



# Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

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

1. **Apologies & Minutes**

To confirm the Minutes of the meetings of the Council held on 25 September (Page 3).

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

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

3. **Updates from Partner Authorities**

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

4. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	1 October 2018 Page 7
Planning & Environment Committee	5 November 2018 Page 12
Management Committee	13 November 2018 Page 18
Policy Committee	20 November 2018 Page 25

5. **Local Government Reorganisation – Outcome for Dorchester**

To receive a report from the Town Clerk

Page 29

Adrian Stuart Town Clerk  
21 November 2018

**Public Speaking at the Meeting**

The Chairman (Mayor) has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

**Member Code of Conduct: Declaration of Interests**

Members are reminded of their responsibility to disclose appropriate pecuniary or non-pecuniary interests. A Member who declares a pecuniary interest must leave the room unless a dispensation has been granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

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

Members of Council are invited to join the Mayor for seasonal refreshments on conclusion of the evening's business.

# Dorchester Town Council

## Meeting of the Dorchester Town Council

25 September 2018

- Present: Mayor D. Taylor and Councillors A. Canning, A. Chisholm, G. Duke, T. Harries, S. Hosford, G. Jones, F. Kent-Ledger, A. Lyall, R. Potter, M. Rennie and P. Stein.
- Apologies: Councillor B. Armstrong-Marshall, C. Biggs, R. Biggs, J. Hewitt, S. Jones, T. Jones and. K. Rice
- Interests: Councillors A. Canning, G. Duke, T. Harries, S. Hosford, R. Potter and M. Rennie (Item 27, Planning & Environment Committee Local Plan Review Policy Committee, as member of WDDC Ward Boundaries Panel), Councillor S. Jones (Item 21, Policy Committee, as board member of Dorchester Youth and Community Centre).

### 22. Minutes

The minutes of the meeting of Council held on 24 July 2018 were confirmed and signed by the Mayor as a correct record.

Further to the note of the Public Questions at the end of the meeting a Member advised that Damers School had recently been awarded several national awards for their plastic free initiative. The Mayor confirmed he would be attending a school assembly in the near future.

### 23. Communications & Questions

The Mayor thanked all those involved in the delivery of the summer programme of events. A Member advised Council regarding the holding of the third interfaith service on 7 October.

The Town Clerk advised Members of arrangements for an Informal Briefing on 16 October to receive a presentation from Thomas Hardy School and to discuss Affordable Housing. He also identified arrangements for Remembrance Sunday in November.

The Council considered a request from Councillor Duke for further information from Dorset County Council regarding the potential to introduce charging for vehicles that use centre Dorchester as a short cut to avoid using the road network already provided on the outskirts of the town.

The question received support from the Council and the Chairman of the Dorchester Transport and Environmental Plan Stakeholder Group, Councillor Canning, agreed to raise the matter at its next meeting, likely to be in the new year. A Member asked that the report cover the wider impacts that might arise as a result of any changes.

24. **Updates from Partner Authorities**

Councillor A. Canning provided an update regarding the work of Dorset County Council. He noted the appointment of Matt Prosser as Chief Executive of the new Dorset Council. He also noted work being undertaken to reduce the overspend on the County Council's Children and Adult Services budgets. At a local level Councillor Canning confirmed that all of the statutory authorities had now confirmed their support for the implementation of new traffic measures at Lubbecke Way; new traffic calming measures would also be introduced in Victoria Road.

Councillor R. Potter confirmed that the focus of West Dorset District Council was also on Local Government Reorganisation; he noted new regulation for Houses in Multiple Occupation and highlighted progress on the Local Plan Review.

25. **Planning and Environment Committee – 6 August 2018**

It was proposed and seconded that the minutes be adopted.

**Resolved**

That the minutes of the meeting of the Planning and Environment Committee held on 6 August 2018 be adopted.

26. **Planning and Environment Committee – 3 September 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 3 September 2018 be adopted.

27. **Special Planning and Environment Committee – 10 September 2018**

It was proposed and seconded that the minutes of the meeting be adopted. The meeting considered three recommendations from the Committee regarding the Council's formal response to the Local Plan Review, particularly in relation to Policy DOR15 North Dorchester. The Chairman referred to a letter received from a prospective developer in the Woodsford area.

Members discussed the proposals in detail and agreed some amendments to the response to DOR15 including a further challenge to the number of houses required to be built during the plan period, reference to the Woodsford opportunity, the strengthening of the section on Landscape and Heritage and a comment about the process for public engagement.

Commenting on the proposed response to other parts of the consultation a Member asked that the close physical relationship between housing and employment sites be emphasised in the response to SUS1.

The Chairman agreed to invite West Dorset District Council to a future meeting of the Committee to respond to the Council's comments.

**Resolved**

- i) That the Town Council submits a formal objection to Policy DOR15, recognising that this specific site carries a significant level of risk that it will fail to address the local needs of the Town, nor will it produce a comprehensive, relevant, viable and sustainable development that supports the area's future rather than destabilising it.
- ii) That the Town Clerk, in consultation with the Chairman of the Planning and Environment Committee and supported by the Council's advisors, Feria Urbanism, be authorised to make further textual changes to the detailed response document to reflect the views expressed at Council, prior to its submission to WDDC by 8 October.
- iii) That, noting the comment made regarding SUS1 at Council the Town Councils submits comments included as Appendix 2 to the Minutes of the Committee regarding various policies and plans in WDDC's Local Plan Preferred Options document.
- iv) That the minutes of the meeting of the Planning and Environment Committee held on 3 September 2018 be adopted.

