fascia signs & one wall mounted side hung sign on a commercial premises.
No objection

South Ward (Councillors C Biggs/R Potter/M Rennie)

5. **112 MELLSTOCK AVENUE, DORCHESTER, DT1 2BH**
WD/D/16/000477

First floor extension & two storey side extension. Internal & external alterations.
No objection

West Ward (Councillor T Jones)

No applications

Dorchester Town Council

Planning and Environment Committee

3 May 2016

Present: Councillors C. Biggs, R. Biggs, T. Harries, S. Hosford, S. Jones, R. Potter and M. Rennie

Also Present: Councillors J. Hewitt and K. Rice

Apologies: Councillors T. Jones, F. Kent-Ledger and D. Taylor

171. **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.

Councillor S. Jones stated that as a member of WDDC's Development Control Committee, she would keep an open mind on the planning applications and consider all information available at each stage of the decision process. She would take part in the debate and vote on planning applications at this meeting.

172. **Minutes**

The Minutes of the meeting of the Committee held on 4 April 2016 were confirmed and signed by the Chairman as a correct record.

173. **Minute Update Report**

Minute 141/15 (30 November 2015)

The Committee Clerk reported that DCC's Community Highway Officer for Dorchester had advised that he had monitored the parking situation, at the grassed area between Damers and Bridport Road, on a regular basis over the last three weeks and had not found any problems. Members had experience that the parking occurred mainly during the evenings and agreed that they would be happy to place appropriate letters on offending vehicles.

Resolved

- ii) That the Minute Update Report be noted.
- iii) The DCC's Community Highway Officer for Dorchester be asked for advice on how Town Councillors could assist in dealing with inappropriate parking on the grassed area between Damers and Bridport Road.

174. **Active Travel and Safe Routes to School Project in Dorchester**

Wayne Sayers, DCC's Sustainable Transport Manager addressed the Committee giving an update on the Active Travel and Safe Routes to School Project in

Dorchester and spoke about his areas of responsibility and projects throughout the Town. Such projects included the DTEP, safety improvements at the access to St Osmunds School, the relocation of Damers School and working the Hardye's School pupils. His team were working with various partners, such as Sustrans and Highways England, towards creating a travel plan for the whole town, that would complete the current missing links, and they would be reviewing the current position and consulting on future developments. Dorchester did have some difficulties in creating a complete linked plan due to limitations on space in some areas.

Members were encouraged that work was underway to create sustainable transport plan for the whole town taking a strategic approach. Comments were made about specific traffic problems, bus routes and safety concerns, mainly in South Ward, and the impact of all car travel to schools. A point was made about the amount of materials students had to carry to school and without the provision of lockers, this could encourage them to take the car. A request was made that future signage and markings on The Walks be kept to a minimum to preserve its character.

Members were supportive of the work outlined and asked to be consulted about future projects as early as possible.

The Chairman thanked Mr Sayers for his presentation.

175. Parking Issues – Monmouth Road

Mr Hartley, a Monmouth Road resident, gave the Committee a powerpoint presentation regarding traffic issues in the Monmouth Road area and the response to the consultation that he, and other residents, had undertaken about these issues and possible solutions.

Members were impressed with the presentation and the amount of work already put in by local residents.

The Committee appreciated that traffic and parking problems had increased significantly in recent times and additional car parking by contractors working at Brewery Square appeared to have made the situation much worse. Members considered that the constructors of Brewery Square and the site owner should be asked to take some responsibility for this and be asked to assist in addressing this.

The Committee discussed possible options for resolving the problems such as residents' parking schemes and single yellow lines. The practical implications of these and their implementation were looked at and Members agreed that both they and the local residents involved needed technical advice from DCC regarding this.

The Committee Clerk reported that she had been advised by Dorset Highways that the Community Highway Officer for Dorchester could be asked for advice on options for resolving traffic/parking issues.

The Committee Clerk was asked to co-ordinate a meeting with appropriate DCC

officers, Members and local residents to consider what options would be possible to improve the traffic/parking situation in the Monmouth Road area and what steps then needed to be taken.

Resolved

- i) That the Town Council asks the constructors of Brewery Square and the site owner to assist in addressing the problems caused by contractors working on the site parking in the Monmouth Road area.
- ii) That the Committee Clerk arranges a meeting with appropriate DCC officers, Members and local residents to consider what options would be possible to improve the traffic/parking situation in the Monmouth Road area and what steps then needed to be taken.

176. Parking Issues

The Chairman presented the Committee Clerk's report about possible changes to the way the Committee dealt with requests for new parking restrictions.

The Committee Clerk provided an update to the report following further information received from Dorset Highways. In the light of this information, she suggested that new requests be considered at the July or August and December meetings. Members agreed to this timetable and asked that DCC's Community Highway Officer for Dorchester be invited to these meetings.

With regards to the Committee using the ranking points suggested by DCC, Members considered that they could only usefully use 'opinion' and 'impact' as the other points needed technical knowledge.

Resolved

- i) That the Planning and Environment Committee will consider all future requests for new parking restrictions at their meetings in July or August and December.
- ii) That DCC's Community Highway Officer for Dorchester be invited to the committee meetings when requests for new parking restrictions are considered.

177. 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.

