



Dorchester Town Council

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

Telephone: (01305) 266861

You are summoned to a **Meeting** of the **Dorchester Town Council** in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 26 March 2019** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meetings of the Council held on 29 January 2019 (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 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 A. Canning
- b) Verbal update from a West Dorset District Councillor Councillor S. Hosford

4. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	4 February 2019 Page 10
Planning & Environment Committee	4 March 2019 Page 13
Management Committee	12 March 2019 Page 17
Policy Committee	19 March 2019 Page 21
Mayoral Selection Committee	19 March 2019 Page 24

Adrian Stuart Town Clerk
20 March 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.

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

Dorchester Town Council

Meeting of the Dorchester Town Council

29 January 2019

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

Apologies: Councillors T. Harries and S. Hosford.

38. Minutes

The minutes of the meeting of Council held on 27 November 2018 were confirmed and signed by the Mayor as a correct record.

39. Communications & Questions

Sergeant Ged Want of Dorset Police provided an update regarding local policing issues, focusing particularly on the local drugs market, the night time economy and the work the Police are trying to do to recognise where victims of criminal activity are affected. He also explained the severe resource pressures on the local team.

Sergeant Want responded to questions regarding the night time economy, traffic offence fines, CCTV monitoring and hate crime.

Councillor S. Jones provided feedback from a meeting with the Youth Council. The Youth Council were pleased that they had now received sufficient funding to provide 2 toilets in Africa. They offered views in support of the local night time economy, the retention of a bright colour scheme for the Kings Road steam engine, the retention of parcour equipment and the continued community use of sports facilities at St Osmunds School.

The Mayor reported on a very busy round of engagements over the Christmas period, in particular events organised by Weldmar and at the Dorset County Hospital. He congratulated those involved in preparations for Holocaust Memorial Day. The Mayor also noted high levels of sales for his forthcoming Hidden History talks, being presented to raise funds for the Mayor's charity.

Finally he congratulated Councillor Molly Rennie on her award of the MBE honour for services to victims of Domestic Violence.

40. Updates from Partner Authorities

Councillor R. Biggs provided an update regarding the work of Dorset County Council, highlighting the plan in place for roads during cold weather, the costs of residential care placements and further delays to the implementation of traffic speed measures

in Lubbecke Way. He also updated Members regarding the winding down of Dorset County Council.

A Member asked for an update regarding the Town Council's request to Dorset County Council for a report regarding the potential for charging vehicles for using High Street. Councillor Canning reported the outcome of the report, that such a proposal was not supported by Dorset County Council. Councillor Canning added extra information regarding DTEP projects, but highlighted that uncertainty surrounded future meetings of the Stakeholder Group due to reorganisation.

Councillor R. Potter highlighted that, other than preparation for the new Dorset Council, there was limited new activity at West Dorset District. At a recent Council meeting responses had been given regarding the consideration of a potential major development site at Upper Woodsford in the draft Local Plan. A report on funding support for St Osmunds School sports facilities was due at the next Strategy Committee.

41. **Planning and Environment Committee – 3 December 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 3 December 2018 be adopted.

42. **Planning and Environment Committee – 7 January 2019**
It was proposed and seconded that the minutes of the meeting be adopted.

Councillor Kent-Ledger asked that the Minutes reflect that she had not attended the meeting.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 7 January 2019 be adopted.

43. **Management Committee – 15 January 2019**
It was proposed and seconded that the minutes of the meeting be adopted.

A visitor who had attended a recent event at the Municipal Buildings spoke about her daughter's experience of being stuck in the lift when it had broken down, how poor the immediate response had been and how badly her complaint had been handled. Her complaint was compounded by the fact that the lift was not in operation on the evening of the Council meeting, making it impossible for her daughter to attend to express her views. The Chairman of the Committee offered a full apology and several Members left the meeting to discuss the complainant's concerns with her daughter elsewhere in the building.

Resolved

That the minutes of the meeting of the Management Committee held on 15 January 2019 be adopted.

44. Policy Committee – 22 January 2019

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

The Chairman introduced the Budget report, highlighting additional costs, both one off and ongoing, and the exercises being undertaken to continue a programme of cost reductions.

He identified that the Committee had considered two options for the Council Tax, being a 0% increase and a 2% increase, and that the Committee were recommending the 2% option to put the Council in the better position to respond to the threat to discretionary services emerging as a result of local government reorganisation.

