



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 29 January 2019** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meetings of the Council held on 27 November 2018 (Page 3).

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

- a) To receive an update on local Policing Issues
- b) To receive a short verbal update on matters arising at the Youth Council
- c) To receive communications from the Mayor and the Town Clerk
- d) To receive questions raised by Members no less than 2 working days prior to Council

3. **Updates from Partner Authorities**

- a) Verbal update from a Dorset County Councillor (Councillor R. Biggs)
- b) Verbal update from a West Dorset District Councillor (Councillor R. Potter)

4. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	3 December 2018 Page 6
Planning & Environment Committee	7 January 2019 Page 11
Management Committee	15 January 2019 Page 19
Policy Committee	22 January 2019 Page 25

5. **Calendar of Meetings 2019/20**

To approve the Calendar of Meetings for 2019/20

Page 30

Adrian Stuart Town Clerk
23 January 2019

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.

Dorchester Town Council

Meeting of the Dorchester Town Council

27 November 2018

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

Apologies: Councillors C. Biggs and A. Lyall.

30. Minutes

The minutes of the meeting of Council held on 25 September 2018 were confirmed and signed by the Mayor as a correct record.

A Councillor asked for an update regarding the potential for charging for vehicles that use the town centre and it was confirmed that a report was in preparation for a DTEP meeting in January 2019.

Councillor T. Jones provided an update regarding the Waste and Minerals Local Plan, indicating that, in the event that new development took place north of Dorchester, this was likely to lead to a repositioning of the current Household Recycling Centre.

31. Communications & Questions

Councillor S. Jones provided feedback from a meeting with the Youth Council. The Youth Council expressed support for the Plastic Free Campaign and were continuing with fundraising for a toilet in Africa. A drop-in session for potential new members was scheduled for 13 December.

The Mayor thanked all those involved in the Remembrance events, both on the Sunday and at the preceding Homecoming event. The sentiment was echoed by a number of Members and the Poppy Trail was also commended. In response to a question it was confirmed that a plaque would be provided to explain the relevance of the new commemorative statue opposite the War Memorial.

The Mayor highlighted the forthcoming Carols in the Garden event on 20 December and a Member highlighted the timing of Gender Based Violence fortnight. He also gave details of his successful visit to the twin town of Lubbecke.

The Council considered a question from Councillor Chisholm regarding occupancy of properties on the Poundbury development, after he highlighted its relevance to the debate on future housing provision. Members invited the Town Clerk to instead pursue enquiries regarding underoccupancy on a town-wide basis.

Several Members highlighted concerns regarding Policing in the town and invited the Town

Clerk to press for local contact. A Member indicated a meeting was about to be held regarding specific recent concerns in North Ward.

32. Updates from Partner Authorities

Councillor A. Canning provided an update regarding the work of Dorset County Council. He explained that delays to the implementation of Traffic Regulation Orders at Lubbecke Way and Victoria Road were related to staffing issues. He highlighted plans to apply for HLF grant for improvements at the Roman Town House. He provided an update regarding Local Government Reorganisation, including the financial pressure the new Council would face and progress on tier 2 interviews.

Councillor S. Jones highlighted issues under consideration at West Dorset District Council, reporting concerns that in its final few months the Council would progressively lose control to the new Shadow Authority, citing the recent problems associated with Asset Transfers.

She also contrasted the resources that the District Council was putting in to a masterplan for the centre of Dorchester with the lack of action by the District Council to safeguard key historic buildings on High Street. Council requested the Town Clerk to contact the District Council to invite them to consider whether two specific buildings were at risk.

33. Planning and Environment Committee – 1 October 2018

It was proposed and seconded that the minutes be adopted. Noting the comments made in the County Councillor Partner Authority update a Member emphasised an urgent need for progress on TROs at Lubbecke Way.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 1 October 2018 be adopted.

34. Planning and Environment Committee – 5 November 2018

It was proposed and seconded that the minutes of the meeting be adopted. The Chairman noted that, following Councillor Hewitt's appointment at Management Committee, minute 45. was now a resolved item.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 5 November 2018 be adopted.

35. Management Committee – 13 November 2018

It was proposed and seconded that the minutes of the meeting be adopted. Two misspellings were corrected and the Chairman noted the appointment of Councillors Kent-Ledger and Lyall to a Task and Finish Group at minute 39.

Resolved

- i) That the Council supports the journey for Dorchester to achieve Plastic Free Community status
- ii) That Councillor S. Jones be appointed to sit on the Plastic Free Status

Steering Group once it is established

- iii) That the minutes of the meeting of the Management Committee held on 13 November 2018 be adopted.

36. Policy Committee – 20 November 2018

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

A Member reiterated the need for information regarding partner funding contributions to the Dorchester West Station Access Ramp. Several members commended the initiative at minute 19 to use and deliver clean energy.

Resolved

- i) That the certified Annual Governance and Accountability Return for the year ended 31 March 2018 is approved and accepted
- ii) That with regard to the Strategic and Operational Risk Registers
 - a. The three risk scores related to GDPR, competition at the Municipal Buildings and football at Weymouth Avenue Recreation Ground be lowered
 - b. That a new risk relating to the future management of the Market be introduced to the Risk Register and the scoring of IT security risks be reviewed
 - c. That the Risk Registers, as a whole, be approved
- iii) That the minutes of the meeting of the Policy Committee held on 20 November 2018 be adopted.

