



# 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 **Monday 2 October 2017** at **6.30pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meeting of the Council held on 25 July 2017 (page 2).

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

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

3. **Updates from Partner Authorities**

- a) Verbal update from a Dorset County Councillor (Councillor R. Biggs)
- c) Verbal update from a West Dorset District Councillor (Councillor D. Taylor)

4. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	7 August 2017 Page 5
Planning & Environment Committee	4 September 2017 Page 11
Management Committee	12 September 2017 Page 15
Policy Committee	19 September 2017 Page 20

Adrian Stuart Town Clerk 27 September 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

25 July 2017

Present: Mayor S. Hosford and Councillors, C. Biggs, R. Biggs, T. Harries, J. Hewitt, G. Jones, F. Kent-Ledger, R. Potter, M. Rennie and K. Rice.

Apologies: Councillors B. Armstrong-Marshall, A. Canning, A. Chisholm, G. Duke, S. Jones, T. Jones, A. Lyall and D. Taylor.

Also present: 2 representatives of the Youth Council, 3 members of Casterbridge Rotary and a local resident

### 13. Minutes

The minutes of the meetings of the Council held on 22 May 2017, 23 May 2017 and 20 June 2017 were confirmed and signed by the Mayor as a correct record.

### 14. Communications & Questions

The Secretary of the Youth Council expressed their support for the grant to Ridgeway Radio and asked that the Council consider how biodegradable lanterns might be taken account of in any mass release policy.

The Dorchester Marathon organising team from Casterbridge Rotary gave a presentation regarding their inaugural event. The presentation reminded Members of the initial aims for the event, comparing them against the eventual highly successful outcomes; they also explained their plans to repeat the event in 2018.

The Mayor updated Members regarding her attendance at the Marathon, Carnival and recent civic events, taking the opportunity to remind Members both of the importance of civic events and also of notifying the organiser of their attendance or otherwise.

Council debated a motion, proposed and seconded, regarding the Council's attitude to mass releases of balloons and sky lanterns. Noting the point raised by the Youth Council Members remained concerned about the risk of fire resulting from naked flames.

### Resolved

- 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

15. **Updates from Partner Authorities**

Councillor R. Biggs provided an update regarding the work of Dorset County Council. He noted discussions about the complexity of making Traffic Road Orders, as well as the potential for Town Councils to contribute towards the costs of introducing them. He explained that the County Council intends to write to the Minister for Works and Pensions regarding the impacts for local residents of the poor administration of the Personal Independence Payment system. He noted the reduction in rural bus routes following the removal of subsidies and a new initiative to upgrade broadband in south west Dorchester. He also provided an update on Local Government Reorganisation and emphasised the need for local councils to engage with the process.

Councillor M. Rennie updated Council on issues at West Dorset District Council, providing information on the bedding in of the new Strategy Committee. She announced a review of Customer Services in Development Control, which this Council had pressed for and also the District Council initiative on developing retail in Dorchester. Councillor Rennie also covered concerns about the delays in Local Government Reorganisation and its impact on reserves and the revenue budget.

16. **Planning and Environment Committee – 5 June 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 5 June 2017 be adopted.

17. **Planning and Environment Committee – 3 July 2017**

It was proposed and seconded that the minutes of the meeting be adopted. The Mayor noted the poor level of attendance at the Committee.

**Resolved**

That the minutes of the meeting of the Planning and Environment Committee held on 3 July 2017 be adopted.

18. **Management Committee – 11 July 2017**

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

With permission to speak from the Chairman, a resident requested explanation of the Committee's decision at minute 3 that no further action be taken on the proposal to provide a sports arena and play area on part of Hawthorne Road allotments. The Chairman responded, explaining the strength of feeling received against the proposal from allotment holders, coupled with the proximity of other play area sites. In responding to a further question regarding the lack of

opportunities for young people in this part of the town and the difficulty of having their voice heard the Mayor agreed that the Council needed to learn some lessons from the process it had gone through.