A Member asked questions regarding the assumption for the potential for increased Council Tax Base due to planned building at Poundbury. He also asked about the level of risk that new services did not transfer from the Dorset Council and about the treatment of potential underspends in the 2018/19 budget. The Clerk responded that in all cases a prudent approach had been adopted and then outlined the levels of reserves being held, their future use, and how this compared to the sector's guidelines.

Other Members highlighted their support for small annual increases in Council Tax to avoid significant one-off increases and also recognised that Council Tax Band growth also resulted in demands for increased levels of service.

A Member proposed an amendment to the budget based on a reduced contribution to the Corporate Projects Reserve, a lower precept and consequently a 0% tax increase. The amendment was put to a vote and defeated.

Resolved

- i) That the Medium Term Financial Strategy and Revenue Budget 2019/20 are adopted as laid out in Appendix 1 to these Minutes, to include:
 - a. A Council Tax Band D charge of £192.78, an increase of £3.78 (2.00%)
 - b. A precept of £1,463,971, an increase of 5.45%
- ii) That the Statement of Policy on the Local Government Pension Scheme 2014 Discretions, appended to the agenda of the Policy Committee, is approved
- iii) That the minutes of the meeting of the Policy Committee held on 22 January 2019 be adopted.

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

The Town Clerk made a minor amendment to the calendar as published in the agenda.

Resolved

That the Calendar of Meetings 2019/20, as laid out at Appendix 2 to these Minutes, be approved

The Council rose at 8.30pm

Mayor

There were no public questions after the meeting

APPENDIX 1

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 Sun 2 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

Dorchester Town Council
Planning and Environment Committee
4 February 2019

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

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

63. 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.

When the Committee considered the planning applications (see Minute 66), Councillor Harries declared a personal interest in planning application WD/D/18/002863 as his son owned the business.

64. Minutes

Subject to the removal of Councillor Kent-Ledger in those present at the meeting, the minutes of the meeting of the Committee held on 7 January 2019 were confirmed and signed by the Chairman as a correct record.

65. Minute Update Report

Petition – Licensed Premises in the Town Centre

A Dorset Police officer had attended the most recent Council meeting and provided an update on various policing matters in the town including the night time economy and anti-social behaviour issues.

Lubbecke Way

The Committee Clerk advised that the order for a traffic tube in Lubbecke Way had now been placed with DCC. There was no further news on the progress of advertising the approved TRO's.

Resolved

That the Minute Update report be noted.

66. 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.

67. **Planning Issues to Note**

The Committee agreed that it should send a letter to the Chairman and Vice Chairman of WDDC's Planning Committee thanking them for all their efforts and support in getting the Constitution of the new Dorset Council changed to allow for continuing input for Town and Parish Councils, as statutory consultees, in the planning process. This had been a challenge to achieve and showed positive partnership working between the existing local authorities.

Resolved

- i) That a letter be sent to the Chairman and Vice Chairman of WDDC's Planning Committee thanking them for getting the Constitution of the new Dorset Council changed regarding consultation on the planning process.
- ii) That the Planning Issues to Note report be noted.