37. Future Warding Arrangements for Dorchester

Council noted a report of the Town Clerk regarding the final outcome for new Council warding arrangements to take effect in May 2019. A Member expressed the hope that it would not lead to a situation where Poundbury was not fully integrated into the town.

The Council rose at 7.50pm.

Mayor

At public question time after the meeting a resident provided their views regarding policy DOR 15 of the West Dorset, Weymouth and Portland Draft Local Plan, which led to general discussion regarding the policy and the ideas being advocated.

Dorchester Town Council
Planning and Environment Committee
3 December 2018

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

49. **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.

50. **Minutes**

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

51. **Minute Update Report**

The Committee Clerk went through the update on the outcome of the TRO requests to DCC and reported that the resident who had requested double yellow lines on the junction of Weatherbury Way and Mellstock Avenue would be pursuing this with DCC as he had ongoing concerns about the safety of school children.

Lubbecke Way

The Committee Clerk read out an email from the Development Team Leader, Dorset Highways on the progress of the TROs for Lubbecke Way:

'Experimental TRO (Parking Restrictions along Lubbecke Way) – Primary Consultation is complete, DCC's Regulation Team producing draft order, schedule and public notice. No date for public advert can be provided at present but this is now likely to be in the new year due to lead in times for adverts and interrupted service over the festive period. Once order is advertised DCC Highways can implement the lining restrictions, but it is important to note that lining operations are weather susceptible and can be delayed by inclement weather such as snow etc.

7.5t weight limit – This is following the Council's standard TRO process. Timetable as above.

Public notice will be for a 21 day period during which objections / representations may be received. If this does happen the matter must be taken to DCC's Regulatory Committee for consideration before the order can be made, if the committee approve.'

Members were most dissatisfied at the length of time processing these TROs was taking, particularly when they had been advised that the experimental order could be dealt with and implemented very quickly. A question was asked as to what the lead in time for advertisements actually meant. It was noted that many of the bollards already placed in

Lubbecke Way had been damaged or moved and were proving ineffective for their purpose.

The Committee also wanted Sir Oliver Letwin to be updated on the situation following his meeting with local residents. Another such meeting was planned in January 2019.

Resolved

- i) That the Committee Clerk takes the necessary follow up action on the points discussed.
- ii) That the Minute Update Report be noted.

52. Petition Received

Two residents who had co-ordinated the petition, asking for a 20mph limit in Lubbecke Way, St Georges Road, Eddison Avenue, Acreman Road and Long Bridge Way plus speed reducing humps down Lubbecke Way, addressed the Committee. They had received great support from local residents and the primary concern was the speed at which traffic was driving through a residential estate to an industrial estate.

The Committee was well aware of the problems being experienced in the area and was very supportive of the residents' aims. They commented on the need for rigorous enforcement of any traffic measures that were put into place in the area.

The Committee Clerk pointed out that DCC would assess any request for 20mph speed limits against its speed limit policy and reminded Members of the informal advice they had previously been given about speed bumps in Lubbecke Way. A Dorset County Councillor advised that it was likely that DCC would want to see the impact of planned TROs in the area were having before considering any further action.

The Committee supported the petition with the amendment that any speed reducing measures introduced in Lubbecke Way should be appropriate to the road and agreed that the petition should be forwarded to DCC for their consideration.

Members suggested that local residents should consider setting up a Community Speed Watch Scheme once the planned TROs were in place and it was also suggested that DCC be requested to install a traffic tube to gather data on traffic speeds.

Resolved

- i) That the petition, supported by the Committee, asking for a 20mph limit in Lubbecke Way, St Georges Road, Eddison Avenue, Acreman Road and Long Bridge Way plus speed reducing measures down Lubbecke Way be forwarded to DCC for their consideration.
- ii) That the Committee Clerk takes the necessary follow up action on the points discussed.

53. 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.

54. **Planning Issues to Note**

Resolved

That the Planning Issues to Note report be noted.

Chairman

Dorchester Town Council

Planning and Environment Committee – 3 December 2018

1. **WD/D/18/002477 - 25 ICEN WAY, DORCHESTER, DT1 1ER**
Erection of covered carport to front elevation
No objection

2. **WD/D/18/002487 - 2b and 2c SALISBURY STREET, DORCHESTER, DT1 1JU**
Demolish redundant former garage/workshop and erect two dwellings.
Modify existing vehicular accesses.
No objection

3. **WD/D/18/002643 - LAND AT LUBBECKE WAY, DORCHESTER**
Modification of planning obligations on section 106 agreement dated 9.6.11 & deed of variation dated 3.7.15 (pp. 1/D/09/001378)
From the information provided, the Committee agreed that they could not make a decision or comment on the application as it was not clear what the application was actually for. The Committee Chairman reported that he had contacted the Planning Officer for clarification of the purpose of the application but had not received any information.