**28. Management Committee – 11 September 2018**

It was proposed and seconded that the minutes of the meeting be adopted. The Chairman expressed his thanks to those who had engaged with the development of the Biodiversity Statement and Action Plan.

**Resolved**

- i) That the revised Biodiversity Statement and Action Plan 2018-2023 be adopted
- ii) That the minutes of the meeting of the Management Committee held on 11 September 2018 be adopted.

**29. Policy Committee – 18 September 2018**

It was proposed and seconded that the minutes of the meeting be adopted. The Chairman introduced a proposal to undertake a review of governance arrangements.

**Resolved**

- i) That during the November cycle of meetings each Committee appoints two Members to take part in the review, to be concluded by the March 2019 cycle of meetings.
- ii) That the minutes of the meeting of the Policy Committee held on 18

September 2018 be adopted.

The Council rose at 8.20pm.

Mayor

At public question time after the meeting the Town Clerk responded to a question regarding the process for the adoption of the Local Plan.

# Dorchester Town Council

## Planning and Environment Committee

1 October 2018

Present: Councillors C. Biggs, R. Biggs, T. Harries, J. Hewitt, F. Kent-Ledger, T. Loakes, R. Potter (Chairman) and M. Rennie

Apologies: Councillors A. Canning, S. Hosford, S. Jones and D. Taylor

### 31. 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.

Councillor Harries declared a non-pecuniary interest in planning application WD/D/18/001261 as his son ran the business in the adjoining property.

Councillor Loakes declared a personal interest in planning application WD/D/18/001766 as she lives adjoining the site.

### 32. Minutes

The minutes of the meetings of the Committee held on 3 and 10 September 2018 were confirmed and signed by the Chairman as a correct record.

### 33. Minute Update Report

#### Lubbecke Way

The Committee Clerk provided an update from DCC advising that the proposed weight restriction would be extended at Long Bridge Way to the junction of St Georges Road and Eddison Avenue and it would be possible to rationalise the number of signs on the river side of Lubbecke Way and reduce them by half.

Several Members had attended a meeting with local residents hosted by Sir Oliver Letwin. The meeting had been very positive and useful and Members understood that residents would be sending in a petition, for consideration by the Committee at some point in the future, requesting further traffic measures in Lubbecke Way. With regards to the enforcement of the traffic restrictions already proposed, Sir Oliver Letwin had indicated that he would take the necessary action on this.

Members noted that there were a range of parking issues in the area and it would be helpful if local premises could advise visitors of potential parking problems in advance.

### **WDDC Consultation on the Local Plan Preferred Options**

The Committee Clerk provided an update from WDDC on the likely timetable for the review of the Local Plan and the impact local government reorganisation might have on this.

#### **Resolved**

That the Minute Update Report be noted.

### 34. **Bournemouth, Dorset and Poole Waste Plan – Modifications to the Pre-Submission Waste Plan**

The Committee noted the report regarding modifications to the Pre-Submission Waste Plan and supported the inclusion of a new paragraph regarding the provision of a new household recycling centre to the north of Dorchester and the additional sentence proposed by WDDC regarding highways improvements to the access road to Loudsmill.

#### **Resolved**

That DCC be advised that the Town Council supports the inclusion of a new paragraph regarding the provision of a new household recycling centre to the north of Dorchester and the additional sentence proposed by WDDC regarding highways improvements to the access road to Loudsmill included in paragraphs 6. and 7. of the committee report.

### 35. **Dorset AONB Management Plan 2019-2024**

#### **Resolved**

The Committee noted the draft Dorset AONB Management Plan 2019 and agreed that Members would make individual responses to the Plan.

### 36. **Dorset Highways Councillors Satisfaction Survey 2018**

#### **Resolved**

The Committee noted the Dorset Highways Councillors Satisfaction Survey 2018 and Members agreed to let the Chairman or Clerk have any comments to include in the Town Council's response.

