



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 27 March 2018** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm Minutes of the meeting of the Council held on 30 January 2018 (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 G. Duke)

4. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	5 February 2018 Page 7
Planning & Environment Committee	5 March 2018 Page 13
Management Committee	13 March 2018 Page 17
Mayoral Selection Committee	20 March 2018 Page 24
Policy Committee	20 March 2018 Page 25

Adrian Stuart Town Clerk 21 March 2018

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.

The Annual Town Meeting will take place following the Council meeting.

Dorchester Town Council

Meeting of the Dorchester Town Council

30 January 2018

Present: Mayor S. Hosford and Councillors B. Armstrong-Marshall, C. Biggs, R. Biggs, A. Canning, G. Duke, T. Harries, J. Hewitt, G. Jones, S. Jones, T. Jones, R. Potter, M. Rennie and K. Rice.

Apologies: Councillors A. Chisholm, F. Kent- Ledger, A. Lyall, P. Stein and D. Taylor

35. Minutes

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

36. Communications & Questions

The Mayor thanked the Deputy Mayor and Members for their support at community and fund-raising events over the Christmas period, in particular the Borough Gardens Carol concert. The Mayor also expressed her thanks to the organisers of the recent Holocaust Memorial Service.

The Mayor highlighted future public events including a presentation by a group who had provided support at the Immigration Centre at The Verne, the Lions Swimathon and the annual Beerex event.

37. Motion regarding Elizabeth Place Play Area

The Council debated the following motion proposed by Councillor G. Duke and seconded by Councillor K. Rice.

With regard to the proposed development of Elizabeth Place Play Area by Magna Housing, that Dorchester Town Council give full recognition to the existence of the restrictive covenant contained in title number DT205766 at item 5 in the Charges Register, which refers to a Transfer dated the 27th May 1993 between West Dorset District Council and West Dorset Housing Association Limited at Schedule B clause 3. and that Dorchester Town Council will not take any action that would enable or require it to be lifted and they will make every effort to ensure both Magna Housing Limited and West Dorset District Council also recognise such restrictive covenant will continue to have effect without amendment or alteration.

Members also took the opportunity to consider recommendation 24b of the Policy Committee at the same time as the motion. They received the views of local residents and users of the Elizabeth Place and Poundbury Crescent playgrounds.

A resident noted that the Audit exercise lacked usage data from evenings and weekends and asked that this be rectified. Residents reiterated points made at the Policy Committee regarding the value of both parks as safe places for their children, due to being overlooked by adjacent properties and the difficulties of parking that already exist in both areas.

Residents also commented on the national pressure to deliver housing and its negative impact on green spaces and infill between residential properties and regarding the disparity between the availability of green space out of the town and within the town. The Mayor reminded a speaker that current affordable housing obligations at Poundbury had been fully met.

Members recognised many of the points that had been made, recognising the need for space for children to play, but also the acute need to identify a solution for delivering Affordable Housing. A Councillor identified a shortfall in affordable house building of around 200 units against the Local Plan target during the past year.

Members debated whether the motion closed the door on any development at all of the Elizabeth Place site and the lack of a timescale in the motion.

Councillors S. Jones and R. Potter confirmed their intention to abstain from the vote to avoid prejudicing their ability to take a full part as Members of the West Dorset DC Development Control Committee.

The motion was voted on and rejected on the casting vote of the Mayor.

38. Updates from Partner Authorities

Councillor R. Biggs of Dorset County Council recognised the continuing financial pressures on both adult and Children's services and some of the initiatives being taken to reduce the cost of agency support and out of area care. He identified that the County Council were likely to set a tax just below the capping limit, at around 5.9%. He noted continued working on Local Government Reorganisation, highlighting the workstream focused on the devolution of services to local councils, consideration of two extended council terms to bring elections into line with Unitary Councils elsewhere, faster Council Tax equalisation and ward boundaries.

At a local level he explained that the No. 5 bus had been safeguarded until September 2018, that the future of Maumbury House remained undecided, that the History Centre was reviewing other storage options following the failure of its lottery application and that funding arrangements were being put in place to resolve broadband issues on Poundbury.

Councillor M. Rennie of West Dorset District Council also highlighted the impact of Local Government Reorganisation and its increasing dominance of that Council's agenda. Council Tax is likely to rise by the capping limit figure. Land Charge and Planning Applications turnaround, while still very slow, is gradually improving. Planned changes to Universal Credit are likely to cause significant pressure for

Benefits staff from April, while the imminent introduction of the Homelessness Reduction Act will place new duties on the District Council. A recent major application for houses at Charminster had been rejected.

39. **Planning and Environment Committee – 4 December 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 December 2017 be adopted.

40. **Planning and Environment Committee – 8 January 2018**

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 8 January 2018 be adopted.