4. **WD/D/18/002511 - 1B LISCOMBE STREET, POUNDBURY, DORCHESTER, DT1 3DF**
Change of use from office/retail to a wellness centre (Use Class D1)
No objection

5. **WD/D/18/002651 - 49 WESSEX ROAD, DORCHESTER, DT1 2NU**
Erection of two storey rear extension
Objection. The Committee considered that by reason of its design and mass, and building close to the mutual site boundary the proposal would have an unacceptable overbearing effect on the occupants of the neighbouring property and result in overshadowing and loss of light impacting negatively on residential amenity. The proposal would therefore be contrary to Policy ENV 16 of the adopted Local Plan.

6. **WD/D/18/002594 - PHASE 3 BREWERY DEVELOPMENT SITE, WEYMOUTH AVENUE, DORCHESTER**
Application for approval of reserved matters for appearance, landscaping, layout & scale of outline planning permission 1/D/13/000999
No objection

7. **WD/D/18/002692 - LAND WEST OF TESCO STORE, WEYMOUTH AVENUE, DORCHESTER**
Erection of a new restaurant unit for flexible use within class A3/A5 (sui generis), including drive-thru lane, access, car parking, delivery bay, landscaping, fencing and associated planting
No objection, however the Committee requested that S106 money from the development should be used to provide a number of litter bins in appropriate locations around the site

and wider area.

8. **WD/D/18/002608 - 6 NANTILLO STREET, POUNDBURY, DORCHESTER, DT1 3WN**
Display of 1no hanging sign, 1no wall plaque and 3no parking space signs
No objection

9. **WD/D/18/002620 - 57 COBURG ROAD, DORCHESTER, DT1 2HR**
Demolition of porch and garage. Erection of single storey side extension.
No objection

10. **WD/D/18/002533 - 31B GREAT WESTERN ROAD, DORCHESTER, DT1 1UF**
Change of use from A1 (shop) to A3 (restaurant) and associated works
No objection. However, the Committee were concerned that from the plans of the proposed restaurant it was unclear how customers with mobility problems could access the toilets on the top level of the ground floor. Comment was also made about the lack of information about the opening hours of the proposed café/restaurant.

11. **WD/D/18/002684 - LAND WEST OF TESCO STORE, WEYMOUTH AVENUE, DORCHESTER (See also No. 7)**
Wall mounted Pre-order menu unit; (Sign No. 3 & 4) 1 No. Wall mounted main menu board; (Sign No. 5) 4 No. Directional Ground Signs; (Sign No. 7a, 7b, 7c & 7d) 1 No. Disclaimer sign; (Sign No. 10) 2 No. Disabled parking signs; (Sign No. 8 & 9) 1 No. Grill bay sign; (Sign No. 11) 3 No. Red KFC Lettering; (Sign No. 14, 14A & 14B) 3 No. White KFC Lettering; (Sign No. 13, 13A & 13B) 1 No. Colonel Entrance Portal Sign; (Sign No. 1) 1 No. "Pay Here" vinyl sign; (Sign No. 15) 1 No. "Pick Up Here" Sign; (Sign 16) 2 No. Projecting "Window" Signs; (Sign No. 17 & 18) 1 No. Speaker Post. (Sign No. 6)
No objection

12. **WD/D/18/002470 - BUILDING 287, POUNDBURY**
Application for approval of reserved matters for outline approval 1/D/09/001363 - Construction of 2 no. self-contained apartments at first floor of two storey building previously approved (p.p 1/D/09/001363) as office accommodation. (Ground floor to remain as commercial).
No objection

Dorchester Town Council
Planning and Environment Committee
7 January 2019

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

55. Petition – Licensed Premises in the Town Centre

The Chairman welcomed everyone to the meeting and introduced the members of the Committee.

Mr Levin, Chairman of the Heritage Quarter Residents' Association presented the petition calling for pub and bar licensing hours in Dorchester to be restricted to a closing time of 11pm. He explained how the centre of Dorchester had changed, particularly with an increase in residential dwellings, and he detailed the problems being experienced by residents. Complaints had been made to WDDC and Dorset Police but no action had been taken and residents were now requesting licensing changes from WDDC to reflect the reality of the current situation.

A large number of local people, both residents and business owners, attended the meeting and many spoke both in support of and against the petition. The Chairman also read out several email comments received. The main points raised included:

In Support

- Problems weren't always experienced immediately outside licensed premises, it was more widespread
- Many old licensed premises did not have adequate soundproofing
- Problems had been experienced with anti-social behaviour, noise, sleep deprivation, smashed windows, vomit, urination, human excrement, sexual activity, obscene acts, supply and use of drugs
- Residents did have human rights and these should be protected by the licensing objectives
- Despite the many complaints to WDDC, little action appeared to be taken and a licensing review was needed
- An increased Police presence was required
- Smoking restrictions had increased outside noise
- Lengthening licensing hours had lengthened the period problems were experienced
- The number of people reporting problems at this meeting provided the evidence of the problems
- A balanced compromise to the problems needed to be found

Against

- Not all residents in the area had experienced problems
- It was unfair to tar all licensees with the same brush
- Most licensees managed their premises well, had a zero tolerance to drugs and adhered to their alcohol licences, working directly with the Licencing Authority but they could not be responsible for those who were refused admission through being drunk and who then caused problems elsewhere
- Better policing was needed beyond licenced premises
- If the change requested was imposed it would impact on many people and their livelihoods not just licensees
- The town centre needed life

A claim was made that Councillor Harries had a direct personal interest in this item but he advised that the Town Clerk had confirmed that this was not the case and he could take part in the debate and decision making.

