



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 28 November 2017** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm Minutes of the meeting of the Council held on 2 October 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 A. Canning)
- 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	2 October 2017 Page 4
Planning & Environment Committee	6 November 2017 Page 6
Management Committee	14 November 2017 Page 12
Policy Committee	21 November 2017 Page 18

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

Adrian Stuart Town Clerk 22 November 2017

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

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

2 October 2017

The meeting had been rescheduled from 26 September 2017. It commenced at 6.30pm

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

Apologies: Councillors G. Duke, J. Hewitt, S. Jones and R. Potter

21. Minutes

The minutes of the meetings of the Council held on 25 July 2017 were confirmed and signed by the Mayor as a correct record.

22. Communications & Questions

The Mayor read out an apology she had received from the Chairman of West Dorset District Council regarding the clash of dates which had necessitated the change of date for the full meeting of Council. A Member voiced the view that this Council should not have changed its meeting date.

The Mayor thanked Members who had supported the August Bank Holiday Music Day, where nearly £500 had been raised for the Mayor's charities. Both the Mayor and Deputy Mayor had attended the dedication of the new memorial to the County Regiments in September; a visit for Members was planned as part of the 2018 World War 1 commemorations.

The Deputy Mayor noted the successful distribution of £27,000 to local organisations from the Sunday Car Boot Fund. A Member confirmed that at a recent meeting of the Youth Council the primary focus had been on widening attendance at meetings.

The Town Clerk identified that an informal briefing open to all Councillors would take place on 31 October, the primary aims being to receive presentations from several local project sponsors and to give consideration to the services most at risk of termination or reduction by the District and County Councils.

23. Updates from Partner Authorities

Councillors R. Biggs and A. Canning reported on recent activity at Dorset County Council, covering progress on elements of the DTEP project, the widening of the footpath to Damers School, the outcome of a recent Ofsted inspection of Maumbury House Community Home and a review of the future role of Monkton Park.

A Member asked that at some point the Council consider raising questions about the necessity of new signs identifying the Poundbury part of town. A Member raised concerns received at a recent DCA conference regarding the impact of county level cuts on the voluntary sector.

Councillor D. Taylor reported on activity at West Dorset District Council, in particular highlighting the recent presentation by a Strategic Director, Martin Hamilton regarding the future of retail in the town. He also identified the already positive impact of the paving works in lower South Street. On a personal note he mentioned a recent talk he had delivered on Hidden Dorchester.

24. Planning and Environment Committee – 7 August 2017

It was proposed and seconded that the minutes of the meeting be adopted. Updates were provided regarding stalled delivery of highway obligations linked to the St Georges Road/Lubbecke Way junction on the Red Cow Farm development and the access ramp to the Dorchester West Railway Station.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 7 August 2017 be adopted.

25. Planning and Environment Committee – 4 September 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 4 September 2017 be adopted.

26. Management Committee – 12 September 2017

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

Resolved

That the minutes of the meeting of the Management Committee held on 12 September 2017 be adopted.

27. Policy Committee – 19 September 2017

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

Resolved

- i) That the certificated Annual Return 2017 is approved and accepted
- ii) That the Balloon and Sky Lantern Release Policy is approved
- iii) That the minutes of the meeting of the Policy Committee held on 19 September 2017 be adopted.

The Council rose at 7.10pm.

Mayor

Dorchester Town Council

Planning and Environment Committee

2 October 2017

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

Councillor R Biggs, Vice Chairman of the Committee, took the chair for the meeting in the absence of the Chairman.

25. **Minutes**

The Minutes of the meeting of the Committee held on 4 September 2017 were confirmed and signed by the Chairman as a correct record.

26. **Minute Update Report**

Updates regarding Minute 20/17 – Development at St George’s Road, Red Cow Farm and Minute 23/17 – WDDC Parking Policy were noted.

27. **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.

28. **Decisions on Planning Applications and Withdrawn Applications**

The Committee noted the decisions on planning applications and withdrawn applications.