**Resolved**

That the minutes of the meeting of the Management Committee held on 11 July 2017 be adopted.

**19. Policy Committee – 18 July 2017**

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

A Member requested information about the opportunities to develop the Council's role in supporting highway initiatives through the Working Together programme. The Town Clerk confirmed this issue would be considered through a Corporate Plan action relating to the prioritisation of at risk District and County Council services.

**Resolved**

That the minutes of the meeting of the Policy Committee held on 18 July 2017 be adopted.

**20. Corporate Plan Review**

The Town Clerk provided an update on the process to review the Corporate Plan, including feedback from Committees regarding the draft Aims and Milestones documents.

**Resolved**

That the Town Clerk, in consultation with the Chairman and Vice-Chairman of Policy Committee, amend the tables in the draft Corporate Plan to incorporate the views expressed by the Management and Policy Committees.

The Council rose at 8.25pm.

Mayor

There were no questions at the public Question Time that followed the meeting.

# Dorchester Town Council

## Planning and Environment Committee

7 August 2017

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

12. **Declaration of Interest**

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

13. **Minutes**

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

14. **Minute Update Report**

**Minute 22/16 – Development at St George's Road, Red Cow Farm**

The Duchy of Cornwall representative updated the Committee on the situation regarding the connection of Lubbecke Way and St George's Road since the developer had gone into administration. He detailed the legal issues and the meetings he had held to try and progress the situation. There were a number of technicalities to be resolved involving several parties and it was unfortunate that the required works had not been carried out at an earlier stage. The Duchy was hoping that the situation would be brought to a satisfactory conclusion for all.

The Chairman reported that a local ward Member had received a number of complaints about the situation from local residents who felt they had tolerated the situation for long enough.

Members were pleased to hear that the Duchy was taking a proactive approach and appreciated the efforts being made.

A Member raised the issue of the works compound that had been left behind by the developer and he had concerns about the safety of this. The Duchy representative agreed to have this looked at and addressed and he was also asked to keep the Committee Clerk updated on all aspects of progress.

### **Minute 3/17 – Policy Committee Report regarding DCC Working Together Programme**

The Committee noted the decision on the Town Clerk's report to Policy Committee regarding DCC's Working Together Programme.

The Committee Clerk advised that this would not preclude the Town Council considering funding other discrete projects from time to time (via recommendation from Planning and Environment Committee to Policy Committee) and if Members wished to follow up on this, officers should be asked to formulate a mechanism for this.

Members agreed that they would like to be able to consider funding discrete projects in future and therefore requested that officers draw up a draft process for them to consider further.

#### **Resolved**

That officers be requested to draw up a draft process for Members to use to be able to consider funding discrete projects and that this draft be passed back to Members for approval.

#### **15. Planning Applications**

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

Representatives of Liberty Retirement Living and the Duchy of Cornwall addressed the Committee regarding WD/D/17/001480 Crown Gate and went through details of the development. Members raised concerns about pedestrian safety along Poundbury Road and were seeking assurance that appropriate highways works would be put in place to deal with these concerns.

A representative of Brewery Square addressed the Committee regarding WD/D/17/001253 8-16 Eldridge Street and he explained the reasoning for the application for change of use from retail to residential. He commented on the future use of the Brewhouse Hotel site plus the style and pricing of the proposed residential units. Members raised the proposals for a, possibly conflicting, retail offering on the Fairfield site and the desirability of having larger retail units on offer at Brewery Square.

Councillor Jones left the meeting after consideration of these two planning applications.

#### **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.

16. **Victoria Park Post Office, Maud Road – proposed move to new premises and branch modernisation**

Members were pleased to see the Post Office's proposal to move the Victoria Park Post Office to the Central Convenience Stores, 2 Maud Road and considered that this was a positive step forward.

