



Dorchester Town Council

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You are summoned to a **Meeting** of the **Dorchester Town Council** in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 25 July 2017** at **7.00pm**, to conduct the following business: -

1. Apologies & Minutes

To confirm the Minutes of the meetings of the Council held on 22 and 23 May and 20 June 2017 (page 3, page 5 and page 11).

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, to include a short presentation by the Dorchester Marathon organising team
- c) To receive questions from Members in accordance with Standing Order 12(3).
- d) To receive a motion from Councillor S. Jones as follows,
 - i) That Council develops a policy to prohibit the release of Sky Lanterns and Helium Balloons from land owned by the Council
 - ii) That Council amends its internal processes to ensure that it does not provide funding or other forms of support to any event which includes the release of Sky Lanterns and Helium Balloons

Background material in support of the proposal is included at Page 12. If Council resolves in favour of the motion the Town Clerk will provide a draft policy to the next meeting of the Policy Committee.

3. Updates from Partner Authorities

- a) Verbal update from a Dorset County Councillor (Councillor A. Canning)
- b) Verbal update from a West Dorset District Councillor (Councillor M. Rennie)

4. Minutes of Committees

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	5 June 2017 Page 13
Planning & Environment Committee	3 July 2017 Page 17
Management Committee	11 July 2017 Page 23
Policy Committee	18 July 2017 Page 28

5. **Corporate Plan Review**

To consider feedback from Committees regarding the Corporate Plan Review report circulated during the current cycle of meetings

Page 30



Adrian Stuart Town Clerk 19 July 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.

A Public Question Time will take place for up to 30 minutes following the meeting.

Dorchester Town Council

Annual Meeting of Dorchester Town Council

22 May 2017

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

Apologies: Councillors A. Canning, G. Duke and A. Lyall.

In Attendance: Civic Dignitaries, family and friends of the Mayor Elect, and members of the community of Dorchester.

1. Election of Town Mayor for the period to the next Annual Meeting of the Council

It was proposed by Councillor T. Jones, seconded by Councillor P. Stein and

Resolved

That Councillor Susie Hosford be elected Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

Councillor Hosford, having accepted the Office of Town Mayor and made the Declaration of Acceptance of Office, took the Chair and thanked the Council on behalf of herself and her Escort, Mr Toni Biondic, for the honour conferred upon them.

2. Election of Deputy Mayor for the period to the next Annual Meeting of the Council

It was proposed by Councillor K. Rice, seconded by Councillor D. Taylor and

Resolved

That Councillor Tim Harries be elected Deputy Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

3. Vote of thanks to the retiring Town Mayor

It was proposed by Councillor A. Chisholm, seconded by Councillor F. Kent-Ledger and

Resolved

That the thanks of the Council be given to Tim Harries for the dedicated, inclusive and fun manner in which he has carried out the duties of Town Mayor during the past year.

Councillor Harries was presented with a Past Mayor Badge by the Mayor, and Ms Anita Harries was presented with a Past Mayoress Badge. Councillor Harries addressed the meeting.

The Council rose at 7.40 pm and remains adjourned until 23 May 2017 at 7.00pm.

Mayor

Dorchester Town Council

Adjourned Annual Meeting of the Dorchester Town Council

23 May 2017

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

The meeting was preceded by a silence to remember those who had lost their lives during the Manchester bombing on the previous evening.

4. Minutes

The minutes of the meeting of the Council held on 28 March 2017 were confirmed and signed by the Mayor as a correct record.

Regarding minute 2016/52 the Town Clerk responded to a question regarding the slow pace of National Rail in delivering the disabled access ramp to the north platform of Dorchester West railway station and confirmed that conversations with Dorset County Council officers gave assurance they continued to press for progress.

Regarding minute 2016/51 the Deputy Mayor brought to Council's attention that Thomas Hardy School had won the Under 15's Rugby Nat West Schools Vase and that he had held a lunchtime reception for the squad to congratulate them.

5. Communications & Questions

Inspector Mike Darby of Dorset Police presented to the meeting regarding current activity in the town. He noted that a significant proportion of the local team's time was focused on a small number of offenders, often funding drugs, who were responsible for much of the commercial crime in the town and that he was working with Dorchester BID and the local Chamber of Trade to provide practical support and advice to local businesses.

The Dorchester team were performing strongly by comparison with other teams, and crime levels were stable year on year, compared to a countywide position of increased crimes. He also explained the detailed response that Dorset Police had made to youth anti-social behaviour and street begging.

Inspector Darby responded to questions regarding traffic offences including noisy young drivers and mobile phone misuse, but acknowledged that Police Traffic team resources would always be prioritised towards road death.

The Mayor thanked all staff and others involved in delivering the Mayor Making event, particularly the Mayor's Secretary Georgina Wakely.

A councillor reminded members of the offer of a tour round The Maltings building and requested that interested members contact her.

The Town Clerk reminded Members regarding the Thomas Hardy wreath-laying ceremony on 3 June and that two informal events would take place to review the Corporate Plan, to be held on 13 and 20 June.