Committee members had a great deal of understanding for the residents and the problems they were experiencing but they also noted the efforts of licensees in managing their premises to minimise these problems. All agreed that the anti-social behaviour described was unacceptable and created a serious public nuisance.

As a member of WDDC's Licensing Committee, Councillor Rennie gave a summary of the principles and operation of licensing legislation and the role and responsibilities of the licensing authority.

The Committee considered that a proactive police response was needed but due to budgetary cuts this was unlikely to happen and the best way forward was for a collaborative approach using the proper procedures. Particular problems would need to be addressed on an individual basis rather than through a blanket approach. Many of the problems identified were national issues and would need a change at that level rather than being dealt with locally. Lack of police officers was seen to be a key element in dealing with and resolving many of the problems described and Members considered that this needed addressing. It was noted that a group, involving the Police, had already been set up to seek to resolve the problems.

The following resolution, in response to the petition, was then proposed, seconded and unanimously agreed:

'The Planning and Environment Committee recognises the concerns of town centre residents at the growing number of late night incidents of anti-social behaviour and agrees that there needs to be a balance between the requirements of the night-time economy and the safety and quality of life of local residents.

The Town Council calls on WDDC's Environmental Health and Licensing officers to work with Dorset Police and local licensees to develop a co-ordinated strategy, based on Pubwatch, to address residents' concerns. The Town Council also calls on Dorset Police to

give a higher priority to providing officers to visit the town centre on Friday and Saturday nights.

The Town Council recognises that there are limits to what can be done due to the cuts in Dorset Police's funding and the way that the current licensing arrangements operate and will therefore write to the local M.P. asking him to lobby Government for greater funding for Dorset Police and for a review of the effectiveness of licensing arrangements in market towns.'

Resolved

That the Committee Clerk advises all of the relevant people of the Town Council's response to the petition and asks for their feedback on this.

56. 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.

When the Committee considered the planning applications (see Minute 60), Councillor Rennie declared a personal interest in planning application WD/D/18/002835 as a trustee of Whetstones.

57. Minutes

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

58. Minute Update Report

Lubbecke Way

The Committee Clerk provided an update on Lubbecke Way issues and advised that DCC were making arrangements for consideration of the petition submitted to them.

Information had been provided by DCC about the costs and practical arrangements for the installation of a traffic tube in Lubbecke Way and the Town Clerk considered that there was adequate budget provision for this. The Committee agreed that DCC should be requested to install a tube, in the most appropriate place, as soon as possible.

Information was provided about the timetable for progressing the TROs approved for the area and Members were again very concerned at the length of time this was taking when it had been indicated that this could be implemented very quickly.

An east ward member pointed out that a motorhome was parked in the 'stopped up' area of St Georges Road and the Committee Clerk was asked to report this to the appropriate DCC officer.

Resolved

- i) That DCC be commissioned to install a traffic tube in Lubbecke Way as soon as possible.
- ii) That DCC be advised of the Town Council's ongoing concerns at the length of time it was taking to process and implement the two approved TRO's for the Lubbecke Way area.
- iii) That DCC be advised of the motorhome parked in the 'stopped up' area of St Georges Road.
- iv) That the Minute Update report be noted.

59. Princes Street and Top O' Town Cycleway Improvements

The Committee considered DCC's proposal for a highway improvement scheme for Princes Street and Top O'Town Cycleway.

Members supported this proposal and requested that if possible an appropriate tree be planted in the extended pavement fronting the entrance to the Borough Gardens.

Resolved

That DCC be advised that the Town Council supports the proposal for a highway improvement scheme for Princes Street and Top O'Town Cycleway and that it requests that an appropriate tree be planted in the extended pavement fronting the entrance to the Borough Gardens.

Councillor Canning left the meeting at this point.

60. 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.

61. Planning Issues to Note

Resolved

That the Planning Issues to Note report be noted.

62. Urgent Item

The Chairman was aware that DCC would be considering a petition from residents of the Park District, Weymouth asking for a review of the residents' parking permit scheme for the area as it was considered to no longer fit for purpose.

He considered this would be an opportune time to raise the issue of the additional residents' permit parking scheme areas in Dorchester that had been requested some time ago by the Town Council. Committee members agreed with this and also asked that DCC be requested to give some definitive timescales for consideration of the Dorchester Parking Review.

As this was the first Council meeting of the year, Members wholeheartedly congratulated Councillor Rennie on the award of her M.B.E.

Resolved

That DCC be reminded of the request from the Town Council for additional residents' permit scheme areas in Dorchester and that a definite timetable be given for consideration of these and the Dorchester Parking Review.

Chairman

Dorchester Town Council

Planning and Environment Committee – 7 January 2019

1. **WD/D/18/001153 - FORMER SITE OF WATSON PETROLEUM LTD & DORCHESTER COLLECTION SHOWROOM, LONDON ROAD, DORCHESTER, DT1 1NE**

Erection of 44 retirement living apartments (category II sheltered) with communal facilities, car parking & access from London Road

Recommend refusal.