**Resolved**

That the Post Office be advised that Dorchester Town Council supports the proposed move of Victoria Park Post Office to the Central Convenience Stores, 2 Maud Road.

17. **Stinsford Parish Council - Comments on Neighbourhood Plan Area application**

The Committee considered Stinsford Parish Council's application to WDDC for the designation of its Neighbourhood Area on the basis of the boundaries of the civil parish of Stinsford and Members looked at the issues the planning authority would consider when deciding on the Neighbourhood Plan Area.

Bearing these issues in mind, Members wished to comment on the fact that Stinsford Parish did not function as a relatively self contained neighbourhood unit as it was almost virtually dependent on Dorchester town for its retail and finance, education, healthcare, recreation, social services and local government. Also any development that took place within the Stinsford Parish boundary in the future would have the same dependency on the all of the infrastructure provided by Dorchester town.

With regards to the issue of Local Plan allocations, a large area within the Stinsford Parish boundary was identified within the Local Plan review, currently underway, as site options for development (D2, D3 and part of D1?) and these site allocations extended beyond the proposed Neighbourhood Plan Area.

**Resolved**

That WDDC be advised of the Town Council's comments on Stinsford Parish Council's application for the designation of its Neighbourhood Plan Area.

Chairman

**Planning applications considered by the Planning and Environment Committee on 7 August 2017**

1. **WD/D/17/001247 - 12 SOUTH WALKS ROAD, DORCHESTER, DT1 1ED**  
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 (Revised Plans)  
Taking into account the reduction in the pitch of the roof of the garden room and the changes to the roof lights, the Committee agreed to withdraw its objection to this application.
  
2. **CROWN GATE, SECTORS 3.46/47/48, NORTHERN QUADRANT, POUNDBURY - WD/D/17/001480**  
Erect continuing care retirement community (Use Class C2) comprising 76 apartments and bungalows together with a communal building to include a cafe/bistro, multi-purpose reception/bar/servery, therapy room, library / reading room, multipurpose activity room and staff facilities (Reserved Matters)  
No objection.
  
3. **1 NORTHERNHAY, DORCHESTER, DT1 1XP - WD/D/17/001435**  
New kitchen extension and relocation of vehicle access  
Recommend refusal.  
By virtue of its inappropriate siting and scale the proposed development would disrupt the symmetry of the original property. These factors and the inappropriate building materials (vertical timber cladding) would represent an incongruous addition to dwelling that would neither preserve nor enhance the character and appearance of the Dorchester Conservation Area. As such the development is in contrary to Policies ENV4, ENV10 and ENV12 of the adopted West Dorset and Weymouth and Portland Local Plan and Parts 7 and 12 of the NPPF (2012).  
Additionally, the Committee was very concerned about the relocation of the access point to the site bearing in mind the safety record of the nearby junction. From the road traffic collision data for this junction, there have been four serious collisions around this junction in the last four years, three within the last 18 months. Members questioned moving the access point closer to the pedestrian refuge at the bottom of the Grove and closer to such a busy and often congested junction.
  
4. **5 CORNHILL, DORCHESTER, DT1 1BA - WD/D/17/001326 + WD/D/17/001314**  
Update existing fascia sign and erect 1 no. hanging (projecting) sign  
No objection
  
5. **3 MILLERS CLOSE, DORCHESTER, DT1 1SS WD/D/17/001409**  
Change of use from B8 to Sui-Generis (car sales showroom and MOT workshop), remove the existing facade & replace with curtain walling/panelling on the front and both sides, demolish existing side extension and alter roadside boundary treatments, re-surface car park & annexation of the adjacent car park  
**WD/D/17/1410**