41. **Management Committee – 16 January 2018**

Amended minutes had been circulated prior to the meeting to correct some typographical errors. It was proposed and seconded that the minutes of the meeting as tabled be adopted.

Resolved

That the minutes of the meeting of the Management Committee held on 16 January 2018 be adopted.

42. **Policy Committee – 23 January 2018**

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

The Chairman introduced and commended the budget to Council, identifying the key focus of the Medium Term Financial Strategy was to prepare to take on services at risk of being cut at West Dorset DC and Dorset CC. A Member opposed the increase in Council Tax.

The Chairman also identified recommendations to Council relating to a draft Outdoor Recreation Strategy and a Task and Finish Group to review a draft Community Plan.

Council had already discussed the recommendation regarding consultation on the possible reuse of recreation sites for affordable housing at Minute 36.

Resolved

- a) That That the Medium Term Financial Strategy and Revenue Budget are adopted as laid out in Appendices 1-3 of the Minutes of the Policy Committee, to include
 - i) A Council Tax Band D charge of £189.00, an increase of £5.50 (3.00%)
 - ii) A precept of £1,388,243, an increase of 7.09%
- b) That the draft Outdoor Recreation strategy is made available for consultation with key partner organisations
- c) That the Town Council work with Magna to engage the public regarding both the positive benefits and drawbacks arising from the development of each of the following individual sites:
 - i) Elizabeth Place (owned by Magna)
 - ii) Sandringham Annexe
 - iii) Fortress Green Open Space
 - iv) Mellstock Avenue Play Area
 - v) Poundbury Crescent Play Area
- d) That a Task and Finish Group comprising Councillors G. Jones and B. Armstrong- Marshall of Policy Committee and Councillors J. Hewitt and M. Rennie of the Management Committee is set up to review the draft Community Plan prior to its adoption at the March Council meeting
- e) That the minutes of the meeting of the Policy Committee held on 23 January 2018 be adopted

43. Town Centre Retail

Council considered a report by the Town Clerk regarding the informal discussions that had resulted from West Dorset DC's proposals to develop the Charles Street and Fairfield sites for retail.

A question was asked regarding the status of the Retail Study commissioned as part of the Local Plan Review; the report is still in draft. A Councillor asked that a monitoring process be put in place to ensure that progress on key parts of the Position Statement were reviewed regularly by the Policy Committee.

Resolved

That the Council's position regarding the development of town centre retail in Dorchester is as follows:

- That, to ensure that the current town centre, focused on South Street, remains vibrant, it is essential that a deliverable strategy should be developed to ensure this area remains relevant to the future needs of the town
- That safeguarding Dorchester's historic role as a market town is essential and that a deliverable strategy should be developed to work with market operators to retain and develop the town's markets

- That in principle the Town Council supports the building of a retail store plus improved parking on the Charles Street site
- That more information is required on the risks of losing major retailers to the town, and how the development of Fairfield would reduce this risk, before the Town Council can come to a view on the development of the Fairfield site
- That additionally more information regarding the visual, traffic and parking implications of any development of Fairfield is required before the Town Council can come to a view on the development of the Fairfield site
- That any future retail development in Dorchester should be guided by evidence collected as part of the Retail Study commissioned as part of the Local Plan Review

44. **Calendar of Meetings 2018-19**

The Council consider the draft calendar.

Resolved

That the Calendar of Meetings for 2018-19 is adopted.

The Council rose at 8.40pm.

Mayor

There were no public questions after the meeting.

Dorchester Town Council

Planning and Environment Committee

5 February 2018

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

52. **Declarations of Interest**

Councillors 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. Councillor Jones also declared a non pecuniary interest in planning application WD/D/17/002838 through her membership of the Shire Hall Liaison Group.

53. **Minutes**

The minutes of the meeting of the Committee held on 8 January 2018 were confirmed and signed by the Chairman as a correct record. The Committee Clerk reported that planning application WD/D/17/002741 – Buckbury Mews had been withdrawn.

54. **Minute Update Report**

Minute 47/17 (8 January 2018)

Local Plan Review – Next Steps

The Committee Clerk reported that the meeting with representatives of Charminster and Stinsford Parish Councils was planned for 13 February 2018.

Resolved

That the Minute Update Report be noted.

55. **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.

56. **West Dorset District Council's Planning Process**

A West Dorset District Councillor explained WDDC's plans to adopt a site notices only

policy for planning applications and she pointed out that this had been discussed at a recent scrutiny review meeting.

Members discussed the impact this might have on residents and ways in which Councillors, plus the Town Council as a whole, might be able to disseminate planning application information. It was agreed to see how the new policy worked out and that the Committee Chairman, Vice Chairman and Clerk should consider the Town Council's role in 'advertising' new planning applications. As it appeared that WDDC were not going to be publicising this change in policy to the wider public, the Town Clerk would be requested to provide such information in the Council's Newsletter.