The Committee noted the amended plans and while agreeing that the design changes were, to some extent, an improvement, the changes and revisions went no way to satisfy their previous concerns and therefore the Committee agreed that their previous objection still stood – as follows:

The Committee had serious concerns about many aspects of the development.

The site is in a key, prominent position on the eastern entrance to the town, very close to the Dorchester Conservation Area. As such Members were very disappointed with the design, materials and scale of the building, considering that it would be unduly dominant and prominent in the street scene, detracting from the visual amenity and character of this gateway location to Dorchester. There is a wide mix of design styles along London Road but this building would do nothing to enhance or improve the area and was completely out of character with the established pattern and density of development within the locality. The building was seen to be of poor design and limited architectural merit and fails to meet the core planning principle in the NPPF to always seek to secure high quality design and a good standard of amenity for all.

The height and mass of the building were considered to be excessive and the size and positioning of the building, by virtue of overshadowing and its oppressive impact, would have a detrimental impact on the residential amenity of immediate and other neighbouring properties.

The Committee considered that the density to the development was too high for the area and the resulting demand for car parking spaces could not be met on site. Due to the nature of the development it was likely that there would be high demand for parking for visitors and carers. Demand for on street car parking spaces in the immediate area was already at capacity and the overspill demand for car parking created by the development would make this considerably worse and would be unacceptable. The size of the individual parking spaces proposed were considered to be too small for the intended users and the provision of only one disabled parking space on site was considered to be totally inadequate.

The Committee considers that WDDC, as the planning authority, should insist on adherence to policy HOUS1. of the adopted Local Plan for the provision of 35% affordable housing on

this site. It did not consider that an off-site contribution for affordable housing was appropriate as there were few, if not no, suitable sites in the town for such housing to be provided. Members appreciated that there was a need for **affordable** general and extra care housing for over 55's in the town and there could be an opportunity to provide some of this specific type of accommodation on this site although affordable family housing should be the priority.

Further concerns were raised about the limitations of the tree survey provided and the fact that the architectural survey was only desk based.

The Committee requested that this application is considered by WDDC's Planning Committee for decision. Overall the Committee considered that this proposal is contrary to Policies ENV10., ENV12., ENV15., ENV 16., HOUS1. and COM9. of the adopted Local Plan and the core planning principles and Section 7 of the NPPF.

2. **WD/D/18/001671 + WD/D/18/001618 - 19 HIGH WEST STREET, DORCHESTER, DT1 1UW**

Conversion of first and second floor HMO to 3 self-contained flats + Internal and external alterations to convert first and second floor HMO to 3 self-contained flats

No comment

3. **WD/D/18/002835 - 1-4 WHETSTONES, WEST WALKS, DORCHESTER**

Proposed to replace rotting wooden fascia boards with black upvc woodgrain fascia.

This is an application for a Certificate of Lawfulness for a proposed use, it is not a planning application and WDDC cannot consider the planning merits of the development. The application will be determined solely on the question of whether the use proposed would have been lawful on the date the application was made.

No comment

4. **WD/D/18/002712 - 21 GLYDE PATH ROAD, DORCHESTER, DT1 1XE**

Replace the front door and door frame

No comment

5. **WD/D/18/002756 - 89 SOUTH COURT AVENUE, DORCHESTER, DT1 2DA**

Change of use from C2 (residential institution) to C3 (residential dwelling)

No comment

6. **WD/D/18/002755 - YMCA, 4 SAWMILLS SITE, SAWMILLS LANE, DORCHESTER, DT1 2RZ**

Single storey extension to the entrance of existing building & the construction of a covered buggy & cycle store

No comment

7. **WD/D/18/002778 - 31 GREAT WESTERN ROAD, DORCHESTER, DT1 1UF**

Display illuminated front, side and rear fascia signs (retrospective)

Recommend refusal.

The Committee considered that the signage, by virtue of its size, design, materials and type of illumination results in inappropriate signage that is obtrusive and fails to respect the character and setting of the Conservation Area and the adjoining Scheduled Ancient Monument. Much of the signage appeared to be unnecessary even if it was not illuminated. The proposal is therefore contrary to Policies ENV 4. And ENV. 14 of the Adopted Local Plan.

8. **UNIT 350 SECTOR 3.49 NORTH EAST QUADRANT, PEVERELL AVENUE EAST, POUNDBURY - WD/D/18/002717**

Application for approval of reserved matters of appearance of outline approval 1/D/09/001363 - to revise the external appearance including omission of ground floor colonnade to the front (south) elevation of building

No comment

9. **LAND EAST OF, 10 WHITFIELD ROAD, DORCHESTER - WD/D/18/002795**

Erect 1 No. two storey dwelling with detached garage and associated access and parking

No comment

Dorchester Town Council

Management Committee

15 January 2019

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

In Attendance: Councillor T. Harries
F. McLaren – Friends of the Borough Gardens

Apologies: Councillors C. Biggs and G. Duke.