### 37. **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 in Appendix 1 to these minutes.

Chairman



## Dorchester Town Council

## Planning and Environment Committee – 1 October 2018

1. **WD/D/18/001766** - 3 -4 HOLLOWAY ROAD, DORCHESTER, DT1 1LF  
 Demolish the existing single storey buildings and build 2 no. new three bedroom, two storey dwellings - ***Variation to condition 1 of planning approval reference WD/D/17/000555 to amend the approved plans to allow the installation of 3no. solar panels to the south facing roof, omission of the external terrace and changes to the roofing and window material***  
 No objection but the Committee asked that an appropriate construction management plan be put into place due to the proximity of the neighbouring property at 3A.
2. **WD/D/18/001736** - 32 EDDISON AVENUE, DORCHESTER, DT1 1NY  
 Erection of front porch extension and conversion of existing garage to playroom  
 No objection
3. **WD/D/18/001817** - GARAGES AT HOLLOWAY ROAD, DORCHESTER  
 Demolition of 9 garages No objection
4. **WD/D/18/001960** - 44 CASTERBRIDGE ROAD, DORCHESTER, DT1 2AG  
 Demolition of conservatory and erection of single storey rear extension No objection
5. **WD/D/18/002044** - 24 GARLAND CRESCENT, DORCHESTER, DT1 2SX  
 Demolition of conservatory and erection of single storey rear extension No objection
6. **WD/D/18/001983** - PLOTS 593 TO 595 AND 600 TO 620, SECTOR 3.76, NORTHERN QUADRANT, CROWN STREET WEST, POUNDBURY  
 Application for approval of reserved matters for access, appearance, layout & scale of outline planning permission 1/D/09/001363 No objection
7. **WD/D/18/001808** - 11 WEYMOUTH AVENUE, DORCHESTER, DT1 1QR  
 Change of use from A3 to mixed A3/A4 use and elevational alterations including the erection of lobby area to front elevation (***with variation of condition 4 of planning permission WD/D/18/000797 to change the one-year temporary opening hours to permanent***)  
 Recommend refusal. The Committee supported the comments of Environmental Health that Condition 4. should not be varied and there should be no change to the temporary hours restriction. After a year, the applicant can seek a variation of the condition at which time there will be evidence of the successful operation, or otherwise, of the opening hours.

8. **WD/D/18/001789** - LAND AT JUNCTION OF PRINCE OF WALES ROAD AND, SOUTH WALKS ROAD, DORCHESTER  
Erection of WW1 commemoration sculpture  
  
No comment as Dorchester Town Council is the applicant.
9. **WD/D/18/001952** - 35 PEVERELL AVENUE EAST, POUNDBURY, DORCHESTER, DT1 3RH  
Installation of side door and replacement of patio door with window                      No objection
10. **WD/D/18/001964 + WD/D/18/001965** - 55 SOUTH STREET, DORCHESTER, DT1 1DQ  
Installation of two air conditioning condenser units and two extract vents  
  
Installation of non-illuminated fascia sign, projecting sign and two internal posters  
  
No objection and the Committee supported the comments of Environmental Health.
11. **WD/D/18/001261** - 7 NORTH SQUARE, DORCHESTER, DT1 1HY  
  
Erection of one residential dwelling (Use Class C3) together with an associated car parking space  
  
Recommend refusal. The Committee supported the comments made by the Conservation Officer and shared the same concerns considering that the development would be contrary to Policy ENV 4 of the adopted Local Plan.
12. **WD/D/18/001878** - 9 LINDEN AVENUE, DORCHESTER, DT1 1EJ  
  
Installation of flat roof dormer and solar panels    No objection
13. **WD/D/18/002127** - 5 GREENINGS COURT, DORCHESTER, DT1 1HR  
  
Installation of a new ground floor rear window    No objection
14. **WD/D/18/002016** - NATWEST, 49 SOUTH STREET, DORCHESTER, DT1 1DW  
  
Install new security fencing & repair vandalised lead work  
  
No objection subject to the Conservation Officer being happy with the proposals.
15. **WD/D/18/001738** - 107 MONMOUTH ROAD, DORCHESTER, DT1 2DF  
  
Erection of single storey rear extension    No objection
16. **WD/D/18/001567** - 30 MELLSTOCK AVENUE, DORCHESTER, DT1 2BQ  
  
Demolition of outbuilding and erection of single storey side extension and single detached garage  
  
No objection and the Committee requested that a planning condition be added to ensure the retention of the boundary hedge.

17. **WD/D/18/001859** - 57 MELLSTOCK AVENUE, DORCHESTER, DT1 2BG  
 Make alterations to materials approved in application WD/D/15/000314      No objection
18. **WD/D/18/001963** - 20 BARNES WAY, DORCHESTER, DT1 2DZ  
 Erect entrance porch and side extension      No objection
- However due to the location of the site, the Committee asked that, through a planning condition, a robust construction management plan be put into place to ensure that access to the two adjoining schools is not compromised during key times i.e. the start and end of the school day. Also provision should be made, in the construction management plan, to ensure that no contractors' vehicles or equipment obstructs the access to the schools at any time and that the one way system is adhered to.
- If the application was to be approved, the Committee requested that a planning condition be added restricting the occupation of the building for purposes which form an integral part of the planning unit known as 20 Barnes Way.
19. **WD/D/18/002012** - 9 POWYS CLOSE, DORCHESTER, DT1 2RG  
 Demolition of garage and erection of single storey side/rear extension      No objection
20. **WD/D/18/002017** - 8 WADEBRIDGE STREET, POUNDBURY, DORCHESTER, DT1 3AT  
 2no. non-illuminated hanging signs      No objection
21. **WD/D/18/002134** - COW & APPLE, 30 TRINITY STREET, DORCHESTER, DT1 1TT  
 Change of use of part of the first floor living accommodation to extra seating area for ground floor restaurant      No objection
22. **WD/D/18/002168** - CONNAUGHT HOUSE, 22 CORNWALL ROAD, DORCHESTER, DT1 1RU  
 Change of use from Office Use (Class B1(a)) to a dwellinghouse (Class C3)      No objection

**Dorchester Town Council**  
**Planning and Environment Committee**  
**5 November 2018**

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

Apologies: Councillors C. Biggs, T. Loakes and D. Taylor

**38. Declaration 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 Harries declared a personal interest in planning application WD/D/18/002331 and did not take part in the consideration of this application.