Resolved

- i) That the Committee Chairman and Vice Chairman, together with the Committee Clerk, consider how the Town Council might publicise new planning applications in future.
- ii) That the Town Clerk be requested to include details of WDDC's change in policy regarding neighbour letters for new planning applications in the Council's Newsletter.

57. **Planning Issues to Note**

The Chairman reported that at a recent WDDC Planning Committee meeting it had been agreed, contrary to officer recommendation, to refuse planning applications WD/D/17/002351 + WD/D/17/002352 and he gave details of the Committee's discussions. Members questioned whether the Duchy of Cornwall, as landowner of this site, was aware of this and, if not, should be informed. It was agreed to wait and see if an appeal was lodged against the decision before considering further action on this.

Resolved

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

Chairman

Dorchester Town Council

Planning Applications considered by the Planning and Environment Committee - 5 February 2018

1. 17 ICEN WAY, DORCHESTER, DT1 1EW - WD/D/17/002878

Proposed new two-storey extension / modification to existing flat roof.

No objection

2. 41 ACKERMAN ROAD, DORCHESTER, DT1 1NZ - WD/D/17/002817

Demolish wall and erect a 6ft fence.

Recommend refusal: The proposed boundary wall, due to its positioning and size would appear unduly dominant and prominent in the street scene and would interrupt the open character of the street frontages on this estate. It would be out of character with the area and form a dominating feature that would integrate poorly with the distinctiveness of the local area. As such it would be detrimental to visual amenity and would be contrary to Policy ENV. 10 of the West Dorset, Weymouth and Portland Local Plan.

Members also had some concerns that the boundary wall could have a detrimental effect of visibility/the line of sight for vehicles entering Ackerman Road from Alington Avenue.

3. 6 CAME VIEW ROAD, DORCHESTER, DT1 2AE - WD/D/17/003006

Erection of a two storey side extension and single storey rear extension

No objection

4. NORTHERN QUADRANT, PEVERELL AVENUE EAST, POUNDBURY - WD/D/17/002790

Application for approval of reserved matters for Access, Appearance, Landscaping, Layout and Scale in relation to Outline approval 1/D/09/001363: Erection of 49 residential dwellings together with associated garages.

No objection

5. SHIRE HALL, HIGH WEST STREET, DORCHESTER, DT1 1UY - WD/D/17/002838

Display of 2 no. non-illuminated hanging signs from facade of the building; 1 no. non-illuminated lettering fascia above the main door saying 'Shire Hall' and 1 no. non-illuminated sign beside the door noting opening times.

No objection

6. 11 STRATTON HOUSE, 59-60 HIGH WEST STREET, DORCHESTER, DT1 1UY - WD/D/17/002977 + WD/D/17/002978

Installation of air conditioning unit to external wall of flat at roof level

No objection

7. **8 BRIDPORT ROAD, DORCHESTER, DT1 1RS - WD/D/17/002783**

Demolition of existing rear utility room and erection of new single storey rear extension

No objection

8. **CHURCH COTTAGE, GREY SCHOOL PASSAGE, DORCHESTER, DT1 1XG - WD/D/18/000002**

Replace Cement Tiles with Slate

No objection (Note: this is for a Certificate of Lawfulness so no DTC comment required).

9. **1 BENNETTS COURT, 6 COLLITON STREET, DORCHESTER, DT1 1XH - WD/D/17/002887**

Install Velux roof window in south elevation roof

Recommend refusal.

The installation of a velux window would, by virtue of the proximity of neighbouring properties, result in a detrimental impact on the living conditions and amenity of these properties by reason of loss of privacy and overlooking. The scheme is therefore contrary to Policy ENV 16 of the adopted Local Plan.

The decision notice for the site (WD/D/14/000474) dated 19 January 2017, included Condition 10 that removed permitted development rights for the dwelling for the following reasons: 'in the interests of the character and appearance of the Dorchester Conservation Area, the setting of adjoining listed buildings and the living conditions of neighbouring properties in accordance with Policies SA20, SA21 & DA6 of the West Dorset District Local Plan (2006) and the guidance in the NPPF (2012).' Members were concerned that a change was being proposed to very recently completed development that had been through a thorough design process with strict conditions protecting neighbours and this had led to a planning approval. This application seemed to go against the spirit of providing this neighbour amenity protection.

Further Condition 9 states 'No development shall commence until a schedule and detailed sections (scale 1:10) of all new windows, including the approved dormer windows in the development has been submitted to and approved in writing by the Local Planning Authority. All windows shall be constructed of timber and the schedule shall include additional information relating to (i) the method of opening, (ii) the depth of the reveal from the face of the wall and (iii) the product number where the window is supplied from a manufacturers standard range (copy of catalogue to be included).'