40. Minutes

The Minutes of the Meeting of the Committee held on 13 November 2018, adopted by Council on 27 November 2018, were taken as read and were confirmed and signed by the Chairman as a correct record.

41. Municipal Buildings - Lift

The Committee considered a report by the Deputy Town Clerk on matters related to the lift in the Municipal Buildings.

Members noted the action that had been taken as a result of the incident and the action that was proposed in respect of investigating the options available for a long term reliable to solution to the lift issue.

The Committee also requested that the booking form be amended to let hirers know that the lift should only be used with the assistance of a Town Hall Keeper and that the emergency telephone numbers at the Borough Gardens House also be checked to ensure they were up to date.

Resolved

That the action taken be noted and that a further report be presented to a future meeting of the Committee on the options available for a long term reliable solution to the lift issue.

42. 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.

It was requested that the fencing up against the Borough Gardens railings which enclosed the bin store and also the composting area have some work undertaken to it so as to soften the view of those two areas from outside of the Gardens.

Members wished to thank staff for their hard work in respect of the Town's Christmas decorations which looked very nice again this year. The Committee asked whether investigations could be made into lighting the tree outside of Coffee #1 as had happened in previous years.

Resolved

That the Outdoor Services Team update be noted.

43. King's Road Play Area – Steam Roller

The Committee was informed that the information board about the steam roller at King's Road play area had now been installed. The installation had been timed to coincide with the first Christmas Steam and Vehicle Meet, organised by Transport of Yesteryear, held at Top O' Town car park and which featured a working Eddison (similar to the one at King's Road) driving through the town.

It was reported that the Council had received a few requests asking whether the steam roller could be put back to its original paint colours (green and black) rather than the bright colours that it was at present.

Resolved

That the steam roller at King's Road play area continue with its present bright colour scheme.

44. Sandringham Sports Centre – Parkour Equipment

Further to Minute No. 29 the Committee gave further consideration to the future of the parkour equipment at Sandringham Sports Centre.

Members felt that as the equipment was not well used and that the area was being used for anti-social purposes that the equipment should be removed and located elsewhere if that was possible.

Resolved

That the Sandringham Sports Centre Parkour equipment be removed.

45. 2019-20 Estimates, Special Items and Fees and Charges

The Committee considered a report by the Town Clerk which incorporated draft Estimates for 2019-20 in respect of Allotments, Cemeteries, Cultural and Twinning, Municipal

Buildings and Parks Gardens and Open Spaces. The report also included details regarding Reserves and the main changes which affected the proposed budget. The Deputy Town Clerk responded to Members detailed questions.

Members noted that £18,000 had been provisionally included for Special Items and the report set out proposals in respect of that resource.

The report also set out proposals for Cemetery fees and hire charges for the Municipal Buildings, Borough Gardens House and the Tennis Courts.

Resolved

- (1) That the Policy Committee be informed that the draft Estimates for 2019-20 be approved so far as this Committee is concerned including the Special Items as set out below:-
 - Resurfacing the area around the Borough Gardens Fountain - £8,000.
 - Construction of a path to the Wheelchair accessible swing at Castle Park play area - £4,000.
 - Twinning celebrations – 60 years twinned with Bayeux - £3,000
 - New Council Member Training - £3,000
- (2) That the charges for hire of the Municipal Buildings, Borough Gardens House and for the tennis courts not be increased in 2019-20.
- (3) That the charges in respect of Dorchester, Fordington and Poundbury Cemeteries be as set out in Appendix 1 with effect from 1 April 2019.

46. Requests for Financial Assistance

The Committee considered various requests for financial assistance.

Resolved

- (1) That the grant application from Dorchester Athletic Club in the sum of £250 be agreed.
- (2) That the grant application from AsOne Theatre Company in the sum of £320 be agreed.
- (3) That the grant application from Julia's House in the sum of £180 be agreed.
- (4) That further information be sought in respect of the grant application from Rock Against Racism Dorchester with the final decision on the application be delegated to the Deputy Town Clerk following consultation with the Chairman and Vice Chairman of the Committee.

47. 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 5049 to 5056 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

48. **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.

49. **Dorchester Arts**

The Committee noted the minutes of the Dorchester Arts Board meeting held on 14 November 2018.

The Council's representative to Dorchester Arts responded to Members various questions and requested that she be involved in the informal meetings that might occur between Dorchester Arts meeting so that she may be fully briefed. She also requested that she be involved in meetings regarding The Maltings.

50. **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.

51. **Municipal Buildings and Borough Gardens House Regular Hire Discounts 2019-20**

The Committee considered a report by the Town Clerk which set out a schedule of the hire discounts, and the reason for the discounts, received by various hirers of rooms within the

Municipal Buildings and the Borough Gardens House Community Room. The report also set out proposed revised charges for those discounted regular hirers.

Resolved

- (1) That the schedule of discounts be agreed.
- (2) That the revised charges be agreed as from 1 April 2019.

52. The Borough Gardens – Christmas 2019

Members had before them a report by the Town Clerk on a proposal for an event in the Borough Gardens for Christmas 2019.

The Committee was very supportive of the proposal but felt that it would be appropriate for two Members to be involved in future discussions along with the appropriate officers.