178. DTEP Southgate Junction Proposed Traffic Regulation Order (HI1087) -

Primary Consultation

The Committee supported DCC's proposals for the changes to Southgate junction as part of the DTEP project.

Resolved

That DCC be advised that Dorchester Town Council supports DTEP Southgate Junction Proposed Traffic Regulation Order (HI1087).

179. **Dorset County Council's Draft Community Transport Guidance and Toolkit**
Committee members had looked at DCC's Draft Community Transport Guidance and Toolkit on line and noted its contents.

Resolved

That DCC be advised that Dorchester Town Council notes its Draft Community Transport Guidance and Toolkit.

180. **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

Applications considered by the Planning and Environment Committee on 3 May 2016

1. **46 LONDON ROAD, DORCHESTER, DT1 1NE WD/D/16/000490**
Erect rear extension & alterations to garage
No objection

2. **70 HIGH STREET FORDINGTON, DORCHESTER, DT1 1LB
WD/D/16/000348**
Installation of 2no. television aerials & satellite dish. Replacement of two timber casement rear windows & replacement of external rear door (Retrospective)
Dorchester Conservation Area and Grade II Listed Building
No objection

3. **31 SOUTH STREET, DORCHESTER, DT1 1DD
WD/D/16/000495**
External alteration to shopfront including replacement glazing and entrance doors
WD/D/16/000494
2 No. fascia signs and 1 No. projecting sign
Dorchester Conservation Area
Recommend refusal. The Committee had concerns about the positioning of the proposed outside seating and considered that these would cause obstruction to pedestrians and others at both points. The area outside that linked both parts of 'The Walks' was a very prominent and busy area and the area in South Street was immediate to bicycle racks and Members considered that, in both instances, the mix of seating and pedestrians was not appropriate. It was noted that DCC had already granted a sitting out licence for the premises and a condition of this was that 'a minimum footway width of 1.8m will be required at all times between the seating area and the edge of the footway'. It was unclear if this condition could be met, particularly with the pavement conditions in South Street.
Another point raised was that in the design and access statement for the application, mention was made of servicing deliveries being made to the premises at the front in South Street and it was suggested that the applicant be reminded of the Traffic Regulation Order restricting use of South Street at certain times.

4. **3 MILLERS CLOSE, DORCHESTER, DT1 1SS
WD/D/16/000586 + WD/D/16/000587**
Change of Use from B8 to Sui-Generis (Car sales showroom). Remove the existing facade & replace with curtain walling/panelling on the front and both sides. Demolish existing side extension and alter roadside boundary treatments & re-surface car park. Erect 1 x Luminated Totem Advertisement and 4 x Front and side(s) signs
No objection. However there were some concerns about whether the level of customer parking provided on the site would be sufficient.

5. **SUITE B, GEORGIAN HOUSE, DORCHESTER, DT1 1UB**

WD/D/16/000825

Change of use from Office Use (Class B1(a)) to a dwellinghouse (1 no. self contained flat) (Use 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.

No objection

6. **14 PLASSEY CLOSE, DORCHESTER, DT1 2PR**

WD/D/16/000479

Existing single storey extension to be extended up closer to the front of the property. Parapet roof to be removed and replaced with a single pitch roof.

No objection

7. **33B MONMOUTH ROAD, DORCHESTER, DT1 2DE**

WD/D/16/000482

Erection of first floor front extension

No objection

8. **105 CAMBRIDGE ROAD, DORCHESTER, DT1 2JG**

WD/D/16/000675

Erect extension & alterations

No objection

9. **6 WELLBRIDGE CLOSE, DORCHESTER, DT1 2BJ**

WD/D/16/000821

Two storey rear extension and an internal re-model

No objection

10. **49 SOUTH STREET, DORCHESTER, DT1 1DW**

WD/D/16/000685 Listed Building Consent

Replacement of two ATM machines

No objection

11. **8 LOUISE ROAD, DORCHESTER, DT1 2LT**

WD/D/16/000823

Single storey rear extension and internal alterations

No objection

12. **7 DUCHY CLOSE, DORCHESTER, DT1 2EL**

WD/D/16/000822

Replace rear conservatory with single storey rear lean to. New front entrance porch.

No objection

Dorchester Town Council

Selection Committee

10 May 2016

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

1. Minutes

The minutes of the meeting of the Committee held on 29 May 2015 were confirmed and signed by the Chairman as a correct record.

2. Service in specific roles and appointments to Panels

The Town Clerk reminded members regarding Minute 29(d) of Council on 29 September 2015, which routinely limited certain appointments to a 4 year period, and highlighted the advantages and disadvantages of the approach adopted.

While noting the impact of the resolution on those currently appointed to some roles Members recognised the need to open up all aspects of the Council's work to as many Members as possible.

Recommended

- a) That it be reconfirmed that, as a general principle, when making appointments to Chairmanships, Joint Committees and Outside Bodies, an appointment should not extend beyond four consecutive year without a clearly stated justification being given
- b) That appointments should be made to each role on the Outside Bodies list in 2016-17, but that additional information be sought on the role of representatives on the Dorset Neighbourhood Justice Panel and the Dorchester Association
- c) That Councillor J. Hewitt be appointed a trustee of the Dorchester Municipal Charities for the period to May 2020

The Town Clerk confirmed that he would now seek interest in appointments to Outside Bodies in time for the July Council meeting.