- Installation of 3no internally illuminated fascia signs  
No objection
6. **1 ELVASTONE STREET, POUNDBURY, DORCHESTER, DT1 3RL - WD/D/17/001418**  
Erect conservatory  
No objection
7. **ACLAND COURT, LINDEN AVENUE, DORCHESTER - WD/D/17/001502**  
Installation of replacement windows and patio doors - excluding flats 44, 53, 54, 63 and 64  
No objection
8. **NORTH EAST QUADRANT, PEVERELL AVENUE EAST, POUNDBURY - WD/D/17/001434**  
Alterations in association with: (1) subdivision of existing maisonette into two flats and convert plant room to an additional flat (Block 36); and (2) conversion of ground floor commercial space to two flats (Block 39)  
No objection
9. **29 SOUTH STREET, DORCHESTER, DT1 1BY WD/D/17/001521**  
Internal shop fit out on ground floor and alterations across all floors, to include the reopening of a former doorway and the removal of an internal wall. Associated decoration to the external shop window, door and fascia sign. Erection of new projecting sign.  
No objection. However, the Committee noted the concerns of the Dorchester Access Group regarding access to the changing room and hoped that the applicant would be able to find a way to address these concerns.  
**WD/D/17/001523**  
Display of 1x non illuminated projecting sign and 1x fascia sign  
No objection.
10. **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  
Having received further information about the proposed change of use directly from a representative of Brewery Square and while regretting the loss of these retail units, the Committee agreed to withdraw their objection to this planning application.
11. **77 MELLSTOCK AVENUE, DORCHESTER, DT1 2BH - WD/D/17/001419**  
Demolish existing garage and single storey flat roof extension and build 2 storey side extension in it's place forming garage/utility & wc to ground with bedroom/en-suite and dressing room over. Extend main house 2 storey to rear to form dining/living area to ground floor with master bedroom at 1st floor over. Form 2 storey side

extension to other side of house forming playroom to ground floor with 2 bedrooms/shower room to 1st floor over. Lean-to rear extension forming dining/living area.

No objection

**12. 4 LEGION CLOSE, DORCHESTER, DT1 2RQ - WD/D/17/001487**

Erect side extension

Recommend refusal.

Due to the increased height of the side extension and the steeply sloping nature of the site, the extension would be at a higher level than the existing garage and therefore would be visually dominant to the neighbouring property. Also due to the extension being brought forward from the position of the existing garage, this would have a negative impact on the use and accessibility of the neighbour's driveway, all of these factors causing a loss of amenity. The development would therefore be contrary to Policy ENV. 16 of the adopted West Dorset, Weymouth and Portland Local Plan.

**13. 6 AUGUSTAN CLOSE, DORCHESTER, DT1 2QU - WD/D/17/001489**

Erect entrance porch

No objection

**14. 2 GARFIELD AVENUE, DORCHESTER, DT1 2EX - WD/D/17/001350**

Erect single storey rear and side extensions

No objection

**15. 7 LOUISE ROAD, DORCHESTER, DT1 2LT - WD/D/17/001508**

Erection of a two-storey rear extension and front single-storey porch

Recommend refusal.

This proposal, by reason of its mass, scale, and bulk, would be out of scale and proportion with the existing property, appearing unduly dominant and prominent when viewed from the rear and would represent overdevelopment of the site.

Furthermore, having regard to the height, mass and scale, the proposed extension would be unduly prominent, overbearing and dominant when viewed from the rear of neighbouring properties. The resultant overshadowing and oppressive impact of the extension would thus be detrimental to the residential amenity of both neighbouring occupiers and, therefore, this proposal is considered to be detrimental to the residential amenity of the area.

The Committee also considered that the proposed full length tri folding doors to the first floor rear facing bedrooms were unsuitable for first floor rooms potentially creating overlooking both out to adjoining properties and in from the same properties. As such these would harm the residential amenity of neighbours and future residents.

As such the proposal is considered to be contrary to policies ENV12 and ENV16 of the West Dorset, Weymouth and Portland Local Plan and Sections 7 and 12 of the National Planning Policy Framework.