Resolved

- (1) That the proposed event be supported.
- (2) That following the election of the new Council, two Members be appointed to help progress the proposal.

Chairman

DORCHESTER TOWN COUNCIL

Dorchester, Fordington and Poundbury Cemeteries Fees 2019-2020

INTERMENTS	1 Apr 19
a) A child before 2 years or stillborn	Nil
b) A child age from 2 years to 16 years	£175
c) A person aged 17 years or older	£580
d) A casket of ashes	£175

SCATTERING OF ASHES

a) In a previously used plot or in the Poundbury Pavilion chamber	£62
b) In the Garden of Remembrance	£30

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£870
End of term Renewal for 25 years	£730
b) Infant under the age of 2	£200
End of term Renewal for 25 years	£730
c) Ashes plots	£345
End of term Renewal for 25 years	£175

Additional Interment, Scattering and Exclusive Rights fees will be charged for

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herringston within the previous **ten** years or previously resident for at least **twenty-five** years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Where not already included in an exclusive right of burial, for the right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site. **£200**

An additional inscription, after the first, on a gravestone or other memorial (for each deceased) **£103**

CHAPEL HIRE

Use of South Chapel at Weymouth Avenue **£250**

VAT is not chargeable on any of the above fees.

Dorchester Town Council

Policy Committee

22 January 2019

Present: Councillors R. Biggs, T. Harries, G. Jones, T. Jones and P. Stein.

Apologies: Councillors B. Armstrong-Marshall, A. Chisholm, S. Hosford and D. Taylor.

Also present: Councillors J. Hewitt and R. Potter

24. Minutes

The Minutes of the Committee of 20 November 2018, adopted by Council on 27 November 2018, were taken as read and confirmed and signed by the Chairman as a correct record.

25. Budget and Medium Term Financial Strategy

The Chairman presented a report covering the Committee's budget and the overall budget and medium term strategy for the Town Council. Key issues for consideration included a one off contribution of £100,000 to the Municipal Buildings Reserve, Elections costs estimated at £20,000, Special Items totalling £18,000, all contributing to an Operational Budget of £1,389,000. With a 3.3% increase in Tax Base and a planned 2% increase in Council Tax this would allow £75,000 to be added to the Corporate Projects Reserve.

The Clerk identified the position regarding the Council's Earmarked and General Reserves and outlined the Medium Term Financial Strategy.

Questions were asked regarding the prospect for the transfer of income generating services by the District Council and the progress of a Reserves funded project to provide infrastructure at Poundbury Cemetery.

Members considered alternative options for the Precept and Council Tax, recognising two different strategies of either building up Reserves and revenue capacity by increasing the Council Tax now or waiting to see the size of cuts to discretionary services by the new Unitary Council.

Recommended to Council

That the Medium Term Financial Strategy and Revenue Budget 2019/20 are adopted as laid out in Appendix 1 to these Minutes, to include: -

- i. A Council Tax Band D charge of £192.78, an increase of £3.78 (2.00%)
- ii. A precept of £1,463,971, an increase of 5.45%

26. Financial Report 2018-19

The Town Clerk provided an update covering the Council's Month 9 spend in relation to the budget, cash, debt and payments positions, as well as outlining a revised statement of policy on Pension Discretions.

Resolved

That the Payments list, totalling £405,884.62, is approved

Recommended to Council

That the Statement of Policy on the Local Government Pension Scheme 2014 Discretions, appended to the agenda of the Policy Committee, is approved

27. Corporate Plan Update at 31 December 2018

The Town Clerk reported on progress against milestones set within the Corporate Plan, in particular focusing on Heritage Tourism Strategy Development and the Transfer of Services and Assets from West Dorset District Council.

He responded to questions regarding the use of external consultants to support the development of the strategy and the process for selecting contractors to support the Strategy development. He also noted a second approach from a local provider who believed they could support parts of the Heritage Strategy development process.

The Clerk confirmed that the Council's officer team had the skills and capacity to take on additional work associated with the transfer of responsibility for supporting the Markets Panel.

Resolved

That Members of the Policy Committee meet with Heritage partners and potential contractors to explore the potential for commissioning work on a Heritage Strategy for Dorchester.

28. 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.

29. Staffing Issue

The Town Clerk reported on a staff grading issue.

A concern was raised that, while case for upgrading the post was strong, it might have implications elsewhere in the organisation's structure.

Resolved

That, subject to validation by South West Provincial Employers, the post of Outdoor Services Manager is regraded to SCP 40-43 wef 1 January 2019, with the current postholder being placed on SCP 40 with annual incremental progression.

30. **St Osmunds School Sports Facilities**

The Town Clerk provided background to a recent decision by St Osmunds Community Sports Centre Trust to cease trading. He also provided details of confidential discussions with St Osmunds School regarding the potential to provide limited continued use of school facilities by community groups.

Several Members noted the use of the facility either personally or by family members. A Member asked for confirmation that there was insufficient capacity elsewhere in the town should the facility be lost. A question was asked regarding the likelihood of support from West Dorset District Council.

Resolved

That, subject to West Dorset District Council making a grant available, this Council makes £5,000 available to St Osmunds School to implement a transition plan, to be agreed by District and Town Council officers, to maintain community group use of the School's leisure facilities.