This information is not included with the application and neither is a floor plan that illustrates the distance from floor level to the window and without this information, or the exact dimensions of the proposed velux, Members questioned how the application met WDDC's validation criteria.

10. **32 HIGH WEST STREET, DORCHESTER, DT1 1UP - WD/D/17/002087 + WD/D/17/002128**
External wall mounted internally illuminated sign

Recommend refusal –Dorchester Town Council has a policy to object to planning applications for internally illuminated shop signage in South Street, High West Street and High East Street. The aim of this policy to protect and enhance the Conservation Area and Listed buildings as per Policy ENV4 of the adopted Local Plan.
11. **MARION DUNLOP HOUSE, 8 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PW - WD/D/17/002943**
Erection of 1no.non-illuminated aluminium hoarding sign

Recommend refusal. The Committee considered that the sign would be too large and would appear unduly dominant and prominent in the street scene therefore detracting from the visual amenity and historic character of the Conservation Area. The proposed development would therefore be contrary to Policy ENV4 of the adopted Local Plan.
12. **48 SOUTH COURT AVENUE, DORCHESTER, DT1 2BZ - WD/D/17/002994**
Erection of a single storey rear extension

No objection
13. **5 HERRINGSTON ROAD, DORCHESTER, DT1 2BS - WD/D/17/002979**
Erection of first floor extensions

No objection
14. **42 ROTHESAY ROAD, DORCHESTER, DT1 2DX - WD/D/17/002834**
Replace existing flat roof with new pitched roof and create two new first floor windows

No objection
15. **15 GROSVENOR CRESCENT, DORCHESTER, DT1 2BA - WD/D/17/003005**
Demolition of conservatory, lobby and store and erect a single storey extension

No objection
16. **38 GARFIELD AVENUE, DORCHESTER, DT1 2EZ - WD/D/17/002983**
Erection of a single storey side extension

No objection
17. **51 JAMES ROAD, DORCHESTER, DT1 2HB - WD/D/17/002984**
Erection of a two storey rear extension and construction of driveway

No objection

18. **2 OLGA ROAD, DORCHESTER, DT1 2LX - WD/D/17/003019**

Erection of first floor rear extension

No objection

19. **31 GREAT WESTERN ROAD, DORCHESTER, DT1 1UF - WD/D/17/002926**

Change of use from A1 use (retail) to D2 use (solarium) including internal & external works

No objection

20. **30 MAIDEN CASTLE ROAD, DORCHESTER, DT1 2ER - WD/D/17/002939**

Redevelopment of site to provide facilities for the modernisation of mental health services, including partial demolition of existing building and new build extension (variation of condition 3 of planning permission 1/D/09/000167 to amend surface finish of parking spaces 1-7 inclusive)

No objection

21. **10 MAUD ROAD, DORCHESTER, DT1 2LW - WD/D/17/002962**

Change of use of a former Post Office(A1) to residential (C3A)

No objection

22. **THE ANNEX, 1 COLLITON WALK, DORCHESTER, DT1 1TZ - WD/D/17/002734**

Change of use from Financial Office (A2) to Wellness Centre (D1)

No objection

23. **5 MANOR ROAD, DORCHESTER, DT1 2AU - WD/D/18/000077**

Demolition of existing extension and erect a single storey side and rear extension

Recommend refusal. The development, by reason of its design, siting, layout and some materials, would detract from the visual amenity of the area leaving the resultant building at odds with the character with the general design, form and materials of others which prevail in the road. In particular the development represents an incongruous addition to the dwelling that would destroy the symmetry of this pair of semi-detached houses which are unique and distinctive in the area. The development would therefore be contrary to Policy ENV10 of the adopted Local Plan.

Dorchester Town Council

Planning and Environment Committee

5 March 2018

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

58. **Declarations of Interest**

Councillors 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. Councillor Rennie declared that she had spoken to the residents of 39 South Court Avenue regarding their planning applications WD/D/18/000016 and WD/D/18/000012.

59. **Minutes**

The minutes of the meeting of the Committee held on 5 February 2018 were confirmed and signed by the Chairman as a correct record.

60. **Minute Update Report**

The Chairman summarised the meeting held with the representatives of Stinsford and Charminster Parish Councils and advised that West Dorset District Councillors would be receiving a briefing about preferred option sites later in the month.

Members raised points such as the need for the parishes to involve their district councillors, the possibility of Government funding towards a 'link' road and establishing who would meet the costs of engaging FERIA Urbanism for additional work.

It was agreed that if the north Dorchester site was to ever go ahead, having a masterplan for the development was absolutely critical and issues relating to boundary changes would need to be discussed at a very early stage.

Resolved

That the Minute Update Report be noted.

61. **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.