## Dorchester Town Council

### Planning and Environment Committee

4 September 2017

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

Apologies: Councillor S. Hosford

Also Present: Councillors A. Chisholm, G. Duke and T. Jones

18. **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.

19. **Minutes**

The Minutes of the meeting of the Committee held on 7 August 2017 were confirmed and signed by the Chairman as a correct record.

20. **Minute Update Report**

**Minute 14/17 – Development at St George's Road, Red Cow Farm**

A Dorset County Councillor stated that he was reasonably reassured by DCC officers that there could be a way forward in resolving the issue of the completion and connection of Lubbecke Way and St George's Road, by the end of this week, and the Duchy was involved in an important meeting in this regard. All parties involved were seeking a joint resolution to the outstanding issues and DCC intended to provide a briefing note for Members as appropriate. The Committee were satisfied with this at the moment but hoped for a more conclusive update at their next meeting and Dorset County Councillors were asked keep the Committee informed.

**Minute 15/17 - WD/D/17/001480 Crown Gate**

A Dorset County Councillor had asked DCC for sight of the plans relating to the highways provisions for the Crown Gate site.

21. **West Dorset District Council – Review of the Local Plan**

Hilary Jordan, Corporate Manager – Planning (Community and Policy Development) and Trevor Warrick, Spatial Policy and Implementation Manager for WDDC gave a powerpoint presentation on the responses to the District Council's review of the West Dorset and Weymouth & Portland Local Plan.

The presentation gave details about the level of response to the public consultation, particular comments made in relation to the Dorchester and Crossways site options

and the next stages of the review process. A summary of the responses would be going live on DorsetForYou within days.

Members raised a number of issues including the provision of affordable housing, the impact of councils merging to a unitary authority, the pressure of new development on schools and roads and the high costs of infrastructure provision.

In response, the WDDC officers advised that all sites would be subject to viability testing and it would be seeking this evidence early in the planning process plus prioritising sites that showed robust deliverability. It was intended to progress the Local Plan, including evidence gathering and consultation, as far as possible before any unitary merger to put the Plan in an advanced and strong position. It was accepted that infrastructure costs, whichever sites were chosen, would be significant and it was likely that external funding sources would be required to support these. A balance of sites, both small and large, would be needed across the area and each would have a differing lead in and completion time.

Members noted that site D4 was unlikely to be pursued as the landowner no longer supported the development and a new, previously unidentified, potential site had been brought forward to the north of Crossways.

WDDC officers pointed out that the awaited Government White Paper would be reflected within the revised Local Plan and would influence its progress and content.

The Chairman thanked the WDDC officers for attending the meeting.

## 22. **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.

## 23. **Urgent Items**

The Committee noted that WDDC had arranged public briefings about the future of retail in Dorchester on 26 September 2017 and this clashed with the Town Council meeting. Joint Members were disappointed that there had been no consultation regarding this date and were seeking a resolution to this.

WDDC would be considering a revised Parking Policy at their Overview & Scrutiny and Strategy Committees over the next week or so and Members had concerns about some of the issues within the committee reports, including the lack of inter authority liaison and the provision of parking spaces for motorhomes in car parks, and the Committee asked Joint Members to raise these points at the WDDC meetings.

Chairman

**Dorchester Town Council****Planning applications considered by the Planning and Environment Committee on 4 September 2017**