Chairman

REVENUE BUDGET 2019/20	2016/17	2017/18	2018/19	2019/20
	Actual	Actual	Budget	Budget
	£	£	£	£
Parks & Open Spaces	581,490	532,915	582,495	605,191
Allotments	3,254	3,738	3,541	4,952
Municipal Buildings	148,740	183,983	187,036	312,528
Cemeteries	66,894	44,908	56,433	51,407
Cultural & Twinning Activities	54,576	56,944	52,370	54,770
Corporate & Democratic Manage.	210,632	204,021	220,174	223,581
Other Services	24,627	100,272	109,029	136,483
Operational Budget	1,090,213	1,126,781	1,211,078	1,388,911
Precept	1,251,000	1,296,336	1,388,243	1,463,971
Transfer to General Reserves	160,787	169,555	177,165	75,060
Subjective Analysis of Revenue				
Employees	642,954	694,035	718,718	729,201
External Payments	462,382	509,860	491,610	548,260
Transfers to Earmarked Reserves	157,505	141,100	144,000	246,800
Capital Financing Costs	54,528	48,500	46,400	44,300
Income	-227,156	-195,160	-189,650	-179,650
Operational Budget	1,090,213	1,198,335	1,211,078	1,388,911
General Reserve				
Opening Balance at 1 April	751,931	464,377	322,261	250,261
Transfer from Ops Budget	160,787	169,555	177,165	75,060
Council Tax Support Grant	46,659	23,329	0	0
To Corporate Projects Reserve	-495,000	-335,000	-249,165	-75,060
Closing Balance at 31 March	464,377	322,261	250,261	250,261
Earmarked Reserves				
Opening Balance at 1 April	613,584	956,392	1,043,492	909,058
Transfer from Revenue Budget	652,856	494,100	534,165	321,860
Expenditure from Reserves	310,048	407,000	668,600	228,750
Closing Balance 31 March	956,392	1,043,492	909,058	1,002,168
All Reserves held at year end	1,420,769	1,365,753	1,159,319	1,252,429
Tax Base	6,950	7,065	7,345	7,594
Band D Charge	180.00	183.50	189.00	192.78
O/s PWLB Debt at 31 March	264,000	230,000	196,000	162,000

Medium Term Financial Strategy	18/19	19/20	20/21	21/22
	£000	£000	£000	£000
Revenue Budget				
Employees	719	729	744	759
External Payments	492	548	534	545
Transfers to Earmarked Reserves	144	247	150	153
Capital Financing Costs	46	44	42	40
Income	-190	-180	-183	-187
New/Transferred Services	0	0	192	200
Operational Budget	1,211	1,389	1,479	1,510
Precept	1,388	1,464	1,493	1,523
Transfer to General Reserves	177	75	15	14
General Reserve				
Opening Balance at 1 April	322	250	250	265
Transfer from/to Operational Budget	177	75	15	14
Transfer to Corporate Projects Reserve	-249	-75	0	0
Closing Balance at 31 March	250	250	265	278
Earmarked Reserves				
Opening Balance at 1 April	1,043	768	861	511
Transfer from Revenue Budget	393	322	150	153
Expenditure from Reserves	-669	-229	-500	-350
Closing Balance 31 March	768	861	511	314
All Reserves held at year end	1,018	1,111	776	592
Corporate Project Unallocated at Year End	179	254	0	0
Outstanding Debt at Year End	£k	196	162	128
Council Tax	£	189	193	197
Tax Base		7,345	7,594	7,594

Notes

1. Inflation at 2.00%, Debt repayment per current debt profiles
2. Precept assumes Council Tax rise @ 2.00% from 2020, no Tax Base growth
3. Best estimate of new or transferred services, driven by cuts in other tiers
4. Operational surplus transferred to Corporate Projects Reserve
5. Corporate Projects Reserve allocated as part of next Corporate Plan
6. Earmarked Reserves expenditure reflects best available knowledge
7. Further savings may be identified in budgets as a result of review processes

CALENDAR OF MEETINGS 2019-20

	2019								2020				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL, MAYOR MAKING AND ANNUAL TOWN MEETING	20 MM 21		23		24		26		28		24 +ATM		18 MM 19
CIVIC EVENTS		Hardy Sat 1 D-Day Sat 8					Remem Sun 10						
POLICY & MAYORAL SELECTION			16		17		19		21		17 MS@ 1830		12
MANAGEMENT & SITE VISITS	SV 28 0930		9	SV 20 1700	10		12		14	SV 25 1630	10		5
PLANNING AND ENVIRONMENT		3	1	5	2	7	4	2	6	3	2, 30	27	
MARKETS JOINT PANEL *		19							22				
<i>BANK HOLIDAYS</i>	6,27			26				25,26	1			10,13	4,25

MM Mayor Making ATM Annual Town Meeting MS Mayoral Selection Committee
 SV Management Committee Sites Visit, open to all councillors

Meetings will ordinarily take place at 19.00 in the Council Chamber, Municipal Buildings.

* The dates and timing of Markets Joint Panel meetings are still to be agreed with the Dorset Council