**39. Minutes**

The minutes of the meetings of the Committee held on 1 October 2018 were confirmed and signed by the Chairman as a correct record.

**40. Minute Update Report**

In considering the Minute Update Report, the Committee requested further information regarding progress towards the implementation of TRO's at Lubbecke Way, including clarification of the restriction of 7.5ton vehicles. Members noted that a local petition related to traffic issues in the area was to be received at the December committee meeting and asked for a further update from DCC Highways to be considered at the same time.

The Town Clerk reported back on discussions that had taken place since the decision by West Dorset District Council's Planning Committee not to approve the application relating to a property between 20A - 21 Glyde Path Road

**Resolved**

- i) That an update regarding works at Lubbecke Way be presented to the next meeting of the Committee
- ii) That the Minute Update Report be noted.

**41. DTEP - Victoria Road 20mph Zone, Dorchester - Primary Consultation for Traffic Regulation Order**

In response to several questions raised regarding the priority of this project, Councillor Canning explained how it had arisen as a direct consequence of the Great Western Cross Junction Improvements through the DTEP scheme.

**Resolved**

That DCC be advised that, while the Town Council fully supports the Traffic Regulation Order for Victoria Road, it remains concerned at the lack of progress on other traffic and parking priorities in the town which arguably have greater need.

**43. Stopping Up of Highway Order – Mey House, Bridport Road**

The Committee considered the details of the Stopping Up of Highway Order for Mey House on Bridport Road.

**Resolved**

That DCC be advised that the Town Council supports the Stopping Up of Highway Order for Mey House, Bridport Road.

**44. Proposed Diversion of Footpath 2, Dorchester and Footpath 6, Winterborne Monkton**

A Member requested that the minute relating to a previous request for this diversion be reviewed, to identify whether all of the objections raised at that time had been dealt with.

**Resolved**

That, subject to confirmation that previous objections to this diversion had been resolved, DCC be advised that the Town Council supports the proposed diversion of Footpath 2, Dorchester and Footpath 6, Winterborne Monkton.

**45. Governance Arrangements Task and Finish Group**

The Committee considered which of its members should be appointed to the Task and Finish Group. As there were more volunteers than the required number of two representatives, it was agreed that Council would make the final decision on the Planning and Environment Committee representatives.

**Recommendation to Council**

That Councillors Rennie, Potter and Hewitt be considered for appointment to serve on the Governance Arrangements Task and Finish Group.

**46. Planning Applications**

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

In considering the applications the Committee asked the Town Clerk to highlight the following issues to West Dorset District Council:

- That the quality of information submitted for application WD/D/18/002376 did not enable the Committee to properly understand the scope of the application.
- That it was not clear why application WD/D/18/002474 should not require prior approval to allow local residents to comment on the application

**Resolved**

That West Dorset District Council be notified of the comments agreed on the various planning applications as set out in Appendix 1 to these minutes.

47. **Planning Issues to Note**

**Resolved**

That the Planning Issues to Note report be noted.

48. **Urgent Item**

A Member requested that West Dorset District Council's Planning Enforcement Team be asked to consider approaching a property owner in High East Street which was breaching planning conditions relating to overnight lighting.

Chairman

**Dorchester Town Council****Planning and Environment Committee – 5 November 2018**

1. **WD/D/18/002255 - 21 GARLAND CRESCENT, DORCHESTER, DT1 2SX**  
Erection of conservatory  
No objection
2. **WD/D/18/002379 - HOWARDS PEUGEOT, LONDON ROAD, DORCHESTER, DT1 1NF**  
Display of 1 non illuminated Fascia sign, 2 x illuminated Fascia sign, 1 illuminated pole sign and 1 illuminated wall sign  
No objection, subject to the signs only being illuminated during trading hours.
3. **WD/D/18/002152 - 1 SALISBURY VILLAS, SALISBURY STREET, DORCHESTER, DT1 1JY**  
Removal of cement rendering & repair/ repointing of original stone wall (Retrospective)  
No objection
4. **WD/D/18/002376 - 5 DRAGONS COURT, DORCHESTER, DT1 1WR**  
Increase height of existing rear stone wall  
Recommend refusal. The Committee considered that the proposed increase in the height of the wall would be dominant and overbearing, it would be a detriment to visual amenity and would have a negative impact on the street scene. Also the extent and detail of the development could not be clearly seen from the poor documentation that had been submitted with the application and this had been commented upon in respect of a previous planning application from the same applicant for the same site. 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, which 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.
5. **WD/D/18/002458 - 28 HIGH STREET FORDINGTON, DORCHESTER, DT1 1JZ**  
Outline application for the Erection of 3 Dwellings  
The Committee had no objection to the principle of development.  
However, Members wanted the design of the front elevations, in the full planning application for the site, to properly represent the profile of 28 High Street, Fordington and, if approved, a planning condition be added to protect and retain the existing stone boundary wall that fronts the property to the pavement.
6. **WD/D/18/001837 - 18A SOUTH STREET, DORCHESTER, DT1 1BS**  
Alterations to shop front & associated internal alterations (Retrospective)  
No objection

