



# 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 22 May 2017** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meeting of the Council held on 28 March 2017 (page 3).

2. **Presentations, Communications, Questions and Motions**

- a) To receive a short verbal update on matters arising at the Youth Council
- b) To receive communications from the Mayor and the Town Clerk
- c) To receive questions from Members in accordance with Standing Order 12(3).

3. **Updates from Partner Authorities**

- a) Verbal update from a Dorset County Council Ward Member (Councillor R. Biggs)
- b) Verbal update from a West Dorset District Council Ward Member

4. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	3 April 2017 Page 6
Planning & Environment Committee	2 May 2017 Page 12
Management Committee	9 May 2017 Page 17
Policy Committee	16 May 2017 Page 24

5. **Annual Business**

- a) To appoint Committees and Outside Body Representatives Page 26
- b) To appoint the Chairman and Vice Chairman for three Committee
- c) To authorise five Members to operate the Council's Bank Mandates  
(Currently Councillors Harries, S. Jones, Rennie, Potter and Taylor)
- d) To re-confirm the Council's intention to use the Power of Competence

Adrian Stuart Town Clerk 17 May 2017

### **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.

# Dorchester Town Council

## Meeting of the Dorchester Town Council

28 March 2017

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

Also: Members of the Youth Council

Apologies: Councillors B. Armstrong-Marshall, R. Biggs, S. Hosford, K. Rice and P. Stein.

The meeting was opened with a one minute silence in memory of the victims of the Westminster Bridge and Houses of Parliament attack on 22 March 2017.

### 50. Minutes

The minutes of the meeting of the Council held on 24 January 2017 were confirmed and signed by the Mayor as a correct record.

### 51. Communications and Questions

The Chairman of the Youth Council expressed support for locating “The Hug” statue at the junction of Prince of Wales Road and South Walks Road and also expressed the view that the current availability of 4G and shop-based wi-fi reduced the need for a public wi-fi in the town.

The Mayor highlighted the achievements of three groups of young people from the town; the Thomas Hardy u15 Rugby Team who were to play in the National Schools final at Twickenham; the Dorchester Town FC Ability Counts u16 team who reached the semi-finals of the Peoples Cup; and the Thomas Hardy School Panthers team who were competing in the finals of a national Future Engineers competition.

The Mayor thanked Council for supporting a number of events including Holocaust Day, a fundraiser at the United Church and the Marie Curie Pancake Race, and highlighted his attendance at International Women’s Day in Chickerell and a presentation by Durnovaria Silver Band. He recommended the hard hat tour of Shire Hall.

He identified future events including an Egg rolling competition, the May Day event in the Borough Gardens and the opening of the new board walk at the Millstream Reserve. Finally he announced the visit to Dorchester by The Rifles on St Georges Day and read out a letter of thanks from the Devonshire and Dorset Regimental Charities for the donation made towards the memorial at the National Memorial Arboretum.

### 52. Updates from Partner Authorities

Councillor T. Jones provided an update of recent work at Dorset County Council, including

the opening of the new Damers School after the Easter holiday and the withdrawal of funding for bus services across the county. He sought support from the Town Council, and received it for letters to be written to Network Rail about ongoing delays to the access ramp at Dorchester West Railway Station and to Mildren Homes regarding delays in opening up the access from Lubbecke Way to St Georges Road. Councillor Canning provided a further update on the loss of bus service 101, which is to be replaced with a new commercial service in summer 2017.

In providing a verbal update regarding the work of West Dorset District Council Councillor S. Jones highlighted that the new constitution, to be implemented as a result of the district referendum in May 2016, would be in place from May 2017. Work was continuing on the Local Plan Review, and while there was a gradual improvement in the backlog for determining Development Control applications there were still significant delays processing Land Charge searches. She also identified initiatives to accelerate the pace of housing delivery and research into retail in Dorchester which covered the Charles St site but also Trinity Street and Fairfield. Finally she sought, and received, the Council's support in emphasising the need for improved signage to the newly opened TIC in the Dorchester Library and for updated town maps.

**53. Planning and Environment Committee – 6 February 2017**

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 6 February 2017 be adopted.

**54. Planning and Environment Committee – 6 March 2017**

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 6 March 2017 be adopted.

**55. Management Committee – 14 March 2017**

It was proposed and seconded that the minutes of the meeting be adopted. The Chairman corrected minute 64(5) to allocate a grant of £344.

A councillor asked that regular updates be provided to the Committee on items identified during the Site Visit meetings. Members asked for a report on the siting of the Tirah Memorial information board and that problems associated with the extractor fan system in the Municipal Buildings bar be investigated.

**Resolved**

That the minutes of the meeting of the Management Committee held on 14 March

2017 be adopted.

**56. Mayoral Selection Committee – 21 March 2017**

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

**Resolved**

- a) That Councillor S. Hosford be invited to fill the office of Town Mayor and Councillor T. Harries be invited to fill the office of Deputy Mayor for the 2017-18 Council year
- b) That the minutes of the meeting of the Mayoral Selection Committee held on 21 March 2017 be adopted.

**57. Policy Committee – 21 March 2017**

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

A councillor requested that discussions with Dorset County Council's Transport team regarding alternative bus service provision are not confined to the options in minute 27 at this stage; the Town Clerk agreed to explore all options.

Members expressed opposing views regarding minute 31, Town Centre wi-fi. The Chairman confirmed that no decision had yet been made, but any decision for support would be dependent on a well-argued business case which demonstrated benefits to town residents and heritage tourism.

**Resolved**

That the minutes of the meeting of the Policy Committee held on 21 March 2017 be adopted.