6. Updates from Partner Authorities

Councillor R. Biggs provided an update regarding the work of Dorset County Council. He noted the election results and the consequent changes that had taken place in leadership. It was noted with appreciation that, after 25 years continuous service on behalf of the residents of Dorchester, Councillor Trevor Jones had stood down from his County Council seat.

Councillor R. Biggs highlighted that safeguarding and prevention had featured strongly in new member induction; that no decision had been reached regarding local government review; that local residents parking issues appeared stalled due to a countywide review of policy and strategy and that work was now progressing on many of the projects included in the DTEP programme. He responded to questions relating to Syrian refugees and highways issues.

Councillor S. Jones updated Council on issues at West Dorset District Council, in particular noting the first meeting of the new, all-party, Strategy Committee.

7. Planning and Environment Committee – 3 April 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 3 April 2017 be adopted.

8. Planning and Environment Committee – 2 May 2017

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

A member requested further information regarding minute 2016/94 relating to kerbstones. It was confirmed that a request had been made of Dorset County Highways regarding the cost of kerbing the road. The Town Clerk confirmed that the Policy Committee would shortly receive a report regarding how the Town Council develops a policy to engage with Dorset County Council across all highway matters.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 2 May 2017 be adopted.

9. **Management Committee – 9 May 2017**

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

Following a question from a member it was confirmed that the decision not to relocate the Tirah noticeboard was a resolved item.

Resolved

- i) 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.
- ii) That officers be authorised to conclude negotiations with Dorchester Boxing Club on terms set out in the report to the Management Committee
- iii) That the minutes of the meeting of the Management Committee held on 9 May 2017 be adopted.

10. **Policy Committee – 16 May 2017**

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

Resolved

- i) That the Annual Return for 2016-17 (included in the Financial Statement submitted to the Policy Committee and consisting of the Annual Governance Statement and Accounting Statements) be adopted and signed by the Mayor and Responsible Financial Officer
- ii) 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.
- iii) That the Treasury Strategy for 2017-18, as laid out in pages 5 – 8 of the Policy Committee agenda, be adopted
- iv) That the minutes of the meeting of the Policy Committee held on 16 May 2017 be adopted.

11. **Annual Business**

Council considered appointments to Committees, Panels and Outside Bodies, to the roles of Chairman and Vice-Chairman of Committees, Bank Mandate signatories and the re-adoption of the Council's intention to use the Power of Competence.

A member asked that contact be made with the Dorchester Bayeux Society to confirm they still did not require an Outside Body representative.

Resolved

- i) That appointments to Committees, Panels and Outside Bodies be as laid out in Appendix 1 and 2, but that no appointment be made to the

- Dorset Broadcasting Action Group
- ii) That Councillor Rice be appointed Chairman and Councillor S. Jones as Vice-Chairman of the Management Committee
 - iii) That Councillor Potter be appointed Chairman and Councillor R. Biggs as Vice-Chairman of the Planning and Environment Committee
 - iv) That Councillor G. Jones be appointed Chairman and Councillor B. Armstrong-Marshall as Vice-Chairman of the Policy Committee
 - v) That Councillors T. Harries, S. Jones, R. Potter, M. Rennie and D. Taylor be authorised to conduct business on the Council's Bank Accounts during the period ending with the Annual Council Meeting in 2018
 - vi) That Council re-adopts the General Power of Competence for the period to May 2018

The Council discussed the merits of an idea to create a non-decision making consultative group of Members to provide informal advice to the Town Clerk on policy development, consisting of the Mayor and Deputy Mayor and the Chairmen and Vice-Chairmen of Committees. The idea had emerged as a result of the change in pace of delivery of the Corporate Plan and the need to respond to opportunities and threats emerging from many quarters, and recognised that the current formal governance structure and cycle was not suited to the needs of an increasingly dynamic environment.

The proposal raised concerns that the Council might lose its inclusive nature and lead to decision making at formal Committee level being compromised.

The Town Clerk offered the opportunity to discuss the idea during the informal Corporate Plan review meetings, however a formal proposal was made, and seconded, that the Council should hold a Special Meeting to discuss the format of the Advisory Group in more detail.

An amendment to the proposal was made that the Council debate the necessity of such a group being formed. The amendment was carried and it was then

Resolved

- vii) That a Special Meeting of the Council be arranged to discuss the necessity for an Advisory Group to be created and, if required, to discuss the composition of such a Group.

The Council rose at 8.40pm.

Mayor

There were no questions at public Question Time. A Councillor confirmed that Carnival would go ahead. A Councillor asked that thought be given to publishing photos of the Mayor and Council within the building.