62. **Planning Issues to Note**

Resolved

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

63. **Urgent Items**

The Chairman reported that he had been approached by the Winterbourne Hospital and the Joseph Weld Hospice raising concerns that the stretch of Herringston Road in front of their premises had not been gritted by DCC during the recent bad weather and asking for the Town Council's support in putting this request to DCC. The Committee appreciated the difficulties this could cause and agreed that DCC should be requested to add this part of Herringston Road to their salting/gritting network.

Resolved

That DCC be requested to add the stretch of Herringston Road from the junction of Mellstock Avenue to the entrance of the Joseph Weld Hospice to its salting/gritting network.

Chairman

Dorchester Town Council

Planning applications considered by Dorchester Town Council on 5 March 2018

1. **20 SOUTH STREET, DORCHESTER, DT1 1BS - WD/D/18/000072**

Display of 3no non-illuminated fascia pods, 2no. non-illuminated descriptor text and 1no. non-illuminated conservation style projecting sign.

No objection

2. **SITE 3.20 VICKERY COURT, CROWN STREET WEST & MARSDEN STREET, POUNDBURY - WD/D/18/000228**

Approval of reserved matters for appearance, layout & scale in relation to outline p.p 1/D/09/001363: 4 flats & 1 maisonette together with associated parking

No objection

3. **28 VICTORIA ROAD, DORCHESTER, DT1 1SB - WD/D/18/000164**

Erect Kitchen Extension and remodel Garage Extension

No objection

4. **FIRST FLOOR AND SECOND FLOOR, 64 HIGH WEST STREET, DORCHESTER, DT1 1XA - WD/D/18/000231**

Removal of modern partitioning on first floor. Creation of internal doorway within existing partition on second floor

No objection

5. **39 SOUTH COURT AVENUE, DORCHESTER, DT1 2BY**

WD/D/18/000016 - Proposed swimming pool and pool enclosure in rear garden

No objection and the Committee supported the comments of Environmental Health with regards to the planning officer considering adding a planning condition relating to the possible installation of plant and machinery.

WD/D/18/000012 - Two storey side extension forming garage, utility & kitchen to ground floor with bedroom & family bathroom to first floor and loft conversion. Single storey rear extension. Form high brick wall with wrought iron to boundaries (Variation of condition 1 of planning approval WD/D/16/001210 - amended materials to front elevation)

No objection

6. **20 WEATHERBURY WAY, DORCHESTER, DT1 2EF - WD/D/18/000315**

Erection of porch, first floor side extension and rear single storey extension,

No objection

7. 6 VESPASIAN WAY, DORCHESTER, DT1 2RD - WD/D/18/000326

Erection of single storey front and rear extension and covered walkway

No objection

8. 29 GLYDE PATH ROAD, DORCHESTER, DT1 1XE - WD/D/18/000364

Erection of new boundary wall

Recommend refusal. The Committee considered that the brick wall and iron railings, of Victorian design, were out of keeping with the Grade II Listed building that is 18th century in origin. As such they were detrimental to the historic and traditional character of the building and the Conservation Area. The close boarded timber fence was considered to be unduly dominant and prominent in this enclosed area and would detract from and adversely impact on the amenity of the area. As such, it was considered that this proposal will be contrary to policies ENV 4. and ENV. 10 of the West Dorset District Local Plan.

Dorchester Town Council

Management Committee

13 March 2018

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

In Attendance

Councillor T. Harries.

F. McLaren, Friends of the Borough Gardens for Minute No. 64.

Apologies: The Mayor (Councillor S. Hosford) and Councillor A. Lyall.

60. Minutes

The Minutes of the Meeting of the Committee held on 16 January 2018, adopted by Council on 30 January 2018, were taken as read and were confirmed and signed by the Chairman as a correct record.

61. Site Visits to Council Owned Properties and Sites

The Committee considered the notes of the site visit, to which all Members of the Council had been invited, held on 20 February 2018 (Appendix 1 to these minutes).

Resolved

That the notes of the site visit be received.

62. 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. The Outdoor Services Manager responded to Members detailed questions on the report.

Members wished to thank staff for all their work in keeping the town centre pavements traversable during the recent snow and ice. It was noted that there was a stretch of pavement from Brewery Square to the town centre which could usefully be added to the Council's gritting schedule.

Resolved

That the Outdoor Services Team update be noted.

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

Following completion of the ground works Members were pleased to note that work to construct the new tennis courts on the old bowling green in the Borough Gardens had now commenced. For the work to be undertaken safely it had been necessary to close the southern end of West Walks and West Walks Road and also suspend the residents and on street parking at the northern end of West Walks Road. The topsoil was being moved to Castle Park play area for future reuse. It was anticipated that the new courts would be completed by mid May and painted two weeks later once the new hard surface had settled and dried.