The Council rose at 7.50 pm.

Mayor

# Dorchester Town Council

## Planning and Environment Committee

3 April 2017

Present: Councillors C. Biggs, R. Biggs, J. Hewitt, S. Jones, T. Jones, T. Loakes, R. Potter and D. Taylor

Apologies: Councillors S. Hosford (Chairman), F. Kent-Ledger and M. Rennie

85. **Declaration of Interest**

Councillor R Biggs, Vice Chairman of the Committee, took the chair for the meeting in the absence of the Chairman and he declared a personal interest in the agenda item regarding West Dorset District Council's review of the Local Plan as an employee of the Ministry of Defence.

Councillors S. Jones and Potter stated that as members of WDDC's Planning Committee, they would keep an open mind on the planning applications and consider all information available at each stage of the decision process. They would take part in the debate but not vote on planning applications at this meeting.

Councillors S. Jones, T. Jones and Taylor all declared a personal interest in planning applications WD/D/16/002934 + WD/D/17/000483 as members of Dorset County Museum.

Councillor Loakes lived in a property adjoining the site of WD/D/17/000555 and having taken advice from WDDC's Monitoring Office, to avoid any appearance of bias she stated that she would address the Committee as a member of the public and then leave the meeting for the consideration of this application only.

86. **Minutes**

The Minutes of the meeting of the Committee held on 6 March 2017 were confirmed and signed by the Chairman as a correct record.

87. **Planning Applications**

Councillor Loakes addressed the Committee on planning application WD/D/17/000555 and then left the meeting for the consideration of this application.

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.

88. **West Dorset District Council Review of the Local Plan**

The Chairman presented the final response report, drawn up by Feria Urbanism, following

consultation with interested parties and workshops with Members.

The Committee commented on various aspects of the report and some typographical errors were noted as well as an amendment regarding the status of the old military barracks. The need for a Masterplan for any future large development was stressed and it was hoped that West Dorset would take on board and action the Town Council's comments and questions.

Roger Whalley, representative of Dorchester Civic Society, addressed the Committee and he outlined the points that the Society had made in its response to the consultation. The Society had taken a different tactical approach in its response, it had not indicated any preference for any site and had set out a number of tests for development.

A member of the public addressed the Committee expressing his views on the Town Council's response document. He considered that its response could be seen as supporting certain sites and he was pleased that the Town Council had stated that it was keen to engage with other council's through the Local Plan process.

The Committee noted the comments made.

**Resolved**

That subject to the amendments noted, the Town Council's final response to West Dorset District Council's consultation on the West Dorset, Weymouth & Portland Local Plan review be submitted to them.

**89. 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 3 April 2017

#### 1. **3-4 HOLLOWAY ROAD, DORCHESTER, DT1 1LF - WD/D/17/000555**

Demolish the existing single storey buildings and build 2no. new three bedroom, two storey dwellings

Dorchester Town Council recommends refusal of this planning application (for the reasons given below) and if the planning officer is minded to recommend approval of this planning application, the Town Council requests that it is referred to the Planning Committee for decision and that the Committee undertakes a site visit.

The Committee heard from a number of local residents expressing their concerns about various aspects of the proposed development. In particular they had concerns about land instability, road safety, negative impact on the Conservation Area, loss of light to neighbours, flood risks, stones of historic merit being preserved from the existing central building and a recent report indicating the presence of water voles on the site.

A point was also made that Mill Street Housing had recently had a property to let in Holloway Road and because of front door accessed directly on to the street then it had been advertised as unsuitable for occupation for families with children.

The Committee considered the details of the application, the plans and the comments made by residents and while thinking that this application was an improvement to that previously refused, Members still had a number of concerns that meant that they could not support the application and particular issues of concern about the application were:

- It would not preserve or enhance the Conservation Area
- It would create a reduction in natural light to neighbouring properties
- The positioning of the buildings does not respect the relationship with the adjoining Mill Stream
- It would have a significant adverse impact on the amenity of neighbouring residential properties through loss of privacy both in Holloway Road and to the north. The mass of the development would also be overbearing to neighbouring residents.
- It would generate a level of activity (increased traffic and subsequent compromising of existing parking provision) that detracts significantly from the amenity and quiet enjoyment of residential properties.
- It would erode the integrity of the adjoining Mill Stream (particularly during the construction phase due to disruption from piling), which is designated as a Green Corridor and was part of the Dorchester Mill Stream Enhancement Scheme through the Dorset Wildlife Trust. As such, this area was considered to be an important and rare habitat for wildlife, including water voles (designated as a rare species). A local ward member had stated that she had a recent report evidencing the presence of water voles in the site area but this was not mentioned in the applicant's ecological survey.
- Para 3.3.27 of the Adopted Local Plan states that 'The District Council will consult English Nature on planning applications wherever it is aware that a protected species may be present' but English Nature is not listed on DorsetForYou as a consultee for this application.



- It does not safeguard the land around the Mill Stream which is land of nature conservation interest.

Reasons for refusal:

The Committee considered that this proposal by virtue of the modern finish and design of the proposed dwellings does not respond to the character of the surrounding area or relate well to other vernacular buildings in the vicinity. As such, it is considered that this proposal will not reinforce local distinctiveness or preserve/enhance the character of the street scene, Conservation Area or setting of adjacent/nearby listed buildings and is therefore contrary to policies ENV4, ENV10, ENV11, ENV12 and ENV16 of the West Dorset, Weymouth & Portland Local Plan and sections 7 and 12 of the NPPF.