7. **WD/D/18/002219 + WD/D/18/002220 - SOUTH LODGE, SOUTH WALKS ROAD, DORCHESTER, DT1 1DS**  
Removal of conservatory windows, doors and roof, retaining dwarf walls and floor and install new conservatory windows, doors and roof  
No objection
8. **WD/D/18/002308 - 29 NORMANDY WAY, DORCHESTER, DT1 2PP**  
Demolition of single storey side extension and erection of replacement 2 storey side extension  
No objection
9. **WD/D/18/002290 - 5 NORTH SQUARE, DORCHESTER, DT1 1HY**  
Change of use from D1 back to original use of A1, A2 & C3  
No objection
10. **WD/D/18/002331 - 6 NORTH SQUARE, DORCHESTER, DT1 1HY**  
Form three new window openings in east facing boundary wall (with variation of condition 1 of planning permission WD/D/16/002295 to amend approved plans)  
No objection
11. **WD/D/18/002389 - 63 HIGH WEST STREET, DORCHESTER, DT1 1UY**  
Internal and external alterations to facilitate re-roofing section of roof on western elevation and replace internal ceiling and section of floor  
No objection
12. **WD/D/18/002410 - 20-22 HIGH WEST STREET, DORCHESTER, DT1 1UW**  
External alterations to improve garden facilities; alterations of plant room for additional seating. Internal alterations to basement to improve staff areas; first, second and third floor alterations to convert to 9 No hotel rooms with en-suite bathrooms. (6 No to Second Floor and 3 No to Third floor).  
The Committee had no objection to internal alterations to the basement and alterations to create guest rooms on the second and third floor.  
However, the Committee considered that the proposed alterations to the garden facilities would result in significant adverse effects on the living conditions of neighbouring residents and therefore would be contrary to Policy ENV16 of the Local Plan. Also this development would cause an unacceptable amount of noise to adjoining properties which would again be detrimental to the residents' residential amenity.
13. **WD/D/18/002473 - 41 TRINITY STREET, DORCHESTER, DT1 1TT**  
Prior approval for a change of use from shop (class A1) to restaurant/wine bar (class A3)  
This is not a planning application. The development is automatically granted planning permission by the above Order unless the local planning authority determines that Prior Approval is required, or the development falls outside the scope of the Order.



The Committee had no objection to the change of use in principle but were concerned that as a prior approval application, local residents should have the opportunity to comment on this significant change of use.

14. **WD/D/18/002071 - ENGINEERS HOUSE, BARRACK ROAD, DORCHESTER, DT1 1YG**  
Change of use from Office Use (Class B1(a)) to two dwellinghouses (Class C3)  
This is not a planning application. The development is automatically granted planning permission by the above Order unless the local planning authority determines that Prior Approval is required, or the development falls outside the scope of the Order.  
No objection
15. **WD/D/18/002181 - 138 MONMOUTH ROAD, DORCHESTER, DT1 2DQ**  
Erect single storey rear extension  
No objection
16. **WD/D/18/002391 - 1 HUTCHINS CLOSE, DORCHESTER, DT1 2RH**  
Erection of single storey rear extension  
No objection
17. **WD/D/18/002158 - 5 WEATHERBURY WAY, DORCHESTER, DT1 2ED**  
Erection of two storey side & single storey rear extensions & alterations  
No objection
18. **WD/D/18/002188 - THOMAS HARDYE SCHOOL, QUEENS AVENUE, DORCHESTER, DT1 2ET**  
Replacement external windows and doors  
No objection
19. **WD/D/18/002367 - 6 DAGMAR ROAD, DORCHESTER, DT1 2NA**  
Demolition of single storey rear extension and erection of replacement single storey rear extension  
No objection

# Dorchester Town Council

## Management Committee

13 November 2018

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

### In Attendance

Councillors A. Chisholm and T. Harries.

E. Moore, Damers School (Minute 23)

L. Low, Friends of the Borough Gardens (Minutes 25 and 27)

L. Paulson, local resident (Minute 25)

P. Jordan, local resident (Minute 25)

**Apologies:** The Mayor (Councillor D. Taylor) and Councillor K. Rice.

### 22. Minutes

The Minutes of the Meeting of the Committee held on 11 September 2018, adopted by Council on 25 September 2018, were taken as read and were confirmed and signed by the Chairman as a correct record.

### 23. Single Use Plastic

The Committee considered a report by the Deputy Town Clerk on an aspiration from E. Moore of Damers School for Dorchester to achieve the Surfers Against Sewerage Plastic Free Community Status.

The plastic free community network aimed to free where we live from single use plastics. It was not about removing all plastic but rather stopping the reliance on avoidable single use plastic. At present there was over 400 plastic free communities, locally Ferndown, Broadstone and Charmouth were working towards becoming a plastic free communities with Wimborne and Lyme Regis already having achieved the status.

The report set out the objectives that needed to be met to achieve the status one of which was for the local Council to pass a resolution supporting the journey to plastic free community status and another was for the local Council to appoint at least one representative to a steering group formed to take the campaign forward in the town.

E. Moore addressed the Committee and updated it with regard to the initiatives currently under way and the progress made with local businesses and schools. He also responded to Members detailed questions about the initiative.

The Committee fully supported the proposal and wished to congratulate E. Moore and Damers School for all the work and achievements that had been undertaken so far.

Members felt that publicity for the initiative, through the Council's newsletter should be given, once Plastic Free Community Status for the town had been achieved.