Chairman

Dorchester Town Council

Planning and Environment Committee – 4 February 2019

1. **WD/D/18/002972 - 33 HOLLOWAY ROAD, DORCHESTER, DT1 1LF**
Internal and external alterations to facilitate the conversion of garage to annexe
From Members' recollection, it had not been indicated on the old D4U planning application records system that this was a Listed Building. As such, the Committee were disappointed that the works proposed did nothing to enhance the garage/extension's visual relationship with the host building. This appeared to be an opportunity to improve the look of the Listed Building as a whole and its impact on the street scene and the Dorchester Conservation Area. The extension currently did nothing to enhance the Listed Building as a whole or the character and appearance of the Conservation Area. Therefore the Committee considered that the application should be refused as it is contrary to policies ENV 4, 10 and 12 of the Local Plan.
2. **6 NORTH SQUARE, DORCHESTER, DT1 1HY - WD/D/18/002863**
Retention of side window and installation of lantern roof light.
The Committee supported the comments of the Conservation Officer but had no further comment.
3. **37 HIGH EAST STREET, DORCHESTER, DT1 1HN - WD/D/18/002937 + WD/D/18/002938**
Change of use and conversion of part ground floor and first, second and third floors from Retail (Class A1), Office (Class B1) & Public Hall (Class D1) to 3 No. dwellings (Class C3). (Lower ground floor and part ground floor to remain in Retail use (Class A1)).
The Committee noted the comprehensive comments of the Conservation Officer and in view of the concerns raised considered that this application should be withdrawn.
4. **7 WELLBRIDGE CLOSE, DORCHESTER, DT1 2BJ - WD/D/18/002965**
Erect single storey front garage extension, rear roof alterations to include rear dormers, two storey and single storey rear extension and erect garden outbuilding No comment
5. **WD/D/18/002887 - 5 EDWARD ROAD, DORCHESTER, DT1 2HJ**
Erection of two storey & single storey extensions & new access No comment
6. **WD/D/18/002898 - 19 TREVES ROAD, DORCHESTER, DT1 2HE**
Erection of single storey extension No comment
7. **59 QUEENS AVENUE, DORCHESTER, DT1 2EP - WD/D/18/002961**
Lean to covered way and pergola (Retrospective) No comment
8. **WD/D/18/002973 - 35 COBURG ROAD, DORCHESTER, DT1 2HN**
Erection of Single storey rear extension and two-storey side extension No comment

Dorchester Town Council
Planning and Environment Committee
4 March 2019

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

Apologies: Councillor D. Taylor

68. Declaration of Interest

Councillors Jones and Potter stated that as a member 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 71), Councillors Canning, Harries, Hosford, Jones, Potter and Rennie declared a personal interest in planning application WD/D/19/000379 as current West Dorset District Councillors.

69. Minutes

The minutes of the meeting of the Committee held on 4 February 2019 had not been included with the agenda. They would be adopted by Council on 26 March 2019 and the Chairman would sign them off, if correct, at the next Committee meeting.

70. Minute Update Report

Minute 55/18 - Petition – Licensed Premises in the Town Centre

The Committee Clerk had received an email from the Head of Community Protection, WDDC advising that he had recently met with representatives from Dorset Police and the Council's Environmental Health and Licensing services and it had been agreed that the multi-agency West Dorset Police Co-ordinating Group, chaired by Dorset Police, would shortly provide a fuller response to the Town Council.

Lubbecke Way and Access to the Household Recycling Centre

The Committee Clerk presented an update on the outcome of the Planning Inspector's examination of the Bournemouth, Dorset and Poole Waste Plan and she circulated an extract of the points relating to the Household Recycling Centre (HRC) at Loudsmill. The Inspector had accepted the additional paragraph that recognised that it was possible that an alternative site could emerge through the review of the Local Plan.

The Committee was very disappointed that the Inspector had not gone further in identifying an alternative site for the HRC particularly as he had stated that there was a clearly identified need for a new HRC in Dorchester and that the existing access road was not of a standard expected to serve an HRC.

A number of Members had attended a meeting with Oliver Letwin MP about Lubbecke Way and the future of the HRC and he had spoken about the Bridport HRC that had been built outside of Bridport off of the A35. Members considered that this site had set a precedent for building a new Dorchester HRC outside of the town and the sooner it was acknowledged that the current site was not fit for purpose the better.

The Committee agreed that the Town Council should write to DCC, WDDC, DWP, the Shadow Dorset Council, followed by the Dorset Council, putting on record the Town Council's disappointment that an alternative site for the Dorchester HRC has not been identified and asking that urgent consideration be given to providing a modern facility outside of the town. It was also agreed that a letter should be sent to Oliver Letwin MP asking for his support in achieving the Town Council's aims in regards to a new HRC for Dorchester.

An east ward councillor was concerned about the site chosen for the installation of the traffic radar and considered that it was in the wrong position to gather data on speeding traffic. She had hoped that data from the tube would be available to use when DCC's Petitions Panel considered the petition, from local residents, for a 20mph speed limit on 13 March 2019. The Committee Clerk confirmed that the radar had been positioned following advice given from DCC, in good faith, and there was an option to move the radar for an additional week at an extra cost. Members agreed that the radar should be moved to a new position, as identified by Councillor S. Jones, for another week and that both sets of data gathered would be of use.