Having regard to the resulting height and proximity of dwelling A in relation to 3a Holloway Road, it is considered that this proposal will have a significant impact on this neighbour's amenity through loss of light to their first floor east facing window and also result in their entire private rear garden/balcony area being dominated by the red brick retaining wall between the two properties. Furthermore, it is considered that the resulting height and proximity of the new dwellings facing towards cottages on the south side of Holloway Road, will result in loss of light and a significant overbearing impact to these properties (in particular numbers 28 to 34 Holloway Road). As such, it is considered that this proposal is contrary to policies ENV12 and ENV16 of the West Dorset, Weymouth & Portland Local Plan and section 7 of the NPPF.

It is considered that this proposal could potentially impact on fluvial flood zones (increasing risk of flooding elsewhere) because of its encroachment within the adjacent Main River (Mill Stream) channel. Therefore, it is considered that this proposal is contrary to policy ENV5 of the West Dorset, Weymouth & Portland Local Plan and section 11 of the NPPF.

No protected species survey or mitigation plan, in relation to the water vole burrows that have been found at the river, has been submitted to and agreed with the Environment Agency. As such, it is considered that as the impact on protected species has not been fully assessed, this proposal is contrary to policy ENV2 of the West Dorset, Weymouth & Portland Local Plan and Section 11 of the NPPF.

2. **MAX GATE, ALINGTON AVENUE, DORCHESTER, DT1 2AB - WD/D/17/000414 + WD/D/17/000415**

Development of car park provision with new vehicular access and upgrade to existing garden path. Reorganisation of the existing horticultural glasshouses, compost bins and storage sheds. Replacement tree and hedgerow planting, and provision of additional sheds, bin store and signage.

No objection.

A ward councillor reported that local residents were very pleased that a car park was to be provided at Max Gate.

The Committee supported requests from residents in that the boundary bank and hedge of the car park along Syward Road should be at least 6 foot high so that the car park is not visible from neighbouring properties and that consideration should be given to having

sedum roofs (or similar) on the sheds within the car park so that they are not obtrusive to neighbouring properties.

Members noted that the resident of No. 21 Syward Road was requesting that the exit to the car park be moved slightly to the south to avoid being directly opposite their driveway.

3. **65-66 HIGH WEST STREET, DORCHESTER, DT1 1XA - WD/D/16/002934 + WD/D/17/000483**

Refurbishment, re-configuring and extension of the existing Dorset County Museum, installation of new shopfront and demolition of un-listed buildings

No objection.

The Director of Dorset County Museum explained details of the planning application, both in terms of the buildings themselves and also the sustainability of the Museum, and he answered a number of questions from Members.

The Committee noted concerns raised by immediate neighbours, Historic England and the Design & Conservation Officer but having looked at the plans, photographic visualisations and information provided to support the application, they considered that the development would not cause an undue negative impact on the residential amenity of neighbours or the Conservation Area and Listed Buildings.

4. **THE ROYAL OAK, 20-22 HIGH WEST STREET, DORCHESTER, DT1 1UW - WD/D/17/000528 + WD/D/17/000529**

Minor alterations to the rear ground floor Doors and window. Replacement of full length window converted to door, to match existing doors. 1 No door removed and serving style window installed in its place with brickwork below. Minor alterations to Ground floor, extension of bar and back bar, Internal alterations to Basement to improve staff areas, Minor alterations internally to First floor, Second and Third Floors to have internal alterations to convert these floors into 8No hotel rooms with en-suite bathrooms. 6No to Second Floor and 2No to Third floor.

No objection

5. **50 HIGH WEST STREET, DORCHESTER, DT1 1UT - WD/D/17/000425**

Variation of condition 1 of planning approval WD/D/15/001087 - to amend the approved site layout

No objection

6. **20A GLYDE PATH ROAD, DORCHESTER, DT1 1XE - WD/D/17/000618**

Erection of 2no. semi-detached dwellings with associated off road parking

No objection

7. **WINSLADE HOUSE, WINSLADE STREET, POUNDBURY, DORCHESTER, DT1 3UX - WD/D/17/000655**

1 No. Non illuminated projecting sign comprising of painted timber panel fit to ornate steel bracket. 2 No. Sets of Acrylic nameplates on Acrylic backboard. 3 No. Sets of Digitally printed etched glass window vinyl graphics

No objection

8. **ARCH POINT HOUSE, 7 QUEEN MOTHER SQUARE, POUNDBURY - WD/D/17/000469 + WD/D/17/000470**

Change of use of existing commercial premises to Suigeneris use as Chiropractic Clinic and Installation of non-illuminated fascia sign and non-illuminated hanging sign  
No objection

9. **12 CORNWALL ROAD, DORCHESTER, DT1 1RT - WD/D/17/000429**  
Rebuild existing office to existing foot print. Re-roof existing porch in lead, clad existing porch & utility in cedar boarding. Repair existing garage & form new entrance door to front elevation & new door & window to rear elevation  
No objection
10. **FLAT 4, CHURCH CLOSE, CHURCH STREET, DORCHESTER, DT1 1JR - WD/D/17/000417**  
Replace existing wooden windows with wood effect plastic windows  
Dorchester Conservation Area  
No objection
11. **68 WEATHERBURY WAY, DORCHESTER, DT1 2EG - WD/D/17/000354**  
Erect First Floor Side Extension  
No objection
12. **11 MAIDEN CASTLE ROAD, DORCHESTER, DT1 2QQ - WD/D/17/000437**  
Erect Two Storey Extension  
No objection
13. **61 MELLSTOCK AVENUE, DORCHESTER, DT1 2BG - WD/D/17/000428**  
Single storey lean-to extension forming enlarged lounge & porch. Two storey side extension forming garage, shower room & study to ground floor with 2 bedrooms & bathroom to first floor  
No objection
14. **53 OLGA ROAD, DORCHESTER, DT1 2LY - WD/D/17/000357**  
New flat roof rear dormer  
No objection
15. **UNIT 10, GREAT WESTERN INDUSTRIAL ESTATE, DORCHESTER, DT1 1RD - WD/D/17/000490**  
Erection of 7no. signs  
No objection
16. **200 BRIDPORT ROAD, POUNDBURY, DORCHESTER, DT1 3BN - WD/D/17/000664**  
One sign 637mm x 345mm hanging sign One number fascia sign 1000mm x 750mm Two number frosted vinyl signs above rear and main entrance doors  
No objection