Dorchester Town Council - Committee Membership

Appendix 1

Councillor	Council	Planning & Environment	Management	Policy	Markets Joint Panel	Heritage Joint C'ttee
S. Hosford	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	Y	
G. Duke	Y		Y			
T. Harries	Y	Y		Y		
J. Hewitt	Y	Y	Y		Y	
G. Jones	Y			Y		Y
S. Jones	Y	Y	Y			
T. Jones	Y			Y	Y	
F. Kent-Ledger	Y	Y	Y			
T. Loakes	Y	Y	Y			Y
A. Lyall	Y		Y			
R. Potter	Y	Y	Y		Y	
M. Rennie	Y	Y	Y		Y	
K. Rice	Y		Y			
P. Stein	Y			Y		
D. Taylor	Y	Y	Y		Y	
	20	12	13	8	6	3

Dorchester Town Council – Outside Body Representation

Appendix 2

Internal Roles		Appointed
DAPTC Larger Towns Rep	R. Potter	2012
Charitable Trusteeships		
Dorchester Municipal Charities (4)	J. Hewitt	2016
	S. Hosford	2011
	F. Kent-Ledger	2012
	M. Rennie	2008
Ashley Churchill & Thorner Trust (2)	C. Biggs	2009
	G. Duke	2016
Other Bodies		
Dorchester Arts	F. Kent-Ledger	2015
Dorchester Association L. History & Arch.	D. Taylor	2016
Dorchester BID	S. Hosford	2016
Dorchester Lubbecke Society	T. Harries	2011
Dorchester & Sherborne CAB	D. Taylor	2017
Dorchester Youth & Community Centre	K. Rice	2016
Heart of Wessex Rail Partnership	G. Jones	2015
Maltings Arts	B. Armstrong-Marshall	2017
St Osmund's Community Sports Centre	S. Jones	2011
Thomas Hardy Society	A. Chisholm	2015
Transition Town Dorchester	T. Loakes	2011
Volunteer Centre Dorchester	J. Hewitt	2015

Dorchester Town Council

Extraordinary Meeting of the Dorchester Town Council

20 June 2017

Present: Mayor S. Hosford and Councillors B. Armstrong-Marshall, C. Biggs, A. Canning, A. Chisholm, T. Harries, J. Hewitt, G. Jones, T. Loakes, A. Lyall, R. Potter, M. Rennie, P. Stein and D. Taylor.

Apologies: Councillors R. Biggs, G. Duke, S. Jones, T. Jones, F. Kent-Ledger and K. Rice.

12. **Draft Minute 2017/11vii) relating to a proposed Member Advisory Group**

The Mayor and Chairman of Policy Committee explained the background to the original proposal to form a group to advise the Town Clerk on matters of developing policy.

Members discussed the proposal and considered alternative approaches that might offer similar opportunities for informal contact, which presented the opportunities the Town Clerk needed to brief Members informally while allowing any Member to engage in the process.

Resolved

That the Mayor and Town Clerk arrange informal briefings for all Members of Council, to take place in months where no Council meeting takes place, provided sufficient business exists.

The Council rose at 7.25pm

Mayor

Dorchester Town Council

25 July 2017

Sky Lanterns and Helium Balloons

1. A motion has been put at agenda item 2d to limit the impact of lanterns and balloons. The motion echoes that presented to West Dorset DC and considered at their Overview and Scrutiny Committee on 13 June, although it should be noted that the WDDC motion requested that WDDC should not permit releases at events that it licences, whereas the wording of the motion at 2d proposes that this Council should not offer grants or other support to events that include releases. The proposal to prohibit releases from our land is the same as that considered by WDDC.
2. WDDC's Legal Services Manager (LSM) provided information that Members might find helpful when considering the motion, as follows
 - The mass release of lanterns and balloons has increased nationally in recent years, posing hazards to wildlife/livestock, including injury and death. Lanterns can also cause injury to humans, damage to buildings and a threat to aviation, resulting in outs to the emergency services.
 - The Environmental Protection Act 1990 recognises the offence of littering, requiring the District Council to take enforcement action and placing a responsibility to keep public open space free from litter wherever possible
 - Specifically in relation to latex balloons it was recognised that on deflation they presented a hazard to the environment for the time it takes to degrade; during this time they present a choking hazard to land and sea based wildlife
 - With regard to Sky lanterns it was recognised that some parts, primarily wire or bamboo frames, again took a long time to degrade presenting similar choking hazards; additionally they presented a fire risk hazard
 - It is believed that over 30 Councils now have policies relating to lanterns and balloons, with national bodies such as RNLI, MCA, RSPB, NFU, the Marine Conservation Society advocating restrictive policies
 - A draft policy was provided that prohibited mass releases from Council land and for events licenced by the Council. The LSM noted that in adopting a policy the Council was sending out a serious message about the potential harm caused by mass releases
 - Finally the report cited a lack of public awareness about the issue and the potential negative outcomes of mass releases and advocated alternative approaches to celebration events

Adrian Stuart, Town Clerk

Dorchester Town Council

Planning and Environment Committee

5 June 2017

Present: Councillors C. Biggs, R. Biggs, T. Harries, J. Hewitt, S. Hosford, S. Jones, F. Kent-Ledger, T. Loakes, R. Potter (Chairman) and M. Rennie
Apologies: Councillor D. Taylor

1. 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.

2. Minutes

The Minutes of the meeting of the Committee held on 2 May 2017 were confirmed and signed by the Chairman as a correct record.

3. Minute Update Report

Minute 92/17 Buses

The Committee noted DCC's comments about not providing a school bus service from the Fordington area to Poundbury but they considered that there was a definite established need for a service bus to cover this route particularly at principal school times and concerns were raised for those who did not have their own transport and that needed to make this journey. The point was made that DCC were due to be changing their bus subsidy regime at the end of June so early action was required.