Members discussed the new Panel arrangements, noting that it was too early to confirm the full impact of the changes. The Chairman of the Community Activities Panel highlighted that the increase in numbers on the Panel had not achieved the aim of securing wider Member involvement in its work and that an alternative approach focused on Task & Finish Groups and greater reporting to Management Committee might be more appropriate.

Recommended

- d) That a review of the Panel process be undertaken in summer 2017
- e) That the Community Activity Panel be suspended for the next year to be replaced by greater use of Task & Finish Groups and greater reporting to Management Committee

3. Attendance 2015-16 and Allocation of Committees 2016-17

The Committee reviewed the attendance records for the current year and noted one particular absence was related to an extended period of illness.

The Committee considered the reasons for the lower level of attendance at the Planning and Environment Committee and also carefully considered the impact of major change in the Council's membership of the Dorchester Markets Informal Joint Panel at present due to the proposed changes in the management arrangements for the Fairfield Market site.

The Committee considered member preferences for Committees. It was

Recommended

- a) That Committee membership for the 2016-17 Council year should be as laid out in Appendix 1.
- b) That a target of 50% attendance be investigated for appointment to the Planning and Environment Committee from 2017-18 onwards

The Committee agreed that further work should be undertaken to identify possible alternative arrangements to deliver the work of the Selection Committee. A request was also made that the Town Clerk monitor the current position regarding a community governance review of the Dorchester wards, particularly in the context of any proposed change to the overall structure of local government across Dorset.

Chairman

Dorchester Town Council - Committee Membership

Appendix 1

Councillor	Council	Planning & Environment	Management	Policy	Markets Joint Panel	Heritage Joint C'ttee
T. Harries (Mayor elect)	Y	Y	Y	Y		
B. Armstrong-Marshall	Y			Y		
C. Biggs	Y	Y	Y			Y
R. Biggs	Y	Y		Y		
A. Canning	Y	Y	Y			
A. Chisholm	Y			Y		
G. Duke	Y		Y		Y	
J. Hewitt	Y	Y	Y		Y	
S. Hosford	Y	Y		Y		
G. Jones	Y			Y		Y
S. Jones	Y	Y	Y			
T. Jones	Y	Y		Y	Y	
F. Kent-Ledger	Y	Y	Y			
T. Loakes	Y	Y	Y			Y
A. Lyall	Y		Y			
R. Potter	Y	Y	Y			
M. Rennie	Y	Y	Y		Y	
K. Rice	Y		Y		Y	
P. Stein	Y			Y		
D. Taylor	Y	Y	Y		Y	
	20	13	13	8	6	3

Dorchester Town Council

Management Committee

10 May 2016

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

In Attendance: Councillors T. Harries and T. Jones.

Apologies: Councillors P. Stein and D. Taylor.

58. Minutes

The Minutes of the Meeting of the Committee held on 15 March 2016, adopted by Council on 29 March 2016, were taken as read and were confirmed and signed by the Chairman as a correct record.

59. Community Activities Panel

The Committee considered the minutes of the Community Activities Panel held on 25 April 2016 (Appendix 1 to the minutes). In respect of the Queen's 90th Birthday event members requested that the publicity posters be created and distributed at the next Full Council meeting and that Dorchester Arts be invited to the next meeting of the Community Activities Panel to discuss the bar arrangements for the day. It was also noted that all Members would be asked to volunteer some time to help steward the event including some time in the Borough Gardens House.

Resolved

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

60. 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 12 April 2016 (Appendix 2 to these minutes). Members particular attention was drawn to the need to fell a tree, due to it being unsafe, at Sandringham Sports Centre. The Committee requested that some publicity be given to the felling and the reason why, in the local area.

Resolved

That the notes of the site visit be received.

61. Management Arrangements

The Committee considered the schedule of work for the Outdoor Services Team. It was noted that the Borough Gardens gents toilet was again in need of repair and that those repairs should be of an acceptable standard.

Resolved

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

62. Borough Gardens – New Tennis Courts

Members had before them a report by the Deputy Town Clerk which updated them on the progress being made in respect of building a new set of tennis courts on the old bowling green in the Borough Gardens.

The Committee considered whether access to the new courts should be provided after the Gardens were closed at the height of the summer. Members felt that if they were regularly used at that time this might be worth considering but if not then the added cost to the project to enable this to happen could not be justified.

The Committee also supported the appointment of John, Stark and Crickmay to oversee the works to completion including tender preparation and obtaining all the necessary permissions.

During discussion of this matter it was noted that users of the courts were propping the gates open which would distort fob data and requested that Gardens staff check periodically that the gates were being closed.

Resolved

(1) That if the courts were regularly used past 9.00pm consideration should be given to providing a separate access but if not then the added cost to the project to enable this to happen could not be justified.

(2) That the appointment of John, Stark and Crickmay to oversee the works to completion including tender preparation and obtaining all the necessary permissions be agreed.

63. Borough Gardens – Borehole Update

Members were informed that the work on the borehole in the Gardens had now commenced. It had originally been anticipated (based on the water prognosis report undertaken prior to commencement of the project) that a suitable water supply would be found at a depth of 60 meters. A suitable water supply was found at 100 meters which has added a cost of just under £3,000 to the project.

The water was now being pumped and allowed to run clear and would shortly be chemically and biologically tested.