# Dorchester Town Council

## Planning and Environment Committee

2 May 2017

Present: Councillors J. Hewitt, S. Hosford (Chairman), S. Jones, F. Kent-Ledger, T. Loakes and R. Potter

Apologies: Councillors C. Biggs, R. Biggs, T. Jones, M. Rennie and D. Taylor

90. **Declaration of Interest**

Councillors S. Jones and Potter stated that as members of WDDC's Planning Committee, they would keep an open mind on the planning applications and consider all information available at each stage of the decision process. They would take part in the debate but not vote on planning applications at this meeting.

91. **Minutes**

The Minutes of the meeting of the Committee held on 3 April 2017 were confirmed and signed by the Chairman as a correct record.

92. **Minute Update Report**

**Minute 75/17 Urgent Item/Buses (6 February 2017)**

An east ward Member asked if the Town Clerk could raise the issue of extending the route of Poundbury buses from Church Street to Fordington High Street to allow pupils attending Damers School to access that service.

**Minute 88/17 West Dorset District Council Review of the Local Plan (3 April 2017)**

The Chairman gave an update on the meeting with Dorchester Civic Society and reported that they had been given a copy of the 'North Dorchester Consortium's' response to the review consultation.

The Committee reiterated that the Town Council's views remained as submitted in their formal response and it would not want to comment on or be associated with any particular sites until the 'preferred options' stage. Members wanted to know if the responses to the consultation would be publically available and also the process and timetable for progressing the review of the Local Plan. If appropriate, the Committee would welcome an update presentation from WDDC officers.

**Resolved**

- i) That the Minute Update Report be noted.
- ii) That the relevant authorities be asked to consider extending the route of Poundbury buses from Church Street to Fordington High Street.
- iii) That WDDC be asked to confirm and clarify if the responses to the Local Plan review consultation would be publically available and also the process and timetable for progressing the review of the Local Plan.

iv) That, if appropriate, WDDC officers be asked to give the Committee an update presentation on progressing the review of the Local Plan.

**93. 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.

**94. Herringston Road Kerb Stones**

A south ward Member detailed the issues in Herringston Road advising that the verges were being eroded by parked cars where there were no kerb stones. There was a particular problem caused by Royal Mail vans near the post box. The Committee Clerk reported that both DCC's and WDDC's Tree Officer had raised some concerns about the impact of installing kerb stones on the trees in the road and these would need to be taken into account.

The Committee supported the proposal to obtain a quote from DCC for installing kerb stones along the relevant sections of Herringston Road and for the Town Council to consider, through Policy Committee, whether it would want to fund the project. The point was made that if this went ahead it could set a precedent for requests for other works across the Town. Members agreed that the Royal Mail should be asked to pay for the works to repair the damage directly caused by their vans.

Leading on from this discussion, the Committee considered the parking issues at Syward Close Green and it was agreed that DCC should be asked to consider the principle of planting trees on the Green and possibly installing benches.

**Resolved**

- i) That DCC be asked to provide a quote for installing kerb stones on both sides of Herringston Road.
- ii) That the Royal Mail be asked to pay for the works required to repair the damage directly caused by their vans to the verge in Herringston Road.
- iii) That DCC be asked to consider the principle of planting trees and/or installing benches on Syward Close Green.

**95. WDDC Planning Issues Update**

The Committee Clerk reminded the Committee that WDDC would no longer be consulting directly with the Town Council on tree works applications and new applications could be found through the planning search on Dorset For You. She also went through the process that WDDC had now adopted in dealing with requests for planning applications to be referred to their Planning Committee.

It was suggested that West Dorset District Councillors for Dorchester be asked to forward

notifications of individual planning applications to their Town Council counterparts and the Committee considered that this would be extremely helpful.

**Resolved**

That West Dorset District Councillors for Dorchester be asked to forward notifications of individual planning applications to their Town Council counterparts.

**96. Decisions on Planning Applications**

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

Members were concerned about the Max Gate car park application being withdrawn and the Committee Clerk was asked to look into this further.

**97. Any Other Business**

As this was her last meeting of the Committee in the chair, the Chairman thanked the Members of the Committee for all of their support.