Chairman

Dorchester Town Council

Planning applications considered by the Planning and Environment Committee on 2 October 2017

1. **7 HIGHGROVE CLOSE, DORCHESTER, DT1 2SG - WD/D/17/001772**
First floor side extension

No objection
2. **30 HIGH EAST STREET, DORCHESTER, DT1 1HF - WD/D/17/002215**

Refurbishment of the Grade 2* listed building. Substantial works at ground floor to remove the existing conservatory, extend the WC block and relocate the kitchen to the centre of the building. Works to the upper floors to remove modern fire lobbies from bedrooms and installation of two new skylights at roof level. (Variation of Condition 2 of Listed Building Consent WD/D/16/000778 - to allow for minor amendments to the proposals)

No objection
3. **AGRICULTURE HOUSE, ACLAND ROAD, DORCHESTER, DT1 1EF - WD/D/17/001894 + WD/D/17/001895**

Replacement of external fencing to Boundary

Supported, provided the comments of the Conservation Officer are accepted
4. **OLD SHIRE HALL, HIGH WEST STREET, DORCHESTER - WD/D/17/001943**

Replacement of internal door

No objection
5. **21A & 21 LOUISE ROAD, DORCHESTER, DT1 2LT - WD/D/17/001876**

Demolish semi-detached single storey rear extension and construct new.

No objection

Dorchester Town Council

Planning and Environment Committee

6 November 2017

Present: Councillors R. Biggs (Vice Chairman), T. Harries, J. Hewitt, S. Hosford, S. Jones, R. Potter (Chairman) and M. Rennie

Apologies: Councillors C. Biggs, A. Canning, F. Kent-Ledger and D. Taylor

Also Present: Councillor G. Duke

29. **Declarations 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.

30. **Minutes**

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

31. **Minute Update Report**

Minute 9/17 – WDDC Review of the Local Plan

The Clerk reported that the informal meeting to discuss Feria Urbanism's review of the North Dorchester Consortium's submission to the Local Plan Review would be held on 11 December 2017 at 2.30pm.

Minute 26/17 – St George's Road/Lubbecke Way

Members were very pleased to see that this issue appeared to be reaching a resolution and wished to thank the Duchy for agreeing to deliver the outstanding works.

Resolved

That the Minute Update Report be noted and that a letter be sent to the Duchy of Cornwall thanking them for agreeing to deliver the outstanding works in connecting Lubbecke Way to St George's Road.

32. **South Western Railways 2018 Timetable Consultation**

The Chairman presented the information relating to the consultation exercise and Mr Palmer, a local resident with significant railway experience, addressed the Committee. He went through his responses to the proposed timetable, which he considered would be worse for Dorchester residents, and he spoke about the impact of the changes on the Town. He considered it would be of benefit for the Town Council to comment on the proposed timetable and he encouraged individual Councillors to comment as well.

Some key points that he mentioned included the introduction of an early morning train and also a faster train to London, no additional trains/services, the loss of one hourly train, reduced frequency causing new longer waiting times, issues with airport connectivity, Dorchester being beyond the 'normal' commuting distance and he said that responses should only be made on issues directly relating to the proposed timetable.

There was a wide ranging discussion on the various points raised and while appreciating that there were some positives from the proposed timetable, such as the early morning train, overall Members did not consider that there were many bonuses for Dorchester commuters and there seemed to be more losses than gains created by the proposed timetable. There were specific concerns about increased waiting times, potential problems with airport connectivity and the lack of sustainability could cause an overall decrease in the use of the train service.

Although not related to the consultation, Members also commented about problems with overcrowding, insufficient carriages, poor service and accessibility.

The Chairman thanked Mr Palmer for his very useful insight into the proposed timetable and for explaining this to the Committee. The Committee Clerk was asked to look at ways of bringing the consultation to all Members attention.

Resolved

That the Town Council responds to South Western Railways 2018 Timetable Consultation with a summary of the points made by Members at this Committee meeting.

33. 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.

34. Poundbury Signs

Two Members had raised the issue of the installation of new signage for Poundbury and they did not consider that this was appropriate or necessary. One such sign was attached to a Dorchester Town Council sign post. A point was then made about whether signs should be erected on gateways to Fordington as it had once been a village in its own right.

The Committee did not approve of the Poundbury signs and considered that these did not help Poundbury to be integrated with the rest of the Town. There was a

concern that there had been no consultation with the Town Council on the installation and positioning of the signs and they did not appear to fit either of DCC's policies on street signage.

The Committee agreed that the sign attached to the Dorchester Town Council sign posts should be removed and a letter should be sent to the Duchy outlining the Town Council's concerns about the signage as a whole.

The Committee Clerk was asked to obtain further information from DCC about the application process for these signs and North Ward Members were asked to meet with the Duchy officer to discuss ongoing working relationships.