The Town Clerk was continuing to investigate the possible future role of the Town Council in community transport and he was undertaking a survey to gather evidence about bus services and usage etc across the Town.

Minute 92/17 West Dorset District Council Review of the Local Plan

The Committee Clerk suggested that WDDC officers be requested to attend a future meeting of the Committee as soon as they could provide a useful update on the review of the Local Plan and Members agreed with this.

Minute 94/17 Herringston Road Kerb Stones

The Committee noted that the Town Clerk would be putting a report to Policy Committee in July regarding consideration of the Town Council establishing a policy regarding supporting highways and related works.

The Committee Clerk reported that the Royal Mail's Field Operations Manager – West Region would ask the local manager to ensure that drivers are briefed on correct parking practices to ensure that the red fleet is not responsible for any damage to the grass verge.

Minute 96/17 Decisions on Planning Applications

The Committee understood the issues relating to the withdrawal of the Max Gate car park planning application but were concerned that the parking problems in the area seemed to be getting worse particularly with inconsiderate parking.

Resolved

That the Town Council writes to DCC reiterating its view that there is a definite established need for a service bus to cover the route from the Fordington area to Poundbury and asking them to consider this further.

4. 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.

5. Ironman 70.3 Weymouth

Members noted the route of the Ironman 70.3 Weymouth event and comments were made about how successful the recent Dorchester Marathon had been particularly in terms of regular communications from the organisers and the system of road closures.

Resolved

That the Town Council writes to the Dorchester Marathon organisers to congratulate them on the success of the event.

6. 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 5 June 2017

1. **30 BALMORAL CRESCENT, DORCHESTER, DT1 2BW - WD/D/17/000888**
Erect front single storey lean-to porch extension
No objection
2. **8 GATCOMBE CLOSE, DORCHESTER, DT1 2AW - WD/D/17/000872**
Demolish existing garage and erect 2 storey side extension forming store, utility & living area to ground floor with 2 bedrooms to first floor. Form lean-to single storey extension to front to form porch area & extended kitchen/dining area
No objection
3. **8 HIGH EAST STREET, DORCHESTER, DT1 1HS - WD/D/17/000898 + WD/D/17/000899**
Internal and external Works
No objection
4. **FLAT 8, PALACE COURT, DURNGATE STREET, DORCHESTER, DT1 1EU - WD/D/17/000916**
Replacement windows
No objection
5. **6 ALEXANDRA TERRACE, DORCHESTER, DT1 1UE - WD/D/17/001024**
Internal alterations at ground floor level to improve fire precautions
No objection
6. **SOUTHFIELD VETERINARY CENTRE, SOUTH WALKS ROAD, DORCHESTER, DT1 1DU - WD/D/17/001018**
Internal alterations to the second floor above veterinary practice, to provide a residential 2 bed roomed flat
No objection
7. **17 BRIDPORT ROAD, DORCHESTER, DT1 2NG - WD/D/17/000786**
Erection of a log cabin in rear garden

Recommend refusal/withdrawal of the application. From the two plans provided on DorsetForYou relating to the application, there is insufficient information available to be able to take a view on the application, for example there are no plans of the elevations.

8. **93 SOUTH COURT AVENUE, DORCHESTER, DT1 2DA - WD/D/17/001036**

Erect new pitched roof to front elevation & conversion of roof space to form master bedroom with en-suite. Demolish existing garage & utility & erect new larger garage. Erect rear flat roof extension.

No objection

9. **83 WEATHERBURY WAY, DORCHESTER, DT1 2EE - WD/D/17/000789**

Replacement single storey "wrap round" structure

Recommend refusal. Due to the close proximity of the extension to the living room on the south east side of the property, the development would have a detrimental impact on the amenity and outlook of No 85 resulting in overbearing impact and loss of light on the primary window of this property. Therefore the development would be contrary to Policy ENV 16 of the adopted local plan.

10. **2 BRITANNIA WAY, DORCHESTER, DT1 2QR - WD/D/17/000930**

Removal of plants and bushes and erect a 2000mm vertical high timber fence (with gravel board) along boundary

No objection

11. **2 POPE STREET, DORCHESTER, DT1 1GW - WD/D/17/001033**

A fascia sign, folded ALI powder coated tray with back illuminated push through acrylic letters and a bus stop sign, folded tray with vinyl applied lettering

No objection

12. **UNIT 1 TO 2, JONSON TRADING PARK, JONSON TRADING ESTATE, ENTRANCE LANE, DORCHESTER, DT1 1QB - WD/D/17/000801**

Erection of sign fixed on post at entrance to trading estate

No objection

13. **31 SOUTH STREET, DORCHESTER, DT1 1DD - WD/D/17/001143**

Installation of 3no. outdoor roof mounted air conditioning condensers (part retrospective)

No objection

Dorchester Town Council

Planning and Environment Committee

3 July 2017

Present: Councillors S. Hosford, S. Jones, R. Potter (Chairman) and M. Rennie
Apologies: Councillors C. Biggs, R. Biggs, A. Canning, T. Harries and J. Hewitt
Also Present: Councillor A. Chisholm

7. 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.