Work on the groundworks had also commenced and it was anticipated that the whole project would be completed by the end of the May.

Resolved

That the progress made with the Gardens Borehole project be noted.

64. Borough Gardens – Climbing Boulder

The Committee considered a report by the Deputy Town Clerk which set out proposals for a climbing boulder to be located at the Borough Gardens. Members felt that it was important to demonstrate support to those young people that had brought forward the idea through Democracy Day and which had also been supported by the Youth Council.

The Committee felt that the larger climbing boulder of the two identified in the report would be the most suitable as it was the most challenging. Members also felt that the boulder may suffer from green algae, due to the lack of sun, if located between the kiosk and table tennis area and suggested that it be located at the northern end of the old putting green.

Members expressed a desire for the climbing boulder to be in place this financial year.

Resolved

(1) That the proposal for an open access climbing boulder to be located on the old putting green in the Borough Gardens be supported.

(2) That the Policy Committee be requested to allocate funding of up to £15,000, to the project this year.

65. Borough Gardens House Community Room Storage

Members considered a report by the Compliance Manager on a proposal for creating a storage area in the alcove immediately to the left of the room as you enter.

Members noted that on some hirers publicity the venue was being called something completely different to the Borough Gardens House causing confusion for those wishing to attend events. Members requested that hirers be reminded of the correct venue name.

Resolved

That the proposal for a storage area in the Borough Gardens House Community Room, as set out in the report, be agreed.

66. True Colours Project

The Committee considered a report by the Deputy Town Clerk on a community project about people's feelings towards local public spaces in Weymouth, Portland and Dorchester.

It was noted that since the report had been prepared the project had been put on hold. Members were however agreeable to Officers providing some support and time towards the project should it be re-commenced. In the event that the project continued and provided ideas for how investment in lighting infrastructure might provide a longer term benefit a further report would be presented to Members.

Resolved

That the True Colours project be noted.

67. **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 4153 to 4167 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

68. **Buildings Monitoring Report**

The Committee received the monitoring reports for the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House. The Deputy Town Clerk gave background detail to the reasons behind differences in the year to year income/session comparator figures. Members noted the reasons behind the differences and agreed that it would be useful to also monitor income actually received against the income target set by the Council in its budget.

Members also felt that it would be beneficial to have an annual report on feedback received from hirers.

Resolved

(1) That the Buildings Monitoring Report be noted.

(2) That a report be prepared annually on feedback received from hirers.

69. **Dorchester Arts**

The Committee received and noted the minutes of the Dorchester Arts Board meeting held on 11 April 2016.

Members felt that it was important to be kept up to date regarding Dorchester Arts possible move to the Maltings and it was noted that this was an item that should be discussed regularly at the Dorchester Arts / Town Council liaison meetings, notes of which were presented to the Committee.

70. **Urgent Item – Felling of Beech Tree – Borough Gardens**

The Committee was informed that a tree inspection report had just been received in respect of a large Beech tree in the Borough Gardens. Regrettably the tree was found to be diseased and unsafe and the tree specialist recommend that it be felled within a maximum of three months.

It was noted that the Gardens would be very busy for the Queen’s 90th birthday and Members felt that the tree should be felled as soon as possible and preferably prior to this event, once approval to the work had been received from the Tree Officer at West Dorset District Council.

It was agreed that the tree should be replaced with a good sized new tree of a different species and a red oak was suggested.

Members also requested that publicity be given to the works so as to ensure residents were aware of the felling and why it needed to be undertaken.

Resolved

- (1) That the Beech tree be felled as soon as possible, subject to approval being received from the Tree Officer at West Dorset District Council.
- (2) That the tree be replaced with a good sized new tree of a different species and a red oak was suggested.
- (3) That publicity be given to the works so as to ensure residents were aware of the felling and why it needed to be undertaken.

71. **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.

72. **Red Cow Farm New Allotment Space**

The Committee considered a report by the Deputy Town Clerk which set out a proposal for the layout and future management arrangements for the new allotment space at Red Cow Farm. Members supported the proposal and agreed that a plan be presented to HRH The Prince of Wales which identified that direction of travel for the site.

Resolved

That the proposed layout and future management arrangement for the new allotment space at Red Cow Farm be agreed.

Chairman

Dorchester Town Council

Community Activities Panel

25 April 2016

Present: Councillors F. Kent-Ledger, T. Lyall, M.E. Rennie (Chairman) and K. Rice.

In attendance: Councillors J. Hewitt and T Harries (Mayor elect).

Apologies: Councillors C. Biggs, S. Jones, D. Taylor and The Mayor, R. Potter.

13. Queen Elizabeth II 90th Birthday Celebrations

(a) The Panel had before them a proposed itinerary for the Picnic Style Street Party to Celebrate Queen Elizabeth II's 90th Birthday to be held at the Borough Gardens on Sunday, 12 June 2016. The Clerk to the Panel confirmed that The Mill Street Jazz Band, Viva Women's Community Choir & The Heavens and Shooter had been booked to perform throughout the day. The Panel agreed a layout for the stalls and the entertainment. The Panel were keen to ensure that sufficient supplies of toilet rolls and cleaning materials would be available for the Park Keepers to replenish the facilities throughout the day. Members noted that extra portaloos and bins had also been booked. The Panel agreed that the First Aid team should be booked from 11.30am until 8.00pm. Members requested that extra signs for the toilets and the Borough Gardens House be created. Members requested that colour posters advertising the event should be created, printed and circulated to Councillors for them to display. It was agreed that a Facebook event page should be set up to promote the event. The Panel requested that a Security Company be hired to offer support throughout the event. The Panel noted that Dorchester Arts had been booked to provide a bar. The Panel were keen to ensure that sufficient staffing levels would be in place and sufficient stock would be available.