Resolved

That the update be noted

64. **Tirah Information board – Borough Gardens**

The representative from the Friends of the Borough Gardens addressed the Committee requesting that Members reconsider turning the Tirah information board around and, following discussion, Members agreed that this should happen.

Resolved

That the Tirah information board in the Borough Gardens to turned around 180 degrees.

65. **Request for a Wheelchair Accessible Swing**

The Deputy Town Clerk reported that since the last meeting of the Committee a further resident has come forward requesting similar facilities. A meeting had been arranged with the residents to discuss the matter and the outcome would be brought to the next meeting.

Resolved

That the update be noted.

66. **Requests for Financial Assistance**

The Committee considered requests for financial assistance from Dorchester Disabled Club and Dorset Youth Association. Members felt that more information should be sought from both organisations by way of them completing grant application forms and that consideration of assistance would be taken in line with the Council's grants policy.

Resolved

(1) That the Deputy Town Clerk, following consultation with the Chairman and Vice-Chairman of the Committee, be authorised to decide the request for financial

assistance from the Dorchester Disabled Club following the receipt of a grant application.

(2) That the Dorset Youth Association's request be considered at a future meeting following receipt of a grant application form requesting support for a specific project.

(Councillor's K. Rice, S. Jones and J. Hewitt declared a personal interest in the respect of the above.)

67. Task and Finish Group – Municipal Buildings

The Committee considered appointing two Members to the Task and Finish Group, proposed by the Management Committee and established by the Policy Committee at its last meeting, to consider the future management and maintenance of the Municipal Buildings.

Resolved

That Councillors G. Duke and S. Jones be appointed to the Municipal Buildings Task and Finish Group.

68. 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. The Deputy Town Clerk reported on a request for a headstone at Poundbury Cemetery which would be six inches higher than allowed by the cemetery policy. It was noted that there was one headstone of this height in the traditional area which had been authorised in error. Members felt however that the policy should be adhered to and the memorial be not allowed.

Resolved

(1) That the action of the Town Clerk in approving designs numbered 4992 to 5001 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

(2) That the request for an oversized headstone be not agreed.

(c) **The Purchase of Exclusive Rights of Burial – Poundbury Cemetery**

The Committee considered a report by the Burials Administrator on a proposal to amend the existing Poundbury cemetery policy which allowed residents to purchase an Exclusive Right of Burial (ERB) together with a specific burial plot in the cemetery. Being able to choose a plot anywhere in the cemetery caused significant issues as were set out in the report.

In order to address the issues it was proposed that the policy to allow people to specify an exact plot in the cemetery should be discontinued. An ERB could still be purchased but it would only allow the right of burial in either the Traditional area, Green Burial area, Lawn area, Muslim area or Cremated Ashes area, and not the right of burial in a specified plot within those areas.

At the time of death the Council would allocate the plot which was next in line for use. In practice this would mean that grave spaces were dug one after another and next to each other. The revised system addressed all of those issues highlighted in the report and would enable the cemetery to operate in the most efficient manner. Those ERB's that had already been issued with a specific plot would be honoured.

It was noted that this system was used in Weymouth and many other local authority cemeteries. The policy change had been discussed at the annual meeting with Dorchester Funeral Directors, held in January 2018, who agreed that this was a sensible change to the cemetery policy.

Recommended

That the existing Poundbury Cemetery Policy to allow people to pre-purchase a specific plot in Poundbury Cemetery be discontinued.

69. Buildings Monitoring Reports

The Committee received the monitoring reports for the Municipal Buildings and Borough Gardens House.

Resolved

That the Buildings Monitoring Reports be noted.

70. **Dorchester Arts**

The Committee noted the minutes of the Dorchester Arts Board meeting held on 4 December 2017. It was suggested that an update in respect of progress with the Maltings from the Council's representative on Maltings Arts would be useful at a future meeting.

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

Resolved

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

72. **Borough Gardens Kiosk**

The Deputy Town Clerk updated Members on the progress with re-letting the refreshment kiosk in the Borough Gardens.

The Committee noted the progress made and requested that further discussions be held with the interested organisation.

Resolved

That the Deputy Town Clerk, following consultation with the Chairman and Vice Chairman of the Committee, be authorised to re-let the kiosk, initially for a year, to the interested organisation.

Chairman

Notes of a Site Visit held on 20 February 2018 at 4.15pm.

Sites visited – Municipal Buildings and Borough Gardens.

Attending: Councillors C. Biggs, J. Hewitt, S. Jones, T. Jones, F. Kent-Ledger, R. Potter, M. Rennie, K. Rice, P. Stein and D. Taylor.

Steve Newman, Deputy Town Clerk.

Carl Dallison, Outdoor Services Manager.

Ian Homer, Head Gardener (for Borough Gardens visit).