### **Recommended to Council**

- (1) That Full Council resolves to support the journey for Dorchester to achieve Plastic Free Community Status.
- (2) That Councillor S. Jones be appointed to sit on the Steering Group once it is established.

## **24. 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.

Members were pleased with the progress made towards reducing the Council's carbon footprint and also wished to thank the Outdoor Services staff for all their work in respect of Remembrance weekend. It was also felt that some further information about the new Mike Chapman sculpture should be placed in the next edition of Dorchester News.

The Committee felt that the new planters at the bottom of South Street had been a great success and it was hoped that improvements could also be made at Cornhill and Trinity Street in the future.

### **Resolved**

That the Outdoor Services Team update be noted.

## **25. Review of Borough Gardens Greenhouses**

Members considered a report by the Outdoor Services Manager which reviewed the operation of the greenhouses in the Borough Gardens and gave options for alternative methods of delivery of the service.

L. Low from the friends of the Borough Gardens and local residents L. Paulson and P. Jordan addressed the Committee in support of keeping the greenhouses.

The Committee felt that the greenhouses were a valuable part of the Gardens and were valued by the community. It was noted that there were no detailed plans for alternative uses for the greenhouses site. Members felt that the community could become more involved with the greenhouses and with any ideas to develop the site in the future as had

happened with the old bowling green area. The Committee also felt that some investment in the nursery area would be worthwhile.

**Resolved**

That the greenhouse operation continue and that officers investigate and draw up some alternative options for the site, which may include additional investment in the nursery, possible additional community use to fit around normal growing patterns and a public consultation exercise and report back to a future meeting of the Committee.

**26. Review of Outdoor Events – Summer 2018**

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 considered whether the annual Town Council Music event held at Maumbury Rings should continue following a low attendance number this year. Some concern was expressed regarding the type of bands that had been chosen and the amount of advertising prior to the event.

The Committee felt that on the whole the August bank holiday weekend events had been successful and wished for them to continue in 2019. It was however requested that officers and the Town Council representative on Dorchester Arts discuss with Dorchester Arts the Committee's aspiration for a family friendly event with a mix of musical styles and local bands.

**Resolved**

- (1) That the 2018 summer events feedback be noted.
- (2) That the Maumbury Rings Festival be held again over the 2019 August Bank Holiday.
- (3) That officers and the Town Council representative on Dorchester Arts discuss with Dorchester Arts the Committee's aspiration for a family friendly event with a mix of musical styles and local bands.

**27. Allotment Fees 2019**

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 2019.

L. Low addressed the Committee to thank the Council for the provision of an allotment plot for a Syrian refugee family that were living in the town.

## **Resolved**

- (1) That, as from 1 January 2019, 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 is no increase in the administration charge in 2019; the fees will therefore be:-

Rent - Full plot on any site	£36.00
Rent - Half plot on any site	£20.00
Water Charge – Full plot	£8.50
Water Charge – Half plot	£6.50
(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.

### **28. The Great Field - Update**

The Deputy Town Clerk updated the Committee in regard to progress with the Great Field following the successful consultation held in 2017. Work was due to begin in the Autumn with the pathways which would circle and cross the field, there was to be a stepped amphitheatre near to Damers First School and a landmark natural play area to be installed next spring. The feedback from the consultation suggested that a skatepark should not be provided but that parkour equipment should be installed instead. 450 trees and 26,000 shrubs would be planted together with further swathes of species rich grassland.

## **Resolved**

That the Great Field update be noted.

### **29. Sandringham Sports Centre – Parkour Equipment**

The Committee was informed that the parkour equipment at Sandringham Sports Centre had been vandalised back in the early part of the summer and had been taken out of use. Prior to this event some complaints had been received regarding anti-social behaviour in the area. Since the equipment had been taken out of use the Council had received one query regarding when the equipment was to be put back into use. This response was from a Director of Train Hard parkour which runs the successful parkour club in the town.

The Committee felt that the equipment had not been significantly missed and noted that new equipment was to be provided at the Great Field. It was however felt that the newly formed residents association for the area should be asked for its views on the matter and whether it would be willing to monitor its future use if the equipment was to be put back into good order.

**Resolved**

That the local Councillor(s) attending the next Residents Association meeting ask for its views on the matter and whether it would be willing to monitor its future use if the equipment was to be put back into good order.

**30. Maiden Castle Play Area – Wheelchair Accessible Swing**

Members noted that the Big Lottery Fund had awarded a grant of £6,395 towards the cost of installing a wheelchair accessible swing at Maiden Castle Play Area. Work was due to start installing the swing very shortly.

**Resolved**

That the update be noted.

**31. Governance Arrangements Task and Finish Group**

The Committee considered which of its members should be appointed to the Task and Finish Group being established by Policy Committee.

**Resolved**

That Councillors G. Duke and J. Hewitt be appointed to serve on the Governance Arrangements Task and Finish Group.

**32. Dorchester School Holiday Food Club Programme**

The Committee received feedback in respect of the Dorchester Foodbank (lunch club) grant awarded by the Council which last August supported over 40 families who were entitled to free school meals during term time by providing two parcels to each family over the four week period. This year it was proposed to provide parcels every week but there were concerns when over 80 families applied for help. However thanks to the generosity of local organisations, charitable trusts, churches and individuals enough money was raised to meet the expenditure of £7,500 and a total of 251 parcels was supplied. Morning and afternoon sessions were held and enough people volunteered to support both sessions. The families were invited to stay for coffee and cake and once again volunteers supplied a good range of homemade cakes.