(b) Members agreed that the Beacon Lighting event had been well organised and attended. The Chairman of the Panel particularly wanted to ensure that the Town Crier and all who provided entertainment throughout the evening had been thanked.

(c) The Panel heard that Churches Together would be holding a Service at St Peter's Church at 10am on Saturday, 11 June 2016 to Celebrate Queen Elizabeth II's 90th Birthday.

Recommended

(1) That sufficient supplies of toilet rolls and cleaning materials be provided for the Park Keepers to replenish the facilities throughout the day.

(2) That First Aid cover be booked from 11.30am until 8.00pm.

(3) That extra signs be created to direct the public to the Toilets and the Borough Gardens House.

(4) That Colour posters be created to advertise the event and that printed copies should be distributed to Councillors.

(5) That a Facebook Events Page be created to promote the event.

14. **WW1 Commemorations**

The Panel heard that a Service to commemorate those from the 2nd Dorsets Regiment that were taken prisoner in 1916 when Kut in Mesopotamia fell would take place in the Town Hall at 10am on Tuesday, 26 July which would be led by Canon Thomas Woodhouse prior to the event to be held in the Corn Exchange with a Kut Day theme. The Panel also heard that the Keep Military Museum would be incorporating a display about the Battle of the Somme into the event.

15. **Applications for Financial Assistance**

The Panel considered grant applications which had been received.

Recommended

(1) That the application from the Dorchester Casterbridge Rotary Club be approved and that £500 be awarded to help with their costs for the Dorchester Marathon.

(2) That a grant of £70 be awarded to Dorchester and District Gardening Club to meet their insurance costs.

(3) That £500 be awarded to Try This...Dorchester for the Try This event to be held in July 2016.

(4) That £100 be awarded to the South West Dorset Multi Cultural Network for the Gypsy and Traveller event to be held in the Borough Gardens on Saturday, 11 June.

Notes of a Site Visit held on 12 April 2016 at 9.30am.

Sites visited – Poundbury Cemetery, Fordington Cemetery, Sandringham Sports Centre, Weymouth Avenue Pavilion and Weymouth Avenue Cemetery.

Attending: Councillors A. Canning, T. Harries, J. Hewitt, S. Jones, F. Kent-Ledger, M. Rennie and K. Rice.

Steve Newman, Deputy Town Clerk and Peter Mullins, Compliance Manager.

1. Poundbury Cemetery

The Deputy Town Clerk reported on the works still required to complete the cemetery which included a boundary wall and laying out and hard surfacing the remaining paths further into the cemetery.

Members also considered the possibility of creating an ashes pit, similar in style to the one located at Weymouth Avenue Cemetery. Those present felt that the suggested location, within the children's section, was not a good one and agreed that further consideration should be given to the matter, including a different 'style' of facility, when the works to complete the cemetery had been completed.

Members then viewed the cemetery, which was considered to be in good order, other than the wooden gates to the storage area which needing repairing.

2. Fordington Cemetery

The Group visited Fordington Cemetery. Members requested whether it might be possible to improve the access to the German War Memorial and the Compliance Manager agreed to investigate this possibility.

3. Sandringham Sports Centre

Members viewed the various facilities at Sandringham Sports Centre and identified the following matters:-

- Parkour equipment had some graffiti which needed removing. Consideration should also be given to monitoring usage if possible although it was appreciated that this would not be easy out of hours but some monitoring could be undertaken during school holidays.
- Members noted the hedge replanting at Sandringham Bowls Club and felt that the Club should be asked to give some consideration to keeping it low so as to retain the open aspect of the area and let people view the green.
- Shrubbery needed cutting back at Paul's steps.
- Members viewed an ash tree which was overhanging the school grounds and steps which had some broken limbs and required work to make it safe. The tree was not a good specimen and would continue to be a risk and it was agreed that it should be felled and allowed to re-grow from the

stump.

- The self-closing gate on the corner of the main sports pitch was not closing and needed repairing.
- A number of pegs across all the changing rooms were broken and needed replacing.
- When the inside of the changing rooms were next painted they should be painted cream rather than the existing green.

4. Weymouth Avenue Pavilion

The group viewed Weymouth Avenue Pavilion and were pleased with its condition. Members also viewed the sports pitches and noted that the one of the flag poles needed new rope.

5. Weymouth Avenue Cemetery

Members viewed the cemetery at Weymouth Avenue and identified the following matters:-

- The Garden of Remembrance and surrounds needed some tidying.
- A new plastic sheet was required in the South Chapel to protect the Dorchester Stitches 'alter cloth'.
- The wooden enclosure for the bin at the south of the cemetery needed repairing.

Meeting closed 12.55pm.

Dorchester Town Council

Policy Committee

17 May 2016

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

Apologies: Councillor A. Chisholm

46. Minutes

The Minutes of the Committee of 22 March 2016, adopted by Council on 29 March 2016, were taken as read and confirmed and signed by the Chairman as a correct record.