1. Municipal Buildings

The Deputy Town Clerk reported on the completion to the stonework renovations in the Town Hall and the repainting of all of the external woodwork. Members noted that the removal of the double glazing and the installation of blinds in place of curtains in the Town Hall had improved the space significantly.

Having viewed the buildings Members identified the following matters:-

Town Hall

- Skirting boards needed repainting
- Paintwork on walls and pillars needed touching up
- Some small window panes were cracked particularly in the bay at the oriel window end of the room, a check should be made to ensure that there was not an underlying issue in respect of that bay.

Council Chamber

- It was noted that the heating system had failed beyond repair, temporary heating was being arranged whilst a review of heating arrangements was undertaken.
- The wooden chairs were in need of inspection and repair.
- The clock should be moved to the back of the Council Chamber.
- Paintings needed straightening.
- There should be a photo of the current Mayor on display (it was later felt that this photo could be displayed in the lobby)
- More use could be made of the visitor book and / or the possible introduction of a photo book.

Corn Exchange

- Bulbs needed replacing in chandelier at the apse end of the room.
- Paintwork needed refreshing in certain areas.
- Inspections by THK's required to ensure hirers are not affixing items to the walls.
- It was noted that the task and finish group recently established would be considering the roof repairs and other major works.

Kitchen

- A more secure method of holding up the dishwasher stacking shelf should be introduced.
- Loose light fitting needed securing.

2. Borough Gardens

The Group visited the Borough Gardens and were updated in respect of the following projects:-

WiFi – The Council had previously agreed to contribute towards a town centre free WiFi initiative which included the Borough Gardens. To enable the WiFi in the Gardens it was necessary to install the main router equipment in the basement of the BG House together with a small ‘throwing’ device attached to the wall of the building which would connect with a similar device on a pole fixed to the corner of the tennis courts which, in turn, would connect with another device to be installed on a four metre black column to be installed into the shrubs near to the borehole, which would then finally connect to a device located on the top of the kiosk.

Members noted the arrangements.

Kiosk – It was noted that expressions of interest would now be sought for a new operator of the kiosk. It was hoped that the kiosk would be open again by the second May bank holiday if a local charity or community organisation came forward.

Clock – The Outdoor Services Manager explained the process with the stripping and repainting of the clock. Photos were circulated which showed the detail of the clock which could now be seen following the removal of eight layers of paint.

New Tennis Courts – The Group viewed the groundworks that had been completed in readiness for the construction of the new tennis courts which was due to commence on Monday 5 March 2018. Due to there being no access to the old bowling green for vehicles via the Gardens a road closure of the southern end of West Walks Road and West Walks themselves was required to use as a compound and to allow the many lorry movements for the removal of the topsoil and bringing in aggregate for construction. Residents of West Walks Road would be informed of the closure. It was noted that there would be no pedestrian access through West Walks from Bowling Alley Walk for the period of the construction although every effort would be made to open a walkway at some stage if it was safe to do so.

Generally – Members appreciated the growing numbers of snowdrops which had been planted year on year into the grassed area to the left of the Prince’s Street entrance and agreed that the planting of some Japanese Maples in this area would be a further improvement.

The Outdoor Services Manager reported on the works proposed to improve the entrance into the Gardens from Prince’s Street, how the Tirah bed was to be refreshed and the success of the recycling area which was to have some fencing around it to supplement the bamboo.

Members discussed what could be done with the pollarded trees next to the old bowling green and it was agreed to trial crown reinstatement (lollipopping).

Meeting closed 5.43pm.

Dorchester Town Council

Mayoral Selection Committee

20 March 2018

Present: Councillors T. Harries (Chairman), R. Biggs, A. Canning, S. Hosford, S. Jones, T. Jones, R. Potter and M. Rennie.

1. Minutes

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

2. 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.

3. Selection of Town Mayor – 2018-19

The Deputy Mayor reported verbally to the meeting.

Recommended to Council

- a) That the Members now named be invited to fill the Offices of Town Mayor and Deputy Town Mayor of Dorchester during the 2018-19 Council Year.
- b) That Standing Orders be amended to require the Deputy Mayor to report back to a meeting of the Committee before approaching more than ten Members on each Mayoral Selection list

Chairman

Dorchester Town Council

Policy Committee

20 March 2018

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

Apologies: Councillor G. Jones

Also present: Councillors G. Duke and M. Rennie

28. Minutes

The Minutes of the Committee of 23 January 2018, adopted by Council on 30 January 2018, were taken as read and confirmed and signed by the Chairman as a correct record.

29. Financial Report 2017-18

The Town Clerk provided an update covering the Council's Month 11 spend in relation to the budget, cash position, current debt and payments position and noted a number of large projects currently underway and impacting on both cash flow and the budget.

The Town Clerk responded to questions regarding budgets and preparations for World War 1 commemorations and the value of the projected £50,000 underspend in per capita and Council Tax terms.