Parcels contained fresh meat, cheese, eggs, ham, fruit and vegetables and non perishable items of pasta, rice, tinned fruit etc. Vouchers were also provided to help with buying toiletries, baby food etc. It was hoped to provide parcels at Christmas and the project would continue next year.

**Resolved**

That the grant feedback be noted.

33. **The Keep Military Museum – Funding Request**

The Committee considered a request for funding from The Keep Military Museum for a contribution from the Council's Cultural Activities budget for a contribution towards the Museum's proposed new gallery about the 75th Anniversary of D Day.

The Committee was informed that on 6 June 2019, the 75<sup>th</sup> anniversary of D Day, The Normandy Memorial Trust was unveiling a new memorial to honour the 22,000 plus soldiers, sailors, marines and airmen who had died fighting under British command during D Day and the Battle of Normandy. The memorial would overlook 'Gold Beach' near the town of Ver-sur-Mer which was close to Bayeux. The Dorsetshire Regiment had played a large part on the landings on Gold Beach and the subsequent campaign to liberate Europe.

**Resolved**

That a Cultural Activities grant of £5,000 be awarded to The Keep Military Museum.

34. **Requests for Financial Assistance**

The Committee considered various requests for financial assistance.

**Resolved**

- (1) That the grant application from the South West Dorset Multicultural Network in the sum of £80 be agreed.
- (2) That the grant application from Dorchester Arts in the sum of £150 be agreed.
- (3) That the grant application from Dorset County Museum in the sum of £500 be agreed.
- (4) That the grant application from Womens Action Network in the sum of £50 be agreed.
- (5) That the grant application from Dorchester Youth Extra be deferred to allow time to see if a cheaper training provider could be found.

(Councillors S. Jones, F. Kent-Kedger and M. Rennie declared a personal interest in the respect of (4) above.)

35. **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 5037 to 5048 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

36. **Buildings Monitoring Reports**

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

**Resolved**

That the Buildings Monitoring Reports be noted.

37. **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.

38. **Corn Exchange Roof**

The Committee considered a report by the Deputy Town Clerk on the appointment of professional services in respect of the forthcoming Corn Exchange re-roof project.

**Resolved**

That John, Stark and Crickmays Architects be appointed to manage the Corn Exchange re-roof contract.

39. **Dorchester Ballet and Dance**

The Committee had before it a report by the Town Clerk on an option for a permanent base for the Dorchester Ballet and Dance Club.

**Resolved**

That options are explored, as set out in the report, for a permanent base for the Dorchester Ballet and Dance Club.

Chairman



# Dorchester Town Council

## Policy Committee

20 November 2018

**Present:** Councillors, B. Armstrong-Marshall, R. Biggs, A. Chisholm, T. Harries, S. Hosford, G. Jones, T. Jones, P. Stein and D. Taylor.

**Also present:** Councillors G. Duke and M. Rennie.

### 14. Minutes

The Minutes of the Committee of 18 September 2018, adopted by Council on 25 September 2018, were taken as read and confirmed and signed by the Chairman as a correct record.

### 15. Financial Report 2018-19

The Town Clerk provided an update covering the Council's Month 7 spend in relation to the budget, cash, debt and payments positions, plus routine reports from the Internal and External auditor. He answered questions regarding current and year end levels of cash, investment advice and the loss of Arlingclose and the movement of cash between low interest earning funds.

The Town Clerk identified new costs associated with the elections for May 2019, the full repayment of a loan by Dorchester Town Community FC and the use of the remaining free parking days for the financial year. The Committee considered the costs of issuing poll cards and invited the Town Clerk to explore alternative options for promoting awareness of the election.

#### **Recommended to Council**

That the certified Annual Governance and Accountability Return for the year ended 31 March is approved and accepted.

#### **Resolved**

- a) That the Payments list totalling £230,625.14 be approved
- b) That the Internal Audit report and the response of the Town Clerk is noted

### 16. Transfer of Services and Assets

The Town Clerk reported that discussions with the District Council regarding the transfer of the Dorchester Market Charter to the Town Council were currently stalled. He provided a draft Memorandum of Understanding, which had been presented to West Dorset District Council, covering the future management of the market.

Members asked questions about the assets included within the Joint Market Panel's operations, the value of external legal advice and expressed concerns and disappointment

about the lack of progress relating to the transfer of the Market Charter and related assets. The Town Clerk confirmed that, failing transfer prior to reorganisation, his key concern related to the availability of staff within the new Dorset Council to undertake duties related to the Market agreements.

Members instructed the Town Clerk to continue to press for transfer of the Market asset.

**17. Dorchester Stations Access Issues**

The Town Clerk presented an update report covering current plans to address access problems at both West and South Train Stations.

Members noted that the latest position for the West Station Access Ramp anticipated construction by end March 2019 and asked for confirmation of the funding sources.

After asking questions regarding a tunnel which had previously existed on the South Station site the Committee also noted and supported the bid for funding from the Network Rail Access for All Fund for a lift-based platform access system.

**18. Dorchester Ballet and Dance**

The Town Clerk presented a report considering the possibility of relocating Dorchester Ballet and Dance to Sandringham.