47. End of Year Reports

The Town Clerk presented a report covering the financial year 2015-16, highlighting that the outcome was in line with that assumed in January 2016 to set the 2016-17 budget. Earmarked Reserves had risen by £92,000 due to setting up new and topping up existing reserves and delays in spending in two areas.

Members asked for clarification regarding income and staff savings at the Municipal Buildings, non-take up of pension rights and the likely use of the Dorchester West Station Reserve during 2016. The Town Clerk agreed to seek to quantify the utility savings in environmental impact terms for a future meeting.

Resolved

That the Financial Statement is noted

Recommended to Council

That the Annual Return (Appended to the Minutes) is adopted and is signed by the Mayor and Responsible Financial Officer

48. Financial Report 2016-17

The Town Clerk provided a report identifying reductions to the 2016-17 Budget totalling £44,950, an updated Treasury Strategy, and the latest Internal Audit report. He also explained options available relating to the funding of a new rock climbing boulder in the Borough Gardens.

He responded to questions regarding whether the budget reductions made indicated that the original budget had been too high and the level of scrutiny to be applied to treasury funds in relation to ethical investments.

Resolved

- a) That the Revenue Budget be reduced by £44,950, which would be added to the General Reserve
- b) That the Payments list totalling £373,822.25 is approved
- c) That the report of the Internal Auditor and the Town Clerk's response is noted
- d) That £15,000 is advanced from the Play Equipment Reserve for the purchase of a Rock Climbing Boulder for the Borough Gardens

Recommended to Council

- e) That the Treasury Strategy for 2016-17, as laid out in pages 5 – 8 of the Policy Committee agenda, is adopted

48. Corporate Plan Projects Update

The Committee received a report covering progress on projects included in the draft Corporate Plan, including more detailed information relating to Heritage Tourism Strategy, Apprenticeships, DTEP and Parking Strategy, the Dorchester Youth Centre, The Walks Refurbishment project, a planned meeting with Dorset County Museum and a formal survey of the Municipal Buildings.

A Member identified the additional benefit arising from the survey work on the Municipal Buildings, noting the potential impact of vehicle movements related to the Prison and County Museum developments.

Resolved

That £5,000 is allocated from the Municipal Buildings Reserve to fund a full building survey including CAD drawings

Noting its absence from the Corporate Plan a Member asked whether there had been any progress regarding the development of The Maltings Arts Centre project and the Town Clerk provided his latest information regarding funding for the project.

A Member raised the issue of the continuing delays at West Dorset DC in respect of the allocation of s106 planning gain monies and the Town Clerk agreed to write to the Council regarding the issue.

49. Public Bodies (Admission to Meetings) Act 1960

Resolved

That as publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and press representatives be excluded from this meeting during their discussion.

50. Dochester TIC

The Town Clerk explained that West Dorset District Council were undertaking a review of support for the Tourist Information Centre service in the town, but that it was increasingly unclear what the outcome of the review might be.

He then read a statement from Councillor A. Chisholm, who was unable to be at the meeting. A Member provided additional information available to them in their role as a District Councillor, and Members debated the issue.

Resolved

That the Town Clerk write to the District Council seeking clarification of their intentions with regard to future funding support for the Dorchester Tourist Information Centre

Chairman

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

DORCHESTER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

DORCHESTER TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	724,517	1,016,475	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	1,162,423	1,209,555	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	326,889	330,854	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	594,029	590,458	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan Interest/capital repayments	84,577	61,651	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	518,748	539,260	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	1,016,475	1,365,515	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	1,003,197	1,351,153	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	6,628,251	6,627,338	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	532,000	498,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </table>		Yes	No		<input checked="" type="checkbox"/>	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	<input checked="" type="checkbox"/>						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

DOVERCHESTER TOWN COUNCIL


This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this smaller authority adequate controls existed. (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit **RESIE AMKIN-MILLOE UR(HONG) FLA**

Signature of person who carried out the internal audit  Date **05/05/2016**

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

DORCHESTER TOWN COUNCIL

24 May 2016

Adoption of the Corporate Plan following consultation

1. The Council adopted its Corporate Plan in draft in January 2016, supplementing it with detail for Project development in March 2016. At its March meeting the Policy Committee approved a Consultation Plan to engage with partners and residents during April/May, in order to inform this meeting of the level of support for the Corporate Plan, consider any issues raised during the process, and allow its adoption.
2. The Consultation exercise is now finished, largely in line with the original plan, as follows: -
 - During April/May the Town Clerk held 14 meetings with c. 80 representatives of c. 20 organisations (3 further meetings to be held prior to Council meeting). Feedback is summarised at Appendix 1
 - The Town Clerk has not met with five of the planned consultees but six other groups came forward who were not on the original list
 - At the Beacon Lighting event on 21 April Councillors invited the public to comment on a short questionnaire focusing on key priorities in the plan. Staff also used the questionnaire to consult at a weekly Fizzy Boppers session in the Corn Exchange and a meeting with workers from Hastoe RSL. Some individual submissions were also received. Feedback from c. 75 responses is summarised at Appendix 2
 - The exercise identified the potential for wider consultation with several other sectors, particularly in the community field. This will be discussed with the new Community Development Officer
 - In summary, while not comprehensive, the consultation has been extensive and forms a sufficient base on which to determine an approach to adopting the Corporate Plan
3. Summarising the feedback, the key messages received are as follows: -
 - Our description of the town as it presently stands, as being in a strong position but at risk of becoming a victim of its recent growth and success, is widely accepted
 - Our priorities for working with others on Traffic and Parking, Affordable Housing, developing a Heritage Tourism offer, supporting young people and considering future housing and planning needs, are all widely accepted
 - Our plan to fund change, based on little and often tax increases, taking advantage of the growth in our tax base, seeking efficiencies in our current budget and rebalancing fee income and Council Tax are again widely accepted, as are the plans we have for allocating General Reserves to support projects and seeking external funding
 - Four comments were repeated during more than one discussion
 - Some of the Affordable Housing we aim to deliver should be available for rent – this would require us to look at different financing models, but those models are relatively straightforward
 - Heritage Tourism is too narrow a focus and it should be widened to include a wider Cultural Tourism remit, including Arts and Events – the comment is made at a time when