8. Minutes

The Minutes of the meeting of the Committee held on 5 June 2017 were confirmed and signed by the Chairman as a correct record.

9. Minute Update Report

Minute 3/17 Buses (DCC subsidy)

The Committee noted DCC's comments but Members still had concerns about the distance to walk from the Fordington area to Damers School for the youngest school pupils. It was acknowledged that there were some service buses that could be used for this route but these had to be paid for and Dorchester east ward was recognised as being an area of deprivation.

Minute 3/17 West Dorset District Council Review of the Local Plan

The Committee were keen for the Town Council to formulate a professional view on the North Dorchester Consortium representation and agreed that Feria Urbanism would be the appropriate company to assist the Council with this. Members saw a danger in that this representation could be seen as fait accompli and it also appeared to address much of the housing supply required in the Local Plan.

Minute 5/17 Ironman 70.3 Weymouth

There was a correction to the Minute Update Report in that letters of congratulation were sent to the organisers of the Dorchester Marathon.

Resolved

That Feria Urbanism are appointed to undertake a review of the North Dorchester Consortium's submission to the Local Plan Review and advise on the options for the Council to consider regarding

engagement with the Consortium; the appointment to be funded from the Corporate Projects Reserve.

10. **Planning Applications**

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

With regards to planning application WD/D/17/001253, the Committee agreed to write to WDDC expressing their concerns about the way this site had been developed without planning permission and the ongoing lack of planning enforcement relating to the site.

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.

11. **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 July 2017

1. **FORDINGTON DAIRY, ATHELSTAN ROAD, DORCHESTER - WD/D/17/001164 + WD/D/17/001165**

Replace timber side gate and panel with steel gate and fixed screen

No objection

2. **4 ICEN WAY, DORCHESTER, DT1 1EW - WD/D/17/001273 + 001274**

Conversion of upper floor and part ground floor to form 1no.residentialunit and alterations to windows and double door

No objection

3. **12 SOUTH WALKS ROAD, DORCHESTER, DT1 1ED - WD/D/17/001247**

Demolition of existing dilapidated conservatory and replacement with timber frame garden room, extension of rear wet room, and internal renovations, including loft conversion and velux roof windows

Recommend refusal. This proposal, by reason of its scale in this elevated position, would appear unduly prominent, overbearing and intrusive and this would detract from and be out of keeping with the character of the Conservation Area. As such the proposal would be contrary to Policy ENV4 of the adopted Local Plan. For the reasons given, the Committee asked that if the officer recommendation was to approve this application, it should be referred to the Planning Committee for decision.

Additionally, although not part of this planning application, the Committee considered that the high wooden fence that had been installed on this site, without planning permission, should be subject to early enforcement action and that this fence was inappropriate in this position for the reason given for refusing planning application WD/D/17/001247.

4. **H M PRISON DORCHESTER, 7 NORTH SQUARE, DORCHESTER,DT1 1HY - WD/D/17/001269**

Change of use of the main cell blocks & gatehouse to residential accommodation (use class C3) (60 units) with an interpretation space in the gatehouse. Construction of new residential blocks & residential terrace (use class C3) (125 units) & associated landscaping and car parking. Demolition of a number of non-Listed buildings. Alterations to public realm & highways in North Square and The Bow. Application to vary conditions 6 (landscaping), 17 (balconies/privacy screens), 18 (boundary treatments), 20 (eastern boundary wall), 21 (materials), 22 (windows) and 23 (making good of the perimeter walls) of planning permission WD/D/16/002697 to change the timeframes for submission of

information requested under these conditions to after the commencement of the development.

Recommend refusal. The Committee considered that the original planning conditions imposed (including the timeframes) by the planning authority for planning application WD/D/16/002697 would have been in accordance with paragraph 206 of the National Planning Policy Framework and therefore the Committee supported the retention of these original planning conditions. Additionally, there did not appear to be any robust evidence as to why the timescale for these planning conditions should be amended.

5. **83 WEATHERBURY WAY, DORCHESTER DT1 2EE - WD/D/17/000789 (Revised plans)**

Replacement single storey "wrap round" structure

No objection

6. **6 MELLSTOCK AVENUE, DORCHESTER, DT1 2BE - WD/D/17/001210**

Single storey, dual pitched rear extension

No objection

7. **23 HERRINGSTON ROAD, DORCHESTER, DT1 2BS - WD/D/17/001246**

Replace a detached Garage with new s/s dual pitched, ancillary accommodation

No objection but the Committee requested that if approved a planning condition be added to the approval:

The development hereby permitted shall not be occupied at any other time other than for purposes which form an integral part of the planning unit known as 23 Herringston Road, Dorchester as indicated as being within the red line on the approved plan received by the Local Planning Authority as a single dwelling unit.