A number of Members spoke in support of the activities of the Club. Members asked questions regarding the impact on current users of the site.

**Resolved**

That options are explored to facilitate a permanent base for Dorchester Ballet and Dance within the Sandringham Car Park area and that Councillors Harries and Stein are appointed to a Task and Finish Group to consider the proposal.

**19. Utility Cost Reduction – Battery Operated Grounds Maintenance Equipment and Solar Power**

The Town Clerk reported how the trialling of new battery operated equipment and the purchase of a new battery-operated vehicle for Grounds Maintenance staff had led on to discussions about the potential to install solar on the rooves of buildings owned by the Council.

The business case for solar was, however, much stronger prior to March 2019 due to the removal of feed-in tariff payments from next April. The Council had contacted a local contractor to receive a quote for the installation of panels at the Louds Mill Depot, but financial regulations would need to be waived to allow this to proceed.

Separate discussions had been held with Dorchester Town Community FC about the potential for a loan to the Club to enable them to deliver solar power on the Stadium roof. They have received two quotes for the work and the decision to proceed is theirs.

Members asked questions regarding the charges made by SSE for accepting the power generated into the electricity grid and the impact of the loss of Feed in Tariffs on the business case.

**Resolved**

- i) Due to the short time available before Feed in Tariffs are removed, and also because of the availability of a local provider, Financial Regulations 9.2 is suspended to provide a package of Solar Panel works at Louds Mill Depot, commissioned from Wessex EcoEnergy at a cost of c. £21,000 plus VAT, to be funded from the Council's Corporate Projects Reserve
- ii) That a loan of up to £50,000 be made available, at 5% interest, to be secured against future FIT payments, should Dorchester Town CFC wish to borrow funds to install solar panels

**20. Strategic and Operational Risk Registers**

The Committee considered a report of the Deputy Town Clerk which considered the process for the preparation of the Risk Register and focused on the seven high level risks identified that had been monitored in the previous year.

A Councillor raised concerns about risks associated with the bonfire recently held at Elizabeth Place and the Town Clerk summarised how the current informal arrangements had been reached. No change to the scoring of the risk was proposed.

The Committee discussed a potential new risk related to the impact of reorganisation on the future management of the Market and also requested that risks related to IT security be revisited. A Member asked a question regarding whether the Register should continue to be extended to cover Opportunities and the Town Clerk explained the Council currently had the financial flexibility to act more independently.

**Recommended to Council**

- i) That three risk scores related to GDPR, competition at the Municipal Buildings and football at Weymouth Avenue Recreation Ground be lowered and the resulting assessed high level strategic and operational risks be approved
- ii) That a new risk relating to the future management of the Market be introduced and the scoring of IT security risks be reviewed
- iii) That the strategic and operational risk registers, as a whole, be approved

**21. Appointment to New Council Governance Task and Finish Group**

**Resolved**

That Councillors G. Jones and P. Stein be appointed to the Group.

22. **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.

23. **Affordable Housing Initiatives on non-Council-owned Land**

The Town Clerk reported on two possible sites where the Town Council might assist the purchase of land by the Dorchester Area Community Land Trust.

Members noted that one of the pieces of land, currently in the ownership of Dorset County Council, had been sold to a higher bidder.

The Committee discussed the potential to acquire another local plot of land and agreed that the Town Clerk could continue discussions with the present owner.

**Resolved**

That the Town Clerk be authorised to continue discussions with the current owner of a site in Dorchester to acquire a single plot site suitable for development.

Chairman

# Dorchester Town Council

## Future Warding Arrangements for Dorchester

27 November 2018

1. Over the summer the Local Government Boundary Commission for England carried out consultation on warding arrangements for the new Dorset Council, plus the impact this would have on Town Council Warding arrangements.
2. At Dorset Council level the final outcome is as follows:
  - A 2 member East Ward, covering an area broadly east of a line along Weymouth Avenue, South Walks Road and Icen Way
  - A 2 member West ward, covering an area broadly west of the above line but east of new Poundbury
  - A 1 member Poundbury ward covering new Poundbury
3. At Dorchester Town Council level the final outcome is as follows:
  - Dorset Council East Ward is further subdivided along a line from Prince of Wales Road to St Osmunds School into a 5 member East ward and a 3 member South ward
  - Dorset Council West Ward is further subdivided along a line from Bridport Road to Damers Road and Great Western Road into a 4 member North ward and a 4 member West ward
  - The Poundbury Ward will elect 4 members
4. As this outcome was significantly different from the option on which LGBCE consulted, a local Member requested further information from LGBCE, whose response included the following relevant points
  - Their draft consultation report acknowledged the option for single member wards and they requested further evidence to support either approach
  - It was claimed that a request for detailed submissions in support of either approach was made at the consultation event held on 11 June
  - The Town Council was the only 1 of 16 responses received in support of the draft LGBCE recommendation, but it did not include details in support of the approach
  - Having visited the town the LGBCE considered that much stronger evidence had been provided to create a single member ward for Poundbury
  - The timetable for the introduction of the new Dorset Council make a second round of consultation impossible; the legislation only requires one round of consultation, although a second round of consultation is often employed
5. The order has been laid with Parliament and, subject to their approval, will be approved in mid-December.

Adrian Stuart  
Town Clerk