Chairman

## Dorchester Town Council

### Planning applications considered by the Planning and Environment Committee on 2 May 2017

1. **63 HIGH STREET FORDINGTON, DORCHESTER, DT1 1LD - WD/D/17/000843 + WD/D/17/000844**  
Erect single storey extension. Replace door and frame. Install 2No roof lights  
No objection
2. **UNITS 1 -4, CASTERBRIDGE INDUSTRIAL ESTATE, CASTERBRIDGE INDUSTRIAL ESTATE ACCESS LA, DORCHESTER - WD/D/17/000764**  
Demolish 4 garages and replace with 3 garages to enlarged footprint  
No objection
3. **21 SOUTH STREET, DORCHESTER, DT1 1BY - WD/D/17/000771**  
Installation Of New Fascia Signs  
No objection
4. **POUNDBURY TUNNEL NORTH OF, POUNDBURY ROAD, DORCHESTER - WD/D/17/000833**  
Repair spalled or missing brickwork /stonework and the repointing of open joints.  
No objection
5. **18E PRINCES STREET, DORCHESTER, DT1 1TW - WD/D/17/000860**  
Internal & external alterations to allow the change of use from A1 (Retail Use) to 2no. guest bedrooms with intergral en-suites  
No objection
6. **PLOTS 308-325, SECTORS 3.65, 3.69, 3.75 AND 3.81 NORTH EAST QUADRANT, PEVERELL AVENUE EAST, POUNDBURY - WD/D/17/000796**  
Erect 52 dwellings and 5 commercial units. Minor material amendments to reserved matters approval reference 1/D/12/00082  
No objection
7. **22 COLLITON STREET, DORCHESTER, DT1 1XH - WD/D/17/000824**  
Erect studwork partition within existing rear ground floor storeroom to create a bedroom and smaller storeroom. Form new doorway into new smaller storeroom within existing non load-bearing partition  
No objection
8. **112 WEATHERBURY WAY, DORCHESTER, DT1 2EG - WD/D/17/000878**  
Erect UPVC conservatory to side elevation of the property  
No objection
9. **17 GROSVENOR ROAD, DORCHESTER, DT1 2BD - WD/D/17/000747**  
2 storey extension and single storey back extension  
No objection

10. **THOMAS HARDYE SCHOOL, QUEENS AVENUE, DORCHESTER, DT1 2ET - WD/D/17/000776**  
Internal remodeling and extension to dining hall with associated external landscaping  
No objection
11. **4 LIME CLOSE, DORCHESTER, DT1 2HQ - WD/D/17/000882**  
Replace existing small conservatory with larger one on side elevation  
No objection
12. **64 COBURG ROAD, DORCHESTER, DT1 2HR - WD/D/17/000940**  
Erect conservatory to north elevation of property  
No objection
13. **UNIT 22, GROVE TRADING ESTATE, DORCHESTER, DT1 1ST - WD/D/17/000533**  
Change of use from B8 storage and distribution to mixed use of A1 retail, B1 business and B8 storage and distribution (retrospective)  
No objection
14. **14 NORTH SQUARE, DORCHESTER, DT1 1HY - WD/D/17/000707**  
Erect first floor extension  
No objection
15. **LAND AT MILLERS CLOSE, DORCHESTER, DT1 1SS - WD/D/17/000837 + WD/D/17/000837**  
Demolish existing garages & erect car showroom including first floor mezzanine & forecourt for car sales display & customer/staff car parking  
No objection
16. **DORCHESTER ARTS CENTRE, THE GROVE, DORCHESTER, DT1 1XR - WD/D/17/000970 + WD/D/17/000971**  
Alteration of the former Grove School (Listed Building) by demolition of later single storey additions and conversion of retained school hall to 2No. one bedroom houses, a residents community lounge with carer bedrooms above and the construction of a terrace of 3No. one bedroom plus carer sleep over room, single storey dwellings including reconstruction of boundary walls and new access drive and on site parking area.  
No objection
17. **34 GLADIATOR GREEN, DORCHESTER, DT1 2RW - WD/D/17/001041**  
Erect single storey rear extension.  
No objection
18. **78 MELLSTOCK AVENUE, DORCHESTER, DT1 2BQ - WD/D/17/000955**  
Erection of 2 storey extension  
No objection



# Dorchester Town Council

## Management Committee

9 May 2017

**Present:** The Mayor (Councillor T. Harries) and Councillors J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, K. Rice (Vice-Chairman in the Chair) and D. Taylor.

In Attendance: Councillor P. Stein.

S. Scotchmer, local resident, in respect of Minute No 73.

**Apologies:** Councillors C. Biggs, A. Lyall, R. Potter and M. Rennie.

### 71. Minutes

The Minutes of the Meeting of the Committee held on 14 March 2017, adopted by Council on 28 March 2017, were taken as read and were confirmed and signed by the Chairman as a correct record.

### 72. 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 11 April 2017 (Appendix 1 to these minutes).

#### Resolved

That the notes of the site visit be received.

### 73. Sports Arena – Mountain Ash Road Area

Local resident S. Scotchmer addressed the meeting in support of a sports arena piece of equipment in the area as there was still a large number of children playing in the street. He urged the Committee to progress the project as soon as possible.

The Committee then considered a report by the Deputy Town Clerk which outlined the estimated costs and approvals required for a sports arena to be located on land at Hawthorn Road allotments. With regard to cost it was noted that the Council had not earmarked any funds at this stage. It was anticipated that there would be grant funding available for at least a part of the cost, including from Sports England. The report also set out information regarding the number of allotment holders that would be effected, the statutory notice period and the need for Secretary of State Consent. Additionally the report gave information regarding the inclusion of a play area at the same location which might be a consideration dependent on the outcome of the discussions by the Policy Committee regarding the Council's agreed key corporate objective of providing affordable housing in the town.

With regard to funding it was noted that the Youth Council had supported this project and it may well be better placed to apply for grant funding.

Members felt that it would be sensible to make a final decision on the scope of the project once the Policy Committee had completed its deliberations in respect of sites for affordable housing but felt that allotment holders could be consulted at this stage so as to be able to make some progress.

**Resolved**

That a final decision on the scope of the project be made once the Policy Committee had completed its deliberations in respect of sites for affordable housing but that allotment holders be consulted at this stage so as to ascertain their views.