Resolved

- i) That the appropriate DTC officers be advised that the Committee directs the removal of the Poundbury sign from the Dorchester town sign posts on the western entrance of the town.
- ii) That a letter be sent to the Duchy of Cornwall advising of the Town Council's views on the new Poundbury signage and asking it to reconsider this.

35. Decisions on Planning Applications and Withdrawn Applications

The Committee noted the decisions on planning applications and withdrawn applications.

Chairman

Dorchester Town Council

Planning and Environment Committee - 6 November 2017

1. **GATEWAY HOUSE, 1 HIGH EAST STREET, DORCHESTER, DT1 1HS - WD/D/17/002171 + WD/D/17/002172**
Formation of a covered balcony/veranda and replacement windows & door to rear elevation
No objection
2. **75 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PS - WD/D/17/002319**
Single storey side extension and two storey front extension
No objection
3. **41 LONDON ROAD, DORCHESTER, DT1 1NF - WD/D/17/002324**
Two storey side extension
No objection
4. **THE OASTHOUSE, ST GEORGES ROAD, DORCHESTER, DT1 1PB - WD/D/17/002310 + WD/D/17/002311**
Alterations and extensions to create two flats and a further separate dwelling and the renewal of the consent to form a trackway to serve the development
No objection
5. **5 DRAGONS COURT, DORCHESTER, DT1 1WR - WD/D/17/001939**
Erect fence on top of wall at rear of property. Create parking space at front of property
Recommend refusal. The Committee considered that the proposed fencing would form an incongruous feature which would integrate poorly with the distinctiveness of the local area and it would be a detriment to visual amenity and would have a negative impact on the street scene. With regards to the proposals for parking, the Committee considered that neighbour impact and the extent of development could not be clearly seen from the poor plans that had been submitted and from the evidence it could not support this element of the application. Additionally, Members were concerned that changes were being proposed to very recently completed development that had been through a thorough design process with strict landscaping scheme conditions that had led to a planning approval. This application seemed to go against the design and landscaping principles of the approved development as a whole. Therefore the development was contrary to policies ENV 10, 11, 12 and 16 of the approved Local Plan and the core planning principles of the NPPF.
6. **2 CORNHILL, DORCHESTER, DT1 1BA - WD/D/17/002081**
Change of use of Ground floor from A3 to A4 in the evening.
No objection. However, the Committee did have some concerns that an increase in floor space would lead to more customers with the potential for an increase in noise

outside the premises. Additionally, the Committee was concerned about the use of table outside the front of the premises for drinking purposes although they appreciated that this was linked to a sitting out licence/premises licence to sell alcohol rather than a planning application.

7. **31 CHESTNUT WAY, DORCHESTER, DT1 2PU - WD/D/17/002245**
Single storey porch extension
No objection
8. **THE SHIRE HALL, HIGH WEST STREET, DORCHESTER, DT1 1XA - WD/D/17/002197**
Alterations to the following areas previously granted consent: - Change configuration and use of staff/ volunteer room to become store room. - Change use of TIC room to become staff/ volunteer room. - Change use of AV store to staff kitchen. - Proposed retention and adaptation of existing rear metal stair and walkway. - Change in configuration of the plan of the apartments on the 2nd floor. - Changes to doors DPG20, DF10 and DPLG5. - Replacement of glass panes at low level in ground floor rooms. - Replacement of existing secondary glazing with new secondary glazing in the Grand Jury Room.
No objection
9. **OLD SHIRE HALL, HIGH WEST STREET, DORCHESTER - WD/D/17/002355**
Internal exhibition installation with associated display and signage
No objection
10. **5 LINDEN AVENUE, DORCHESTER, DT1 1EJ - WD/D/17/002337**
Second storey side extension and single storey rear extension.
No objection. However, in view of the concerns of the neighbour at No. 7. Linden Avenue regarding potential loss of privacy, the Committee considered that the local planning authority should request the applicant to amend the submitted plans by removing the window on the west elevation of the new first floor bedroom.
11. **2 DAMERS ROAD, DORCHESTER, DT1 1RQ - WD/D/17/002247**
Erect single storey flat roof rear extension (variation of condition 1 of Planning Permission ref WD/D/15/002601 - amended plans)
No objection
12. **49 SOUTH STREET, DORCHESTER, DT1 1DW - WD/D/17/001778**
Installation of Cisco Wireless Access Points within the building
No objection
13. **STABLE COTTAGE, 62 HIGH WEST STREET, DORCHESTER, DT1 1UY - WD/D/17/002343**
Lean to timber side Conservatory (Retrospective)
No objection