1. **21 LANCASTER ROAD, DORCHESTER, DT1 1QH - WD/D/17/001769**  
Single Storey Side Extension  
No objection
2. **24 GLYDE PATH ROAD, DORCHESTER, DT1 1XE - WD/D/17/002065**  
Minor repair and painting of house external woodwork and outbuilding windows and doors  
No objection
3. **85 BRIDPORT ROAD, DORCHESTER, DT1 2NH - WD/D/17/001639**  
Existing detached garage conversion plus single storey extension to rear of garage. To create ancillary entertainment and accommodation to the rear of the property  
No objection
4. **34 COLLITON STREET, DORCHESTER, DT1 1XH - WD/D/17/001780**  
Remove chimney stack and roof over  
Recommend refusal.  
The Committee considered that the removal of the chimney stack would be the loss of a collective heritage asset and harm the building's traditional character. It would also diminish the traditional features and character of the Dorchester Conservation Area and its distinctive street scene. Therefore the proposal would neither enhance nor preserve the Conservation Area or its setting and would be contrary to Policies ENV4 and ENV12 of the adopted Local Plan and advice within the NPPF.
5. **27 VESPASIAN WAY, DORCHESTER, DT1 2RD - WD/D/17/001627**  
Demolish existing porch and build new porch to enlarged footprint. Replace flat roof to utility/garage/porch with pitched roof  
No objection
6. **28 CROMWELL ROAD, DORCHESTER, DT1 2DN - WD/D/17/001642**  
Remove existing outbuilding and replace with single storey flat roof extension.  
No objection
7. **8 FARRINGDON CLOSE, DORCHESTER, DT1 2BU - WD/D/17/001795**  
Erect first floor extension and enlarged conservatory  
No objection
8. **4 LEGION CLOSE, DORCHESTER, DT1 2RQ - WD/D/17/001487 (Amended Plans)**  
Erect side extension  
Recommend refusal.  
The Committee did not consider that the changes made to the application addressed

their previous concerns, particularly in relation to the accessibility of the neighbour's driveway, and therefore they reiterated their objection to the application.

9. **1 CAPITOL CLOSE, DORCHESTER, DT1 2QS - WD/D/17/001803**  
Erection of a two storey side and front extension. New pitched roof over the garage/utility room. Rear decking area with glazed canopy roof.  
No objection
  
10. **FLAT 1, MAIDEN HOUSE, 6 WADEBRIDGE STREET, POUNDBURY, DORCHESTER, DT1 3AT - WD/D/17/001662**  
Change of use of B1 commercial unit as approved to form a single storey self contained flat on the ground floor (retrospective)  
No objection
  
11. **1 ASHINGTON STREET, POUNDBURY, DORCHESTER, DT1 3GJ - WD/D/17/001799**  
Change of use of ground floor area from retail A1 to residential C3.  
No objection

# Dorchester Town Council

## Management Committee

12 September 2017

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

**In Attendance** Councillor T. Harries.

**Apologies:** Councillor C. Biggs.

### 17. Minutes

The Minutes of the Meeting of the Committee held on 11 July 2017, adopted by Council on 25 July 2017, were taken as read and were confirmed and signed by the Chairman as a correct record.

### 18. The Great Field - Update

The Deputy Town Clerk updated Members on a meeting held recently regarding the process being undertaken to consult local residents on the facilities to be provided at the Great Field. The Duchy of Cornwall had expressed a desire to ensure that the whole community was properly consulted and a plan developed that met the community's needs in accordance with the original masterplan. To this end a specialist consultancy company had been appointed to undertake the consultation process. It was proposed to consult with stakeholders initially, create a workable plan which would then be the subject of a wide public consultation during November 2017.

#### Resolved

That the update be noted.

### 19. Borough Gardens Shield Bed - 2018

The Committee was informed that a request for a shield bed had been received from a member of the public to mark the hundred year anniversary of the Royal Air Force which was formed on 1 April 1918. Members had previously proposed that the 2018 shield bed should mark the 100 year anniversary of when women first got the vote.

It was suggested that the RAF anniversary could be accommodated by having the two round flower beds at the Cornwall Road entrance planted as red, white and blue roundels.

### **Resolved**

- (1) That the formal shield bed for 2018 commemorate 100 years since the women first got the vote.
- (2) That the RAF 100 year anniversary be marked by two round flower beds at the Cornwall Road entrance planted as red, white and blue roundels.