8. **13 & 13A LOUISE ROAD, DORCHESTER, DT1 2LT - WD/D/17/001406**

Use of No13A Louise Rd as a separate dwelling from No13 Louise Rd (Certificate of Lawfulness)

Regretfully, based on the evidence provided, the Committee could not find any reason to suggest refusal of the Certificate of Lawfulness. However, they considered it regretful that as planning enforcement did not appear to have happened in a timely way, this application could now be approved by the planning authority.

9. **2 MAUD ROAD, DORCHESTER, DT1 2LN - WD/D/17/001118**

Addition of ramped entrance to the store to create a ramp that is less steep than the existing one

No objection

10. **10 JAMES ROAD, DORCHESTER, DT1 2HB - WD/D/17/001206**

Erect two storey rear extension

No objection

11. **8-16 ELDRIDGE STREET, DORCHESTER - WD/D/17/001253**

Change of use from mixed use (A1/A2/B1) to residential (C3) to provide 10 residential units to include replacement of existing shopfronts with new double glazed recessed fenestration and doors and associated parking

Recommend refusal.

The Committee considered that many of the points made in the Retail Impact Assessment that supported the Brewery Square development planning application 1/D/11/001691, that was approved 15 August 2013, were still pertinent:

‘there is an important need to achieve the right critical mass of retail floorspace’

‘One of the conditions of securing a high quality four star hotel operator in the Brewhouse is to satisfy them that the hotel will be in a more commercially vibrant and viable setting, with retail space designed to meet the needs of high quality retailers, commensurate with the intended quality of the hotel, spa and associated function rooms. They see the quality of the retail environment as a key factor in the success of the hotel’

‘The introduction of the Pope Street hotel (pre-leased to Premier Inn) within Phase 2A caused the loss of retail space and frontage, resulting in smaller retail units, which will not attract the quality of retailers required. Market feedback has also highlighted the need to achieve a higher level of critical mass’

‘ensure the viability of the retail element of the scheme, critical to the scheme as a whole and in particular meet the criteria of an enhanced commercial environment to ensure the success of the new four star hotel, spa and function room in the Brewhouse. The benefits to the flexible uses will be that the units are likely to be occupied more quickly which is important during the current economic period of recovery’

‘The return frontage along Eldridge Street supports The Maltings Arts Centre and enhances the setting of the theatre and hotel, bringing an active frontage to the street scene opposite the theatre and retaining a sense of commercial vibrancy in all corners of the square and in the streets leading off it’

‘Similarly they are concerned about critical mass; there must be a sufficient number of units to be able to enable a range of retailers so as to make the scheme attractive to high quality retailers’.

Bearing these points in mind, particularly the points made about the frontage of Eldridge Street, and the fact that the Maltings Arts Centre had yet to be developed, the Committee considered that it was premature to change any retail units, and particularly those in this location, into residential units. It was appreciated that the developer had, as yet, been unable to find retailers to take on these units but it was suggested that alternative uses, such as craft workshops or similar uses, could be explored/promoted in the interim.

There were concerns that the reduction of commercial units could negatively impact on the viability of the businesses already operating in Brewery Square and this could also have a negative impact on the vibrancy of the development as a whole and could jeopardise the future delivery of the Brewhouse hotel.

As such, the Committee considered that this application was contrary to policy ECON 4. of the adopted Local Plan and paragraph 23 of the National Planning Policy Framework.

For the reasons given, the Committee asked that if the officer recommendation was to approve this application, it should be referred to the Planning Committee for decision.

12. 106 MELLSTOCK AVENUE, DORCHESTER, DT1 2BH - WD/D/17/001283

Two storey side extension forming garage, utility and extending kitchen to ground floor with master bedroom & en-suite to first floor. Single storey front extension forming garage/porch.

No objection

13. 1 MARSHWOOD ROAD, DORCHESTER, DT1 2TR - WD/D/17/001311

Replace side Conservatory with single storey, dual pitched Sun Room

No objection

14. 14 BLAGDON ROAD, DORCHESTER, DT1 2JN - WD/D/17/001317

Single storey, flat roof front extension

No objection

15. 182 MONMOUTH ROAD, DORCHESTER, DT1 2DH - WD/D/17/001374

Replace rear conservatory with a two storey extension

No objection

16. 6 KINGSBERE CRESCENT, DORCHESTER, DT1 2DY - WD/D/17/001309

Two storey front extension

No objection

17. 30 TRINITY STREET, DORCHESTER, DT1 1TT - WD/D/17/001302

Application for variation of condition 2 of planning approval 1/E/06/000300 - A change in the opening hours to be permitted between 8am and 12 midnight Monday through to Sunday inclusive.

No objection

Dorchester Town Council

Management Committee

11 July 2017

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

In Attendance Eighteen local residents, in respect of Minute No 3.

Apologies: The Mayor (Councillor S. Hosford) and Councillor J. Hewitt.

1. Minutes

The Minutes of the Meeting of the Committee held on 9 May 2017, adopted by Council on 23 May 2017, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. The Great Field - Update

The Committee was informed that the Duchy of Cornwall would, later on in the year, be undertaking a consultation with residents regarding facilities to be provided at the Great Field. The consultation would focus on those facilities previously identified by the Poundbury Residents Association consultation and would include such things as a new play area, skatepark, BMX track, tennis facilities, pavilion and utility outlets so as to enable community events to take place on the Great Field. Members were also reminded that £220,000 had been allocated from the S106 monies to part fund the new community facilities at the location.