14. **3 GLYDE PATH ROAD, DORCHESTER, DT1 1XB - WD/D/17/002367**
Refurbishment of property internally. Restoration/Replacement of sash windows and repaint the exterior (Retrospective)
No objection

15. **TESCO STORES LTD, WEYMOUTH AVENUE, DORCHESTER, DT1 2RY - WD/D/17/002351 + WD/D/17/002352**
Erect Timpson Dry Cleaning unit to hard standing area adjacent to car park in front of store.
Installation of associated advertisements.
Recommend refusal. The application does not comply with Condition 1 of Planning Application 1/D/08/001801 and would be contrary to policy ECON. 4 of the approved Local Plan and section 2. of the NPPF – ‘Ensuring the vitality of town centres’. If approved, this application would have an adverse impact on the vitality and viability of Dorchester’s town centre.

16. **35 DAGMAR ROAD, DORCHESTER, DT1 2NA - WD/D/17/002090**
Erect single storey extension (retrospective)
No objection

17. **SOUTH GROVE COTTAGE, TRINITY STREET, DORCHESTER, DT1 1TU - WD/D/17/002386**
Siting of a Compressor Cupboard on the ground in the rear parking area, with two air-con units above, mounted on the brick boundary wall. Minor internal alterations to enable the cottage to be used as a dental practice and external signage
No objection

18. **SOUTH GROVE COTTAGE, TRINITY STREET, DORCHESTER, DT1 1TU - WD/D/17/002638**
Sign face-fixed to the rendered wall either side of the front door
No objection

19. **7 TEMPLE CLOSE, DORCHESTER, DT1 2QL - WD/D/17/002465**
Single storey flat roof rear extension forming kitchen/living area
No objection

Dorchester Town Council

Management Committee

14 November 2017

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

In Attendance B. Murphy – Duchy of Cornwall (Minute No. 31)

Apologies: Councillor A. Lyall.

30. Minutes

The Minutes of the Meeting of the Committee held on 12 September 2017, adopted by Council on 26 September 2017, were taken as read and were confirmed and signed by the Chairman as a correct record.

31. The Great Field - Update

The Committee welcomed Ben Murphy from the Duchy of Cornwall who updated Members on the Great Field Community Facilities Consultation the first session of which had just been held. The consultation would inform a draft master plan for the area which would then be made available to the public for comment and feedback. Over 350 people had attended the first consultation. The themes emerging were for environmental / pastoral projects at the north (cemetery end) of the Great Field with natural play / skatepark at the south. Additional consultation was being undertaken with young people through the town's schools. Members felt that the consultation process had been good and had involved the whole town.

The representative from the Duchy of Cornwall then went on to talk about the new brown and black and white signs that had recently been erected around Poundbury. He apologised that the Town Council had not been directly consulted as he had believed that this would have been undertaken as part of the process followed by Dorset County Council Highways Authority and Highways England which were the Authorities that dealt with the signage applications. The representative explained that the signage had been requested by Poundbury businesses which had received feedback from customers that they could not find premises, Poundbury was also a tourist destination. It was noted that the black and white signs had been changed to that colour by the Highways Authority, the application for signage had requested brown signs. Members felt that the black and white signs gave the impression of Poundbury being a separate entity to Dorchester. It was also felt that the location of the sign on Bridport Road could alienate those residents living in 'old' Poundbury. The Committee felt that changing the black and white signs to brown signs would

help mitigate the concerns regarding the signage and the representative agreed that he would investigate this possibility.

Members thanked the representative for attending the Committee.

Resolved

- (1) That the update on the Great Field consultation event be noted.
- (2) That the comments from the Duchy of Cornwall representative in regard to signage be reported back to planning and Environment Committee.

32. Management Arrangements – Outdoor Services

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 congratulated the team on their work over the summer which had been very noticeable and well received.

The Committee felt that some work to enhance the Remembrance Garden and fiveways junction grassed and planted areas would be beneficial now that the road improvements had been completed. It was noted that options to improve those areas were being considered.

Resolved

That the Outdoor Services Team update be noted.

33. Borough Gardens – New Tennis Courts

Members were informed that The Chiltern Group had been appointed to build the new tennis courts in the Borough Gardens. It was anticipated that work will commence on 8 January 2018 and would last for approximately 8 – 12 weeks. Some groundworks associated with the project might commence prior to this date.