a head of steam is building to get Heritage Tourism off the ground, so needs to be thought through carefully as part of that work, but it came as much from the Heritage sector as from the wider community

- Full consideration needs to be given to the role of public transport, cycling and walking within any Traffic and Parking strategy - this was always the intention but my summary document didn't emphasise it enough for some respondents
- The relationship between the town and its rural hinterland needs to be strengthened as many consultees have a wider interest than just the town – there is a difficult balance to be struck between focusing energy and resources on the needs of our growing town and supporting the areas around the town to thrive so that they can contribute to the town's development, particularly at a time when many are looking at how local government might be reshaped. This is a complex issue that needs further consideration
- Many comments were made by individuals, which prompt questions to partners or ourselves, but which do not challenge the overall Plan as drafted. These need to be reviewed

4. An appropriate way forward might be to: -

- Incorporate the comment regarding Affordable Housing into our Plan and recognise the need to add long term financing into the project
- Identify that while initially focusing on Heritage Tourism because infrastructure is already coming forward quickly, it is intended that the aim should be widened to cover wider cultural issues as soon as possible
- Minor rewording of the Traffic and Parking section to give greater profile to public and other forms of transport
- Acknowledge, but not immediately commit to, the potential for a wider area based role as part of any local government reorganisation debate

5. It is **recommended** that, subject to some minor changes in wording to take account of para. 4, to be written by the Town Clerk in consultation with the Chairman and Vice-Chairman of the Policy Committee, the Corporate Plan is adopted

Adrian Stuart
Town Clerk

NOTES OF CORPORATE PLAN CONSULTATION MEETINGS

Body	Date	No. met	Supportive Comments	Comments about weaknesses in the Plan	Other Comments
West Dorset DC	13 Apr	5	Consistent with many of WDDC's initiatives Want to help release Affordable Hsg sites if possible. Understand Traffic, Parking and HHeritage Tourism aims		
D. Youth Council	19 Apr	8	Strongly agreed with the Plan	Concerned about pedestrian and cyclist safety around the town centre. Would like to see emphasis on better cycle paths, pedestrianisation, 20mph zones and sufficient car parking spaces	
D. Civic Society	3 May	12	General support for overall direction Recognise Affordable Housing as a key issue Employers struggling to attract applicants for jobs Keen to be involved in long term planning and Neighbourhood planning issues	Extra emphasis re support for residents affected by parking Need for clear message re effective public transport system	Positive comments about relationship with DTC, partic. Re Prison A strap line would help Wish to be consulted on the South St pedestrianisation scheme
Age UK	E-mail	1 (DL)	Supportive of overall direction	Clarity sort re breadth of DTC focus on Community Development	Is there potential for dialogue re supporting older people to move into smaller properties?
D. Arts	10 May	5	Supportive of overall approach Keen to be more involved in developing apprenticeships based around Cultural opportunities Keen to understand plans to create vibrancy for High West St	More focus needed on Railway Stations as gateways to the town, particularly access and information, and public transport Need start up space for new businesses Tourism focus needs to be widened to include Culture Want recognition of infrastructure overload Clear vision and strapline missing Would like to know our attitude towards surrounding parishes	Invited us to explore Purple Flag for the night-time economy

Body	Date	No. met	Supportive Comments	Comments about weaknesses in the Plan	Other Comments
D. BID	10 May	3	Generally supportive of the ideas in the Plan Shortage of potential employees in the town	Should make more of the town's "healthy environment" offer Scepticism about ability to have developers held to account for delivery of affordable housing, but still supportive of the attempt	Keen to see a "Rooms for Rent" initiative for temporary or new employees
Dorset CC	11 May	1 (PM)	Plan fits with DCC's view of Devolution and Unitary agendas. Considering how Combined Authority might act as a development authority and control development of public space Keen to discuss their idea of Living and Learning Centres Seeking access to Govt Apprentice Grants and to engage with employers on creating opportunities Understood DTC's focus on Heritage Tourism and willing to consider how DCC might help	Would like to see Town Councils acting to support smaller parishes in their hinterland	
Dorset County Museum	11 May	2	Very keen to be involved in Heritage Tourism initiative, particularly collective marketing Grateful for loan support of DTC to date Keen to discuss application for Cultural Capital grant – pledge is all that is needed at this stage Want to support further rounds of Apprentice programme		Have recently purchased The Old School House on the Stratton Hse site for storage
Thomas Hardy School	11 May	1 (MF)	Very supportive of the views expressed. THS teaching staff skewed to the older end of the working population. New role as teaching school (20+ "students" pa) would be eased by provision of "rooms to rent" Interested in opportunities to work with Heritage Tourism sector on 6 th form Business vocational pathway (BTECs) Would like to discuss apprentice grant	Additional priority needed for cycling and safer routes to school	Concerned that not enough priority is being given to Pupil number growth Recognise they would benefit from stronger links to the local business community