An east ward councillor expressed her concern at the length of time that DCC was taking to process the two approved TROs for the area and the lack of response from officers. The traffic situation in the road was not improving and residents were still extremely concerned about traffic speeds in particular. The Committee Clerk reported that she had been unable to obtain an update on the progress of processing these two TROs. A county councillor advised that there were now few experienced staff dealing with TROs at DCC, leading to delays, and the impact reorganisation was having a significant effect on staffing.

Resolved

- i) That letters agreed be sent as set out in Minute 70. above;
- ii) That DCC be advised that the Town Council wishes to commission a second traffic radar in Lubbecke Way, at a site to be identified by Councillor S. Jones;
- iii) That the Minute Update report be noted.

71. 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.

72. Planning Issues to Note

Resolved

That the Planning Issues to Note report be noted.

Chairman

Dorchester Town Council

Planning and Environment Committee – 4 March 2019

1. **2 SALISBURY VILLAS, SALISBURY STREET, DORCHESTER, DT1 1JY - WD/D/19/000345**
External alterations to remove paint from the lower third of the front south facing elevation and repoint where necessary, Replace a centre-hung existing low profile black conservation roof window with a top hung low profile black conservation roof window.
No comment
2. **26 VICTORIA ROAD, DORCHESTER, DT1 1SB - WD/D/19/000053**
Erect single storey rear extension
No comment
3. **DORCHESTER WEST RAILWAY STATION, GREAT WESTERN ROAD, DORCHESTER, DT1 2LB - WD/D/19/000366**
Construction of new access ramp to provide (step-free) access between Williams Avenue and Dorchester West Station (Platform 1)
No comment
4. **DORCHESTER MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER, DT1 1HF - WD/D/19/000211**
Re-roofing of the Corn Exchange and apse over the stage
No comment
5. **54 HIGH WEST STREET, DORCHESTER, DT1 1UT - WD/D/19/000235 + WD/D/19/000236**
Change of use of upper parts & rear additions from office to residential use (3no. dwellings). Retention of shop
No comment
6. **17 BRIDPORT ROAD, DORCHESTER, DT1 2NG - WD/D/19/000175**
Form flat roof rear dormer and rooflight
No comment
7. **THE ROYAL OAK, 20-22 HIGH WEST STREET, DORCHESTER, DT1 1UW - WD/D/19/000501**
Minor alterations to the rear ground floor Doors and window. Replacement of full length window converted to door, to match existing doors. 1No door removed and serving style window installed in its place with brickwork below. Minor alterations to Ground floor, extension of bar and back bar, Internal alterations to Basement to improve staff areas, Minor alterations internally to First floor, Second and Third Floors to have internal alterations to convert these floors into 8No hotel rooms with en-suite bathrooms. 6No to Second Floor and 2No to Third floor - Variation of condition 1 of Planning Approval WD/D/17/000529
No comment

8. **37 HERRINGSTON ROAD, DORCHESTER, DT1 2BT - WD/D/19/000238**
Erect single storey rear extension and first floor side extension
No comment
9. **107 MONMOUTH ROAD, DORCHESTER, DT1 2DF - WD/D/19/000354**
Erection of rear flat roof extension
No comment
10. **106 MELLSTOCK AVENUE, DORCHESTER, DT1 2BH - WD/D/19/000352**
Two storey side extension forming garage, utility and extending kitchen to ground floor with master bedroom & en-suite to first floor. Single storey front extension forming garage/porch. Variation of Condition 1 of Planning Approval WD/D/17/001283 - Replace drawing No. 2016/13/02C with 2016/13/02D
No comment
11. **22 MELLSTOCK AVENUE, DORCHESTER, DT1 2BE - WD/D/19/000360**
Erect single storey rear extension
No comment
12. **29 JAMES ROAD, DORCHESTER, DT1 2HB - WD/D/19/000348**
Single storey lean-to rear extension forming kitchen & boot room
No comment
13. **SOUTH WALKS HOUSE, SOUTH WALKS ROAD, DORCHESTER, DT1 1UZ - WD/D/19/000379**
Display of non-illuminated signage
No comment
14. **THE GREAT FIELD, PEVERELL AVENUE EAST, POUNDBURY - WD/D/19/000282**
Erection of Pavilion with Cafe, Community Space and Offices
No comment on the planning application.
The Committee was concerned that as a new development the building did not have a lift to access the first floor offices and questioned whether it would be DDA compliant. Points were also made about the need for appropriate lighting around the building for public safety and questions were asked about the availability and hours of opening of the toilets for the public.