Members asked that their thanks be recorded to staff involved in delivering services during the recent spells of bad weather.

Resolved

- a) That the Payments list totalling £400,817.26 is approved
- b) That Councillors Harries and Hosford are appointed to the Municipal Buildings Task and Finish Group

30. Corporate Plan – Progress against Strategic and Operational Milestones

The Committee received a report from the Town Clerk regarding progress on tasks identified in the Corporate Plan and discussed more detailed information regarding progress on projects in relation to Dorchester Town Community FC Avenue Stadium 3G pitch and Lower South Street Street Furniture.

In relation to the 3G pitch project a Member provided additional information regarding a recommendation to be made to the District Council Strategy Committee to provide additional s106 funding to the project.

A Councillor sought information regarding the paving now completed outside Shire Hall and also highlighted continuing problems with vehicles accessing South St to deliver goods during hours when the street is closed to vehicles.

Resolved

- a) That the Town Clerk is authorised to extend a loan of up to £30,000 to Dorchester Town Community FC for up to 1 year, to help manage cashflow issues resulting from VAT and other contributions, to be secured against income raised from the use of the 3G pitch
- b) That £10,000 of the Public Realm Reserve is allocated to the Lower South Street Street Furniture project, to be supplemented by partner contributions if they can be achieved.
- c) That work on the Cornhill refurbishment project be commenced, with a specific requirement to review access by large vehicles into South Street from High Street

The Town Clerk noted ongoing difficulties arranging a second meeting of the Heritage Tourism Ideas Group

31. Local Government Reorganisation and Cuts to Services

The Town Clerk reported on a formal approach from West Dorset District Council to consider the transfer of assets and services in the lead up to reorganisation, and provided a draft response for consideration. A schedule of assets and services delivered by the District Council in Dorchester was tabled.

Members discussed the draft letter and the need to document the wider ambitions of the Town Council, while at the same time needing a pragmatic solution to minimise loss of service to residents of Dorchester and visitors.

A Member noted the need for a dowry to undertake improvement works to public conveniences in the town, should they be transferred. A Member was provided with assurances that the Town Council held sufficient reserves to seek professional support or advice regarding service transfers if required. A Member noted the need to open up a discussion with local Parishes regarding funding for services which have a wider benefit.

The Committee discussed appropriate governance arrangements for supporting the decision making process.

Resolved

- a) That the response drafted by the Town Clerk be submitted as the Council's response to the letter received from West Dorset District Council
- b) That additional monthly meetings of the Policy Committee be scheduled, to be cancelled should there be no urgent business relating to Local Government Reorganisation

32. **The possible use of Play Areas and Open Spaces to deliver Affordable Homes for Young Workers**

The Town Clerk provided feedback from the consultation events led by Magna Housing in February, acknowledging that the level of opposition to development was significant.

The Mayor responded to the feedback with a proposal to curtail further action to develop ideas for affordable housing. Members noted that, while there might be a willingness from some residents to accept partial development of some sites, generally opinion was strongly against any development and in favour of the retention of green spaces. A Member noted that at no point had any plans been developed for the use of the pieces of land, contrary to some claims made. Finally a Member noted that the Council had made a serious attempt to make a contribution to resolving the housing crisis by the reuse of public land.

Recommended to Council

That, in view of the levels of opposition expressed by local residents to the proposals to explore the development of sites owned by this Council at recent consultation events, this Council takes no further action to bring forward more detailed proposals for the sites.

The Committee considered Elizabeth Place, understood to be owned by Magna Housing, noting again the level of opposition to proposals to develop the site, that Magna had a wider land ownership portfolio that needed to be considered and that any proposal would be subjected to the planning process to which the Council would be a consultee. The Committee made no recommendation to reconsider the previous position of Council.

Note: Minute 37/2018 records discussions of Council on 30 January 2018, where a proposal to give full recognition to a covenant supporting recreation on the Elizabeth Place site was rejected by Council.

Finally Committee supported a request made by the Mayor that the minutes record the appreciation of the Council for the work undertaken by Magna Housing during the consultation process.

33. **Trustee Appointments at Dorchester Municipal Charities**

The Town Clerk reported a request received from Dorchester Municipal Charities to reduce the number of trustees appointed directly by the Council, due to changes in regulations governing the influence of local authorities on social housing bodies.

Members discussed the need for the Charity to satisfy itself that serving councillors who had been appointed by the Charity rather than by this Council were not considered to have an influence on behalf of this Council.

The Chair of the Charity Trustees, Councillor Rennie, emphasised the wish of trustees to maintain a close relationship with the Town Council.

Recommended to Council

That the Council work with Dorchester Municipal Charities to implement an Action Plan as outlined by the Charity in order to properly observe The Regulation of Social Housing (Influence of Local Authorities)(England) Regulations 2017

Chairman