**74. Management Arrangements**

The Committee considered a report from the Outdoor Services Manager updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee. The Mayor reported that he had officially opened the boardwalk which was a huge improvement, consideration might need to be given to placing a bin near to the picnic bench. The Mayor also thanked staff for their huge amount of help in respect of setting up for the Mayor's fun day which had recently been held in the Gardens. It was noted that the Himalayan Balsam pulling at the Nature Reserve undertaken last year happened during bird nesting season and it was requested that consideration be given to that issue this year.

Members also noted that the suckers needed removing from various Highway trees around the town, that Dorset County Council had again been undertaking work to the Max Gate roundabout which was maintained by the Town Council and that the middle bollard at the end of Salisbury Street was not functioning. It was also reported that the damaged tree at South Street end of South Walks was not looking as if it would survive.

It was requested that the fencing currently preventing access to the old bowling green in the Gardens be re-aligned so as to enable the toilets to be accessed.

**Resolved**

That the Outdoor Services Team update be noted.

**75. Tirah Memorial – Borough Gardens**

The Committee considered a report by the Deputy Town Clerk on the position of the information board in respect of the Tirah Memorial in the Borough Gardens.

**Resolved**

That the Tirah Memorial information board remain in its present position.

76. **Weymouth Avenue Pavilion**

(a) Dorchester Cricket Club

The Committee had before it a report by the Deputy Town Clerk on progress made with the Cricket Club regarding it taking over the management of the pavilion at the earliest opportunity. The report also included a draft Heads of Terms for the transfer of the Pavilion and associated structures to the Club.

The Deputy Town Clerk responded to Members concerns with regard to the Club's first year cashflow, the rental income from the Boxing Club being paid to the Cricket Club and the possibility of space at the Pavilion being used for purposes not consistent with community use, particularly if the Boxing Club moved away from the Pavilion at some stage in the future.

**Recommended**

That Weymouth Avenue Pavilion and associated structures be leased to Dorchester Cricket Club in accordance with the draft Heads of Terms enclosed with the report. The lease to be operative from the earliest date achievable.

(b) Dorchester Boxing Club

Members considered a report by the Town Clerk on a proposal for the Boxing Club to occupy currently underused space at Weymouth Avenue Pavilion. This would involve the conversion of two changing rooms and corridor space, plus a small part of the remaining two changing rooms resulting in a space of approximately 90 square meters. Conversion costs had been estimated at £60,000 which was proposed to be funded from the Club's S106 allocation, its own funds and an application to the new Sport England Community Asset Fund, there was no requirement for the Council to contribute. The Club would lease this part of the building for £3,000 per year with an initial lease period of 10 years with a right to extend on similar terms. The rent would be payable to whoever managed the Pavilion. The Boxing Club was in favour of the proposal and it is proposed that the Club occupy the site by Christmas 2017.

**Recommended**

That Officers be authorised to conclude negotiations with Dorchester Boxing Club on the terms set out in the report.

77. **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 4225 to 4237 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

#### (c) **Fordington Cemetery – Laying Down of Headstones**

Members were informed that Fordington Cemetery was presently being topple tested and so far five large headstones had found to be unsafe. It was proposed to contact the last known relative/Exclusive Right of Burial holder to inform them that the headstones were unsafe and request that they take action to remedy the situation within a specified period of time. If no response was received, which was likely as the headstones were all very old, then the headstones would be laid down on the grave with the inscription facing upwards – the cost of which would total approximately £640.

### **Resolved**

That action proposed in Minute No 77(c) above be agreed.

#### 78. **Buildings Monitoring Report**

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

Members reported that the Corn Exchange hand driers in the ladies toilets were not working and requested that defibrillator maintenance be checked and included on the monitoring report.

The Mayor requested that for the General Election West Dorset District Council be asked if it could arrange some form of voting space downstairs in the Municipal Buildings as a back-up should the lift to the Council Chamber fail.

In respect of the Borough Gardens House it was felt that it would be beneficial for there to be a glass recycling bin placed in the kitchen.

### **Resolved**

That the Buildings Monitoring Reports be noted.

79. **Dorchester Arts**

The Committee received and noted the minutes of the Dorchester Arts Board meeting held on 21 March 2017. The Council's representative on Dorchester Arts reported that Dorchester Arts was investigating the use of hard plastic glasses and that Members would be invited on a hard hat tour of the Maltings.

Chairman

## **Notes of a Site Visit held on 11 April 2017 at 9.30am.**

Sites visited – Poundbury Cemetery, Fordington Cemetery, Weymouth Avenue Pavilion, Weymouth Avenue Cemetery and Maumbury Rings.

Attending: Councillors A. Chisholm, G. Duke, J. Hewitt, T. Jones, T. Loakes and R. Potter.

Steve Newman, Deputy Town Clerk.

Carl Dallison, Outdoor Services Manager.

### 1. Poundbury Cemetery

The Outdoor Services Manager explained to Members an issue with the septic tank which was continually being filled with run off water from the road during periods of rainy weather. The septic tank then had to be emptied at a cost to the Council. Dorset County Council Highways had introduced some grips at the road side which had helped and the drain across the entrance to the cemetery had been extended to remove run off water to the drain. Whilst helping these improvements had not solved the problem. It was therefore proposed that the drain covers be built around and lifted. Members agreed to this solution.

Members expressed some concern that the boundary wall had not lasted well and requested that some investigation with the Duchy of Cornwall and elsewhere, be made into possible remedies.

Those attending then viewed the cemetery, which was considered to be in good order.