#### **20. Hawthorne Road Sports Arena**

Members were reminded that at the last meeting of the Committee it was agreed not to pursue further the creation of a sports arena facility on part of Hawthorne Road allotments.

Whilst accepting there was a need for such a facility in that area of the town it was felt that disposing of allotment land was not a suitable way forward.

The Committee was invited to consider formally requesting that such a facility be included within any future planning agreement that might be made in respect of developing land in the area. It was also noted that there had been previous discussion with regard to the possibility of such a facility at Poundbury Crescent play area.

### **Resolved**

That the relevant authorities be informed that a sports arena type facility should be included within any future planning agreement that might be made in respect of developing land in the Mountain Ash Road / Hawthorne Road area.

#### **21. WW1 Commemorations in 2018**

The Committee considered a report by the Deputy Town Clerk which set out those WW1 commemoration projects planned for 2018. In respect of the Royal British Legion Silent Soldiers Project Members wished to have more information in respect of how long and when the soldiers should be put up etc. Members also felt that it would be useful to view a soldier prior to making a firm decision.

### **Resolved**

That further information be sought in respect of the RBL Silent Soldiers project.

#### **22. Litter Free Dorset**

The Committee considered a grant application from Litter Free Dorset in respect of a Dorchester Town Centre "bin your butt" campaign.

### **Resolved**

That a contribution of £100 be made towards the Litter Free Dorset project.



(Councillor D. Taylor declared a non-pecuniary interest in the above matter.)

23. **Dorchester Foodbank – School Holiday Lunch Programme - Feedback**

The Committee received feedback from the Dorchester Foodbank, School Holiday Lunch Programme, which the Council had supported by way of a grant. Members felt that the project had been very worthwhile and were pleased that sufficient resources remained to be able to offer a Christmas food parcel to those fifty plus families that had received help over the summer.

The Mayor agreed to write to the project co-ordinator thanking them for all their good work.

**Resolved**

That the feedback be noted.

24. **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 4247 to 4269 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

25. **Buildings Monitoring Reports**

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

Concern was expressed with regard to the reduction of the income received compared to the same period the year before. It was explained that the reason for this was that the previous year there had been three exclusive weddings booked. Generally the Buildings were being used at least as much with there being very few weekends available. It was noted that there was very little marketing in respect of the Buildings as a wedding venue. Members felt that, in the first instance, discussion should be held with Dorchester Arts regarding flexibility of dates in regard to potential wedding bookings.

The Deputy Town Clerk reported on the Town Hall refurbishment work which was near to completion. He suggested that the curtains and double glazing not be returned and that roller blinds be installed at a cost of £1,160 plus VAT.

The Deputy Town Clerk also reported that the Council's power distribution unit used mainly at Maumbury Rings had gone missing. Members felt that it was important that an inventory be kept of the PA and associated equipment and that in future it always be checked out and checked back in following events.

**Resolved**

That the Buildings Monitoring Reports be noted.

**26. Dorchester Arts**

The Committee received and noted the minutes of the Dorchester Arts Board meeting held on 31 July 2017.

**27. 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.

**28. Borough Gardens – New Tennis Courts**

The Committee considered a report by the Deputy Town Clerk on the tenders received for the building of the new tennis courts on the old bowling green site in the Borough Gardens.

**Resolved**

That the tender received from Chiltern Sport in the sum of £161,317 be accepted subject to Policy Committee agreeing to release an additional £27,454 so as to allow the project to proceed.

29. **Borough Gardens Kiosk**

The Committee considered a report by the Deputy Town Clerk on the operation of the Borough Gardens kiosk from April to end of August 2017.

Members were very appreciative of the work undertaken by Rethink over the past ten years but agreed that Rethink and other community based organisations and charities should be offered the opportunity to run the kiosk from Easter 2018.

**Resolved**

That three months' notice be given to Rethink and that an open exercise be undertaken to re franchise the kiosk with effect from Easter 2018.