Body	Date	No. met	Supportive Comments	Comments about weaknesses in the Plan	Other Comments
Mill St Hsg Soc	12 May	4	Supportive of overall direction Keen to see synchronised lights	Young commuters still make a valuable contribution to the town Keen to see Affordable Housing for rent as well as sale	Frustrated at lack of joined up service provision surrounding health and social care services Could see pedestrian v. road user debate Would like to see more done for High E. St shops, e.g. better parking Concerned at lack of planning of infrastructure (Medical, School etc) for a growing town
Heritage Bodies (Roman Town Hse, Shire Hall)	12 May	2	Very supportive of collaboration across the Heritage sector Keen to grow the Heritage pie rather than fight over a smaller pie	Tourism focus needs to be widened to include Arts/Culture Keen to broaden focus to include surrounding hinterland	Concerns about future delivery of Dorchester TIC Full audit of assets needed, including e.g. Aqueduct
D. District Labour Party	12 May	15	Focused on Affordable Housing and Heritage Tourism – supportive of both but would particularly like Affordable Housing for Rent Very important that developers meet social housing obligations Support the Youth Centre initiative		Want to understand more about local govt reorganisation and its impact locally
D. Youth Theatre	12 May	12	Focused on Affordable Housing and Heritage tourism – generally supportive of our approaches Supported apprenticeships – several had decided not to go to university	Would like to see more support for The Maltings project – they all want to see it happen Healthy scepticism about whether affordable housing would make a difference. Some of it should be for rent	Not enough going on in the town for young people – would like to see a night club Some suggestions re bins at Skatepark and casual swimming facilities

Body	Date	No. met	Supportive Comments	Comments about weaknesses in the Plan	Other Comments
Hastoe & its staff	16 May	8	General support for the Plan Parking and traffic are a real problem when trying to deliver the business within the town Any initiative focused on Affordable Housing is welcomed	Does the pedestrianisation need to cost so much? Would a bonded asphalt provide a cheaper alternative? Affordable for Rent should be a priority, as many young people could not even afford the price of “for sale” Focus needed on public transport, esp buses	
Magna	16 May	3	Support the Plan Keen to work with DTC on delivering Affordable Housing in the medium term Spend a lot of effort and funding supporting community initiatives, e.g. Marathon, Lunches – keen to support Community Partnership	Affordable for rent is important	Evidence clearly justified decision to stop new house building four years ago, but playing field has changed again, so now favour moving back into development in some form Good track record of working with apprentices, esp. in Maintenance Team Working on a research initiative with BU based on Magna’s theme of Neighbourliness
Information from the three final meetings with Duchy of Cornwall, D. Chamber and D. Municipal Charities will be circulated by e-mail prior to the meeting					

Summary of Residents Consultation (based on 75 responses)

The Town Council has identified three priorities for the next four years. Do you agree that these are important priorities for the Town?	Do you agree?	
	Yes	No
Building new Housing for Young Workers in the Town	85	15
Sorting out Parking/Traffic problems in the Town Centre and Residential Streets	96	4
Working with Museums and Business to encourage Visitors to the Town, enjoy our Heritage and boost the Town's Economy	97	3

Is there something else you would like to see treated as a priority? (Brought together into themes)

Housing is the most important, Housing should include Rented properties, Build less Retirement apartments, Make existing houses affordable, Investigate park homes

Extend Residents Parking, Mainly Traffic & Parking, Parking round streets - Grosvenor Rd, Better and more car parking, Improve Road Infrastructure around the town, Parking & Traffic should include Monkeys Jump/Poundbury, Sort out Charles St Car Park, Widen the A35 outside the town to reduce traffic in the town, More free parking on Saturdays & Sundays

Public Transport, esp Buses, Railway crossing for pushchairs at Dorchester Sth Station, Pedestrian crossings in Weymouth Ave/Dorchester W. Stn

Archaeology under the car park, We should be looking for heritage growth and need to put a lot more effort into tourism

Support Arts provision, Brewery Square Theatre, Mention the Arts

Industrial Estates Start Up, Business incentive for reducing empty shops

Create/keep green spaces between new homes, Council land - focus on diversity, Hedgehog Friendly Dorchester & Transition Town, Corridor for nature in housing development, Dorchester should be a carbon zero town, Renewal energy, like Slyers Lane, Green energy and waste management, Give yourselves credit for the environmental positives

Support (funding for) elderly to stay in their homes Unretired peoples clubs in the evening

Support for Dorchester's Youth, Provision for Young People, Places for teenagers to attend, More events/places for young children to enjoy

The Charles St development, Get on with the Charles St development

Swimming pool at Poundbury to replace Damers Litter, Litter collecting

Don't understand inspector's rationale for concentrating all development into one place