### 2. Fordington Cemetery

The Group visited Fordington Cemetery which was considered to be in good order. A number of ideas were proposed in respect of helping wildlife and wild flowers in the area and this would be investigated further with the help of Councillor Loakes.

### 3. Weymouth Avenue Pavilion

The Deputy Town Clerk reminded Members of the new bill for Business Rates for the Pavilion of £11,000 per year and the Council's previous agreement for the cricket club to take it over as soon as possible subject to final agreement on the detail.

It was also reported that all of the changing rooms were no longer required and two of them could be converted into a permanent home for the Dorchester Boxing Club. Members viewed the area and the proposed plans. Both the Boxing Club and the Cricket Club were supportive of the proposal.

Members were supportive of the proposal, which would cost in the region of £60,000 to be funded from the Boxing Club s106 monies and possible grant applications.

### 4. Weymouth Avenue Cemetery

Members viewed the cemetery and the chapels and were pleased with the condition of them. It was noted that the path edgings were all in the process of being cut back. This maintenance work had been noticed by funeral directors who had complimented the Council on the improvement.

5. Maumbury Rings

The Deputy Town Clerk informed Members of the work which had been completed recently which included re-forming the steps at the northern and southern end of the Rings and the installation of three new information boards and the removal of the old board. It was noted that the boards, particularly the one under a tree would need regular cleaning. The position of the boards had been stipulated by Historic England and could not be moved.

It was identified that front of the pavilion required re-painting.

Meeting closed 12.40pm.

# Dorchester Town Council

## Policy Committee

16 May 2017

**Present:** Councillors, R. Biggs, A. Chisholm, T. Harries, S. Hosford, G. Jones (Chairman) and T. Jones.

**Apologies:** Councillors B. Armstrong-Marshall and P. Stein.

**Also present:** Councillor J. Hewitt.

### 32. Minutes

The Minutes of the Committee of 21 March 2017, adopted by Council on 28 March 2017, were taken as read and confirmed and signed by the Chairman as a correct record.

### 33. End of Year Reports 2016-17

The Town Clerk presented the Financial Statement, Annual Return and Corporate Plan milestones, focusing specifically on the budget underspend and implications for future years, also explaining the detail behind the Annual Governance Statement. He answered questions relating to the potential to establish a group to manage the Lubbecke Way allotment site, and to the Traffic and Parking Strategy and plan for the Market.

The Town Clerk agreed to produce a timeline for the delivery of Affordable Housing and arrange for the Management Committee to receive a report on fencing along South Walks.

#### **Resolved**

That the Financial Statement is noted

#### **Recommended to Council**

- a) That the Annual Return for 2016-17 is adopted
- b) That an additional £80,000 is transferred to the Corporate Projects Reserve and two unspent committed project budgets totalling £6,000 are added to the 2017-18 budget.

### 34. Financial Report 2017-18

The Town Clerk provided an update covering the Council's Month 1 spend in relation to the budget, cash position, current debt and payments position, plus a revised Treasury Strategy for the year and the latest audit report. He responded to a question about the repayment penalties on the Council's outstanding PWLB debt.

#### **Resolved**

- a) That the Payments list totalling £304,217.20 be approved
- b) That the Internal Audit report and the officer response is noted



### **Recommended to Council**

That the Treasury Strategy, included at pages 5 – 8 of the Policy Committee Agenda of 16 May 2017, be adopted

#### **35. Corporate Plan**

The Committee received a report from the Town Clerk regarding the process for revising the Corporate Plan, noting a timetable of two informal evening meetings on 13 and 20 June, followed by consideration at the Committee cycle prior to adoption at Council on 25 July.

A member asked that any review of the Council's approach to Traffic and Parking strategy be expanded to include wider transport issues.

#### **36. Town Centre Wi-Fi**

The Committee had previously received a presentation from Dorset County Council's Superfast Broadband Team and Dorchester BID in relation to a town centre wi-fi scheme, considering the opportunity in detail, receiving responses regarding technical specifications, the risk of obsolescence, capital and ongoing funding support and coverage.

### **Resolved**

- a) That £5,000 be allocated towards the project from the Heritage Tourism allocation within the Corporate Projects Reserve
- b) That up to £3,000 be allocated to introduce wi-fi into the Borough Gardens, to be met from savings within the Parks & Open Spaces Maintenance budget
- c) That further discussions take place with partners regarding governance and administrative arrangements

#### **37. Town Bus Support**

The Committee received notes of a recent meeting with Dorset County Council's Public Transport Team, covering the latest position regarding the withdrawal of the number 1/2 bus service and potential longer term changes to the number 6 service.

The Committee considered the merits of three options for providing a future town service; funding a lesser service using the existing operating model at c. £46,000 a year; discussions with new school bus contract operators; and discussions with community transport providers. It also noted plans to undertake a full survey of current users and encouraged the Town Clerk to capture information from as wide a range of potential users as possible.

### **Resolved**

That the Town Clerk commences discussions with school bus contract operators, supported by the Public Transport team and using accurate usage data, with a view to securing a viable and cost effective town bus service.

Chairman

## **DORCHESTER TOWN COUNCIL**

### **APOINTMENTS TO COMMITTEES AND OUTSIDE BODIES – 23 MAY 2017**

1. The Council appoints its Committees and Outside Body Representatives annually, routinely by recommendation from the Selection Committee. The potential changes this year are sufficiently small to not necessitate a separate meeting of the Selection Committee.
2. Appendix 1 considers appointments to the Council's three Committees and two Partner bodies. The issues that need to be determined are highlighted in black.
3. Appendix 2 considers appointments to Outside Bodies.
  - Two decisions are required on existing bodies
  - Additionally an approach has been made by Maltings Arts seeking a Councillor to act in an observing and liaison capacity.
4. Attendance at Committees during the 2016-17 civic year are summarised at Appendix 3.