Having met the contractor on site a small change was proposed to the exact location of the new courts. Instead of the fence butting up directly against the raised walls of the old Bowling Green it would actually be located 900mm away from the walls so as to allow a maintenance strip around the courts and to do away with the requirement for underpinning the existing wall.

Due to the number of lorry movements the Council had requested a suspension of the parking, during working hours, along West Walks Road for the period of the contract and also for a closure of the road and the Walks adjacent to the old Bowling Green for the period of the works so as to allow for a compound for the contractor. Members requested that Weld Court, Housing 21 and residents be contacted and advised of the proposed restrictions.

Resolved

- (1) That the update be noted.
- (2) That Weld Court, Housing 21 and residents be contacted and advised of the proposed restrictions.

34. Borough Gardens / Maumbury Rings Summer Events 2017 - Feedback

The Committee considered a report by the Deputy Town Clerk which provided feedback on the events held in the Borough Gardens and Maumbury Rings over the summer.

Members were pleased with the variety of the events and the level of attendances. It was requested that the Town Council be acknowledged in any future publicity.

Resolved

- (1) That the 2017 summer events feedback be noted.
- (2) That the Maumbury Rings Festival be held again over the 2018 August Bank Holiday.

35. Allotment Fees 2018

The Committee considered a report by the Deputy Town Clerk which set out the cost of the various elements of the allotments service and gave recommendations for fee increases in 2018.

Resolved

- (1) That, as from 1 January 2018, the allotment rent and the water fee both be increase by £1.00 each no matter the size of the allotment plot.
- (2) That there be no increase in the administration charge in 2018; the fees will therefore be:-

Rent - Full plot on any site	£35.00
Rent - Half plot on any site	£19.00
Water Charge – Full plot	£7.50
Water Charge – Half plot	£5.50
(excludes Frome Terrace – no water)	
Administration Fee for new tenants	£50.00

- (3) That the practice of charging double fees for non-Dorchester residents continues.

36. **The West Dorset Dog Related Public Spaces Protection Order 2017**

The Committee considered a report by the Deputy Town Clerk on the implementation, as from 1 October 2017, of the West Dorset Dog Related Public Spaces 2017. Members felt that for the time being consent should be given to allow users of the area to exercise their dogs off their leads.

Resolved

- (1) That the report be noted
- (2) That for the time being consent be given to allow users of Maumbury Rings to exercise their dogs off their leads.

37. **Grant Applications**

The Committee considered grant applications from St Osmund's Middle School, the William Barnes Society, Dorchester Casterbridge Rotary Club and Southwest Dorset Multicultural Network.

Resolved

- (1) That a contribution of £750 be made to St Osmund's Middle School in respect of its WW1 Performance.
- (2) That the request from the William Barnes Society not be agreed.
- (3) That contributions be made to Dorchester Casterbridge Rotary Club in respect of the Dorchester Marathon as follows:- 2018 - £500, 2019 - £400, 2020 - £300, 2021 - £200, 2022 - £100.
- (4) That a contribution of £120 be made to Southwest Dorset Multicultural Network in respect of the 2018 Holocaust Memorial Day event.

38. **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 4970 to 4984 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

39. **Buildings Monitoring Reports**

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

Resolved

That the Buildings Monitoring Reports be noted.

40. **Dorchester Arts**

The Committee had before it the minutes of the Dorchester Arts Board meeting held on 25 September 2017. The Chairman also reported on a meeting of Town Councillors and Dorchester Arts held recently and that reports would be presented to the next meeting of the Committee in respect of the bar franchise agreement and Dorchester Arts lease of the Municipal Buildings. It was also reported that Dorchester Arts had requested that it (and the Town Council) fly a Dorchester Arts flag from the Christmas tree holders, or stronger replacements, on the front of the Building.

Resolved

- (1) That the Buildings Monitoring Reports be noted.
- (2) That the Deputy Town Clerk be authorised to agree the Dorchester Arts flag following consultation with the Chairman and Vice-Chairman of the Committee.

41. **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.

42. **Borough Gardens Clock Redecoration**

The Committee considered a report by the Outdoor Services Manager on revised proposals for the redecoration of the Borough Gardens Clock.

Resolved

That the proposal set out in option 3. of the report be pursued at a total cost of £43,037 excluding VAT. To sufficiently fund the project the Town Clerk will, as part of the budget process for 2018-19 recommend an increase to the appropriate earmarked reserve plus a one off contribution bringing the reserve to £38,000. The remaining £10,000 to be requested as a Special Item.