Members felt that it was important that the consultation included all of those Dorchester residents that would use the Great Field and not just Poundbury residents. The Committee also wished to remember the contribution of the young people that attended the Council's Democracy Days, who had put forward many good ideas for the area.

Resolved

- (1) That the consultation be welcomed.
- (2) That the Duchy of Cornwall be asked to ensure that the consultation included all of those Dorchester residents that would use the Great Field and not just Poundbury residents.

3. Hawthorne Road Allotments - Feedback

A number of local residents and allotmenters addressed the meeting to present their objections to the idea of a new sports arena and play area being built on a part of Hawthorne Road allotments.

The Committee then considered a report by the Deputy Town Clerk which set out all of the objections to the proposal which had been received following the consultation undertaken with allotment holders.

Members felt that having now considered all of the relevant information, and having heard from those residents in favour of the proposal, and those who objected to it; that on balance the proposal should not go ahead.

Resolved

That no further action be taken on the proposal to provide a sports arena and play area on part of Hawthorne Road allotments.

4. Corporate Plan Review

The Committee considered a report by the Town Clerk which sought comments on a draft 'Summary of our Aims for Future Planning of Dorchester' table and a draft 'Corporate Plan Milestones' table which had been drawn up following the Council's informal meetings in respect of the revision to the Corporate Plan.

In considering the tables Members wished to make the following comments:-

- That a decision had yet to be made by Council about whether it was going to develop a Neighbourhood Plan.
- That full scrutiny be given to any Council land that was identified as suitable for affordable housing.
- That, long term, given the continued growth of the town, consideration be given as to whether a crematorium should be provided.
- That consideration start to be given to developing the lower part of the Gardens over the short term, rather than medium term.

It was also noted that 2018 year was the 45th year of twinning with Lubbecke, although this was not considered as a major anniversary, some liaison with Lubbecke might be required.

Resolved

That the comments set out above be considered when agreeing the 2017 Corporate Plan.

5. 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. Members wished to congratulate staff on how wonderful the Dippy bed and the new fernery looked in the Gardens. Members also requested that the 2018 shield bed commemorates the hundred year anniversary of the vote for women.

With regard to the road enhancements being undertaken at South Gate Members felt that it would be complimentary to the works to have the planting scheme in the raised bed enhanced as close as possible to the completion of the other works.

Resolved

That the Outdoor Services Team update be noted.

6. Borough Gardens Kiosk

The Committee considered a report by the Deputy Town Clerk on the operation of the Borough Gardens kiosk during April, May and June 2017. Members were disappointed regarding the number of days the kiosk was closed and felt that preparations should be made for the possibility of a transfer of the operation to another charity, community organisation or community Interest Company by Easter 2018, following further consideration of the matter at the next Committee.

Resolved

That preparations be made for the possibility of a transfer of the operation to another charity, community organisation or community Interest Company by Easter 2018, following further consideration of the matter at the next Committee.

7. Borough Gardens – New Tennis Courts Update

The Committee considered a report by the Deputy Town Clerk on the progress being made with the build of the new tennis courts in the Gardens. Members noted that planning permission had been received and that additional work was being undertaken with the aim of reducing the cost of construction. It was also noted that a further archaeological dig, as required in the planning permission, would be commenced shortly.

Resolved

That the update be noted.

8. Elizabeth Place

The Committee was informed that the Council had held a lease from Magna for Elizabeth Place which expired in 2012. Discussions had been held with Magna which had agreed to issue a short term Licence to enable the Council to continue managing the site until Magna decide what to do with the area.

Resolved

That the position be noted.

9. Volunteer Centre Dorset

The Committee considered correspondence from the Volunteer Centre Dorset asking whether the Council would wish to contribute towards its Volunteer Awards Evening.

Resolved

That a contribution of £200 be made towards the Volunteer Awards Evening subject to The Mayor being invited to attend.

(Councillor R. Potter declared a non-pecuniary interest in the above matter.)

10. **Dorset Food and Arts Festival 2017**

The Committee considered an application for sponsorship for the 2017 Dorset Food and Arts Festival. Members were minded to sponsor the event but felt that this should be for a particular element of it and that the Council's 'Supported by Dorchester Town Council' be on show at the event. It was agreed that a contribution of up to £200 be agreed subject to further discussion with the event organisers.

Resolved

That, following consultation with the Chairman and Vice Chairman of the Committee, the Deputy Town Clerk be authorised to make a contribution of up to £200 be made to the Dorset Food and Arts Festival 2017 following further discussion with the event organiser regarding what the contribution would go towards.

11. **Life Education Wessex**

The Committee considered a grant application from Life Education Wessex requesting that the Council consider offering a grant towards the cost of delivering a health programme to children at St Osmund's Middle School.

Resolved

That a grant not be awarded in this instance.