Chairman

## **Dorchester Town Council**

### **Policy Committee**

**19 September 2017**

**Present:** Councillors A. Chisholm, G. Jones (Chairman) and T. Jones

**Apologies:** Councillors B. Armstrong-Marshall, R. Biggs, T. Harries, S. Hosford and P. Stein.

**Also present:** Councillors S. Jones and M. Rennie

#### **7. Minutes**

The Minutes of the Committee of 18 July 2017, adopted by Council on 25 July 2017, were taken as read and confirmed and signed by the Chairman as a correct record.

#### **8. Financial Report 2017-18**

The Town Clerk provided an update covering the Council's Month 5 spend in relation to the budget, cash position, current debt and payments position and reported receipt of the final audited Annual Return for 2016-17.

He outlined the background to a request for additional budget for the Borough Gardens Tennis Project.

#### **Resolved**

- a) That the Payments list totalling £297,886.60 is approved
- b) That an additional £27,500 is allocated from the Corporate Projects Reserve to deliver the Borough Gardens Tennis Courts project

#### **Recommended to Council**

That the certificated Annual Return 2017 is approved and accepted

#### **9. Corporate Plan Review**

The Committee received a report from the Town Clerk regarding progress on tasks identified within the Corporate Plan. A Member invited the Town Clerk to further improve the report by introducing direction of travel indicators.

Members considered the proposal for the establishment of a Steering Group to commence a programme of works related to Heritage Tourism. In supporting the approach and recognising the need to begin work on the outline programme of works, the Committee requested a further report regarding any proposals to spend Council's funds on the project and that the Joint Heritage Committee be made aware of developments.

The Town Clerk provided an update on progress of the Dorchester Area Community Land Trust, the receipt of five expressions of interest from architects, and the plan to hold a public meeting, now scheduled for 8 November. He confirmed that informal discussions continued with Dorchester Municipal Charities, who were considering two options for their next development.

The Committee considered the latest position relating to environmental improvements in South Street, noting the positive conclusion of the major paving scheme in New Street and lower South Street. A snagging list was in preparation. The Committee noted the potential for underspends on planned future phases of work.

**Resolved**

That the Town Clerk should seek a consensus view from funding partners that, should any further project underspends arise, these be reserved for works at South Gate and to improve surfaces on connecting routes to Trinity Street and Charles Street

**10. Sky Lanterns and Helium Balloon Policy**

Referring to Council minute 2017/14i the Town Clerk provided a draft policy for consideration.

**Recommended to Council**

That the Balloon and Sky Lantern Release Policy is approved.

**11. Dorchester West Railway Station Access Ramp**

The Town Clerk presented a report explaining the history of the long planned access ramp for Dorchester West Railway Station. Members noted, with frustration, the lack of progress on the scheme.

Noting the recommendation it was requested that contact is made with the Dorchester Access Group to explain the Council's support for a disabled access ramp that did not comply with national standards as the only likely solution. It was also requested that further contact be made with the Heart of Wessex Promotions Officer.

**Resolved**

- a) That, in the event that Dorset County Council's Equality Impact Assessment supports the building of a ramp at a standard which is considered to be safe and functional, even if it is steeper than the normal 1:20 standard for disabled access, this Town Council writes in support of the implementation of such a ramp
- b) That the Town Clerk agree a timescale with other funders to terminate the project should National Rail fail to agree to the installation of the access ramp

12. **Public Bodies (Admission to Meetings) Act 1960**

**Resolved**

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

13. **Affordable Housing Sites**

The Town Clerk provided an update with regard to discussions with Magna HA in relation to land owned or managed by the Town Council that might be suitable for development as affordable housing.

**Resolved**

That Dorchester Town Council and Magna Housing jointly hold discussions with West Dorset District Council regarding the changing recreational needs of the town and how a new recreational strategy might free up five specific sites to help provide affordable housing for young workers in the town

Chairman