43. **Borough Gardens Kiosk**

The Committee considered a report by the Deputy Town Clerk on the future operation of the Borough Gardens kiosk. Members noted the ongoing discussions with Rethink and agreed the new Framework Agreement for the kiosk.

Resolved

That the arrangements set out in the report be agreed.

Chairman

Dorchester Town Council

Policy Committee

21 November 2017

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

Also present: Councillor J. Hewitt

Declaration of Interest: Councillor T. Jones declared an interest as a life Vice-President of Dorchester Town FC, did not take part in the debate regarding, and did not vote on, recommendation 15 d).

14. Minutes

The Minutes of the Committee of 19 September 2017, adopted by Council on 26 September 2017, were taken as read and confirmed and signed by the Chairman as a correct record.

15. Financial Report 2017-18

The Town Clerk provided an update covering the Council's Month 7 spend in relation to the budget, cash position, current debt and payments position and reported receipt of the first Internal Audit report for 2017-18.

He responded to questions regarding outstanding debts, the audit recommendations on timesheets, and clarified that the Payments list included the transfer of £700,000 to the Council's National Savings and Investment account.

Resolved

- a) That the Payments list totalling £935,048.76 is approved
- b) That the first Internal Audit report and the officer response to it is noted

The Town Clerk introduced a paper regarding the use of the Corporate Projects Reserve and the current projection for the growth of the unallocated part of the Reserves. He also highlighted recent presentations made by partners involved in important local projects and explained how draft recommendations were phrased to safeguard any contributions that the Council might make to partner schemes.

The Committee carefully considered the draft recommendation for each project.

Recommended to Council

- c) That the Town Clerk agree the purchase of interpretation aids equipment identified by the Shire Hall Trust, within a budget of £10,000 to be allocated from the existing Sport and Cultural Projects element of the Corporate Projects Reserve

- d) That, with regard to the development of a third generation artificial football pitch at The Avenue Stadium, the Town Clerk be authorised to match, pound for pound, sums raised from local community sources up to a maximum of £50,000, to be released should project costs reach the current estimate of £500,000
- e) That £250,000 is reserved as a future contribution to The Maltings arts project if it is able to achieve its overall funding target, or to develop the Municipal Buildings as an arts venue in the event that The Maltings project is not delivered

16. **Corporate Plan Review**

The Committee received a report from the Town Clerk regarding progress on tasks identified within the Corporate Plan.

Members cautiously welcomed proposals to develop a new governance arrangement for the development of a strategy to resolve Traffic and Parking difficulties in the town.

The Town Clerk highlighted that, following discussions with District Council Planning officers, Magna Housing were now keen to commence a programme of consultation on potential housing schemes on recreation sites that the Town Council might be willing to release. A further report would be made to the January meeting.

As part of the Tourism signage project Members asked that appropriate signage and information be considered for some of the important statues in the town centre. A Member also asked that a report be presented to the Management Committee with more detail on plans for WW1 commemorations during 2018.

A Members sought further information regarding the Great Field consultation exercise and the Town Clerk explained the extra steps being undertaken to collect the views of young people.

Members discussed how the development of a clear vision for the town might help to clarify the Council's approach to issues such as retail development, Local Government Reorganisation and the Local Plan Review.

The Town Clerk was reminded of the request to introduce Direction of Travel indicators to the Performance Management report.

17. **Strategic and Operational Risk Register – Annual Report**

The Town Clerk presented the annual risk review report. The report highlighted the key risks the Council was managing and also identified that a full list of risks was available from the Deputy Town Clerk.

Members discussed the emerging risk of new European Data Protection regulations and asked that a risk be added for this item. Members invited the Town Clerk to review the risk score for Fireworks, which appeared to be overstated.

Recommended to Council

- a) That, subject to the risk associated with Fireworks being reviewed, the assessed high level strategic and operational risks be approved
- b) That the register is updated to recognise the risk associated with managing new Data Protection regulations
- c) That the strategic, operational and opportunity risk registers, as a whole, be approved

18. 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.

19. Staffing Issue

The Town Clerk provided information regarding a current staffing issue, which the Committee considered fully and carefully.

Resolved

- a) That, with regard to the role under consideration, should the Town Clerk consider it to be in the mutual interest of the Council and the post-holder, he be authorised to remove the post from the establishment, and, if appropriate, make the post-holder redundant
- b) With regard to a separate but linked issue, no action is to be taken for up to six months from March 2018, to be reviewed by the Committee at the end of that period

Chairman