Adrian Stuart  
Town Clerk

**APPOINTMENT OF COMMITTEES**

If appointed as Mayor, Cllr S. Hosford will be ex officio to all Town Council Committees

Requests have been received as follows: -

**DORCHESTER TOWN COUNCIL COMMITTEES**

Management Committee (12 Members, 11 requests)

C. Biggs	A. Canning	J. Hewitt	S. Jones
F. Kent-Ledger	T. Loakes	A. Lyall	R. Potter
M. Rennie	K. Rice	D. Taylor	

Policy Committee (7 Members, 8 requests)

B. Armstrong-Marshall	R. Biggs	A. Chisholm	G. Duke
T. Harries	G. Jones	T. Jones	P. Stein

- **Issue arising** : Councillor G. Duke would prefer to sit on Policy but is willing to continue to serve on Management Committee

Planning & Environment (no limit, 11 requests)

C. Biggs	R. Biggs	A. Canning	J. Hewitt
T. Harries	S. Jones	F. Kent-Ledger	T. Loakes
R. Potter	M. Rennie	D. Taylor	

- **No Issues arising**

**JOINT BODIES**

Dorchester Markets Informal Joint Panel (6 members, 7 requests)

<i>A. Chisholm</i>	J. Hewitt	<b>T. Jones</b>	<i>R. Potter</i>
<b>M. Rennie</b>	K. Rice	<b>D. Taylor</b>	

- **Decision required regarding appointments**

Heritage Committee (3 members, 5 requests)

C. Biggs	<i>G. Duke</i>	G. Jones	<i>F. Kent-Ledger</i>
T. Loakes			

- **Decision required regarding appointments**

OUTSIDE BODY REPRESENTATIVES

APPENDIX 2

Outside Body	Representative 2016/17	First appoint.	Expression of Interest	
			From existing Representative	New Expression
<b>Internal Roles &amp; Charitable Trusteeships</b>				
DAPTC Larger Towns Rep	R. Potter	2012	R. Potter (?)	
Ashley Churchill & Thorner Trust	C. Biggs G. Duke	2009 2016	C. Biggs (?) G. Duke	
Dorchester Municipal Charities	S. Hosford (to May 2019) F. Kent-Ledger (to May 2016) J. Hewitt (to May 2020) M. Rennie (to May 2016)	2011 2012 2016 2008	S. Hosford F. Kent-Ledger J. Hewitt M. Rennie	
<b>Bodies we work with regularly</b>				
Dorchester Arts	F. Kent-Ledger	2015	F. Kent-Ledger	B. Armstrong-Marshall
Dorchester BID	S. Hosford	2016	S. Hosford	R. Potter G. Duke
Dorchester Lubbecke Society	T. Harries	2011	T. Harries	
Dorchester & Sherborne CAB	R. Potter	2016	D. Taylor	
Dorset Broadcasting Action Group	D. Taylor	2015	No Expression of Interest received	
Dorchester Sports Centre Liaison Group	C. Biggs	2016	C. Biggs	
Dr. Ass'n .Local History & Archaeology	D. Taylor	2016	D. Taylor	
Dorchester Youth & Community Centre	K. Rice	2015	K. Rice	
Heart of Wessex Rail Part.	G. Jones	2015	G. Jones	
St Osmund's Community Sports Centre	S. Jones	2011	S. Jones (?)	
Thomas Hardy Society	A. Chisholm	2015	A. Chisholm	
Transition Town Dorchester	T. Loakes	2011	T. Loakes	
Volunteer Centre Dorchester	J. Hewitt	2015	J. Hewitt(?)	

(?) Willing to serve if required

**Committee Attendance 2016-2017 (covering the period 21 May 2016 – 16 May 2017)**

Councillor	Council		Planning & Environment		Management		Policy		Markets		Heritage		Overall	
B. Armstrong-Marshall	6	86%					5	83%					11	85%
C. Biggs	5	71%	8	67%	4	67%					4	100%	21	72%
R. Biggs	5	71%	7	58%			4	75%					16	64%
A. Canning	4	57%	4	33%	2	33%							10	40%
A. Chisholm	6	86%					5	83%					11	85%
G. Duke	5	71%			3	50%			0	0%			8	53%
T. Harries	7	100%	6	50%	5	83%	4	75%					22	71%
J. Hewitt	7	100%	11	92%	3	50%			2	100%			23	85%
S. Hosford	5	71%	8	67%			5	83%					18	72%
G. Jones	7	100%					5	83%			2	50%	14	82%
S. Jones	6	86%	8	67%	5	83%							19	76%
T. Jones	6	86%	4	33%			6	100%	2	100%			18	67%
F. Kent-Ledger	4	57%	10	83%	5	83%							19	76%
T. Loakes	2	29%	6	50%	2	33%					3	75%	13	45%
A. Lyall	2	29%			2	33%							4	31%
R. Potter	6	86%	11	92%	4	67%							21	84%
M. Rennie	6	86%	10	83%	4	67%			2	100%			22	74%
K. Rice	5	71%			6	100%			2	100%			13	87%
P. Stein	4	57%					4	75%					8	61%
D. Taylor	5	71%	4	33%	3	50%			2	100%			14	52%
No. Meetings/Avge%	7	74%	12	58%	6	62%	6	71%	2	83%	4	75%		70%