12. **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 4238 to 4246 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

(c) **Poundbury Cemetery – Revised Layout**

Members were reminded that at recent site visit meetings it had been agreed to a slight revision to the layout of Poundbury Cemetery. The revisions included aligning the new road with the old road, only having one path and not four into the centre of the newly created enclosed area, not having a spur of road to the southern fence, having the enclosed area used for just traditional burials and moving the new ashes area to the east of the cemetery.

Resolved

That the revised layout to Poundbury Cemetery be agreed.

13. **Buildings Monitoring Reports**

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

Members requested that a new hand dryer be purchased for the Corn Exchange ladies toilets.

The Committee also requested that the Council Chamber cabinets be tidied and reviewed. Councillors S. Jones and M. Rennie would review the cabinets with the Mayor's Secretary.

Resolved

That the Buildings Monitoring Reports be noted.

14. **Dorchester Arts**

The Committee received and noted the minutes of the Dorchester Arts Board meeting held on 16 May 2017.

15. **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 press representatives be excluded from this meeting during their discussion.

16. **Staffing**

The Committee noted a report by the Deputy Town Clerk on Outdoor Services staffing.

Chairman

Dorchester Town Council

Policy Committee

18 July 2017

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

Also present: Councillor J. Hewitt. Andy Worth, Ridgeway Radio

Declaration of Interest: Councillor A. Chisholm declared a non-pecuniary interest at item 4 as President of Ridgeway Radio.

1. Minutes

The Minutes of the Committee of 16 May 2017, adopted by Council on 23 May 2017, were taken as read and confirmed and signed by the Chairman as a correct record.

2. Financial Report 2017-18

The Town Clerk provided an update covering the Council's Month 3 spend in relation to the budget, cash position, plus the current debt and payments position.

Resolved

- a) That existing National Savings and Investment and Invesco MMF accounts are used for surplus cash not immediately required for cash flow purposes and then actively managed against cash flow needs
- b) That the Payments list totalling £222,832.79 be approved

3. Corporate Plan Review

The Committee received a report from the Town Clerk regarding proposed changes to the Corporate Plan that had been developed as a result of informal workshop sessions with Councillors in June.

Members discussed the wording of the Heritage Tourism project, whether the focus was too narrow or not specific enough, and how this work needed to be prioritised. They also considered the recent discussions with West Dorset District Council relating to Retail in Dorchester. A councillor asked that smart targets be introduced for the tasks and the volume of work entailed in the Plan was also noted.

The following comments were recorded

- The Heritage Tourism Strategy should reflect the need for a new brand for Dorchester to be developed and ensure that the strategy also recognises the contribution of other parts of the town's overall offer
- The milestones need to be firmed up as smart targets

Recommended

That Council includes the revisions as laid out in the report to the Policy Committee in a new Draft Corporate Plan.

4. Ridgeway Radio application for Community Radio Licence

The Town Clerk provided an update regarding Ridgeway Radio's application for a licence and their request to the Town Council for financial and in-kind support.

Members asked questions to Andy Worth of Ridgeway Radio regarding the role of BBC Dorset, the risks associated with income, the audience base and how the Town Council might benefit from acting as a funder. While recognising the risks associated with any new venture Members were very supportive of Ridgeway Radio's plan to expand to provide a community radio station.

Resolved

That the Town Clerk, in consultation with the Chairman and Vice-Chairman of Policy Committee, finalises the Council's support based on the original request made by Ridgeway Radio

5. DCC Working Together Programme

The Town Clerk presented a report covering discussions with Dorset County Council Highways Team about formalising existing and future highway maintenance arrangements within their Working Together initiative.

Resolved

That the Town Clerk agree a Working Together protocol with DCC Highways, based on current delivery arrangements, with the potential to add new items at a later date

6. Town Bus Services

The Committee received and noted the update, regarding changes to bus provision since it last considered the issue in March 2017, noting in particular that Damory had decided to register the 1/2 service as a commercial service.

Chairman

Dorchester Town Council

25 July 2017

Corporate Plan Review

1. A separate document was circulated to Management and Policy Committees during this cycle, proposing changes to two important tables in the current Corporate Plan. Separately Planning & Environment Committee agreed a proposed way forward for continuing to engage with the WDDC Local Plan Review (page 17, Minute 9 on today's agenda). The document covered

Summary of our Aims for the Future Planning of Dorchester

- Moving existing medium and long term ambitions into the short term
- Adding new Short , Medium and Long term ambitions

Corporate Plan Milestones (for short term aims)

- Removing completed milestones
- Setting new milestones for existing short term ambitions
- Setting new milestones for new short term ambitions

2. The two Committees were invited to comment on the proposed changes, their comments being at Page 24 (Management Committee) and Page 28 (Policy Committee). All of the comments made can be accommodated in a minor redraft of the tables.
3. It is **RECOMMENDED** that the Town Clerk, in consultation with the Chairman and Vice-Chairman of Policy Committee, amend the tables in the Corporate Plan to incorporate the views expressed by the Management and Policy Committee.
4. The current timetable anticipates a redraft coming to the September meeting of Council prior to wider public consultation in the autumn. Given the general support for the changes proposed officers will continue to use the milestones to maintain momentum delivering the plan in the intervening period.

Adrian Stuart
Town Clerk