Dorchester Town Council

Management Committee

12 March 2019

Present: The Mayor (Councillor D. Taylor) and Councillors C. Biggs, A. Canning, G. Duke, J. Hewitt, S. Jones (Chairman), A. Lyall, R. Potter, M. Rennie and K. Rice.

In Attendance

Councillors A. Chisholm (for Minute No. 56) and T. Harries

Apologies: Councillor F. Kent-Ledger.

53. Minutes

The Minutes of the Meeting of the Committee held on 15 January 2019, adopted by Council on 29 January 2019, were taken as read and were confirmed and signed by the Chairman as a correct record.

54. Municipal Buildings - Lift

Further to Minute No 41/2019 the Committee considered a report by the Deputy Town Clerk updating it on the options available for a long term reliable solution for access to the first floor.

Members wished to pursue the option of replacing the lift and suggested that discussions take place with the Listed Buildings Officer as soon as possible.

During consideration of this matter Members expressed their view that the Council would wish to continue meeting in the Council Chamber in the future.

Resolved

(1) That the option of replacing the existing lift be pursued with a further report on the style and cost of replacement being presented to a future meeting.

(2) That this Committees view that the Council would wish to continue meeting in the Council Chamber in the future be recorded.

55. 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 reported that the railings at Weymouth Avenue were still looking untidy due to the banners hanging from them and requested that the Cricket Club be asked to remove them.

It was noted that Ian Homer had resigned his post from the Borough Gardens and the Committee wished to record their thanks to him for all the work he had undertaken in the Gardens over the past thirty one years.

Resolved

That the Outdoor Services Team update be noted.

56. Thomas Hardy Victorian Fair – Sunday 2 June 2019

Members considered whether to partner with the Dorchester Joint Heritage Committee to support the proposed Thomas Hardy Victorian Fair, which would include the annual Thomas Hardy birthday commemoration.

The Committee also considered correspondence from Heritage Committee Members asking whether the Council would make a financial contribution to the event and whether the event could fall under the Council insurances. It was noted that if the Council agreed to partner with the Heritage Committee then the Council insurances would apply.

The Committee was supportive of the event and requested that early contact be made with local businesses, residents and St Peter's Church.

Resolved

(1) That the Council partner with the Heritage Committee in respect of the proposed Thomas Hardy Victorian Fair.

(2) The a contribution of £750 be made towards the cost of the event.

57. Kingston Maurward College RHS Chelsea

The Committee considered whether to support, by way of sponsorship, Kingston Maurward College, which was preparing a Garden at the RHS Chelsea Flower Show in May 2019.

It was reported that further information was awaited from KMC regarding the detail of the sponsorship request. The Committee felt that this was something that it wished to support and proposed that the matter be delegated to the Deputy Town Clerk for consideration following receipt of the additional requested information.

Resolved

That the level and type of sponsorship provided by the Council to KMC be delegated to the Deputy Town Clerk following consultation with the Chairman and Vice Chairman of the Committee.

58. Requests for Financial Assistance

The Committee considered various requests for financial assistance.

Resolved

- (1) That the grant application from the Jurassic Coast Raptors in the sum of £500 be agreed.
- (2) That the grant application from Life Education Wessex be not agreed.
- (3) That the grant application from Activate Performing Arts in the sum of £500 be agreed.
- (4) That the grant application from the Rotary Club of Dorchester (Poundbury) in the sum of £500 be agreed.
- (5) That the grant application from Dorchester Food Bank in the sum of £500 be agreed.

(Councillor J. Hewitt declared a personal interest in respect of Minute No. 58(4) and did not speak or vote on the matter.)

59. 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 5057 to 5066 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

60. **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.

61. **Dorchester Arts**

The Committee noted the minutes of the Dorchester Arts Board meeting held on 11 February 2019.

62. **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.

63. **Borough Gardens Kiosk**

The Committee received an oral report from the Deputy Town Clerk on the arrangements and opening of the Borough Gardens kiosk for the forthcoming summer.

Resolved

That the arrangements for the opening of the kiosk for the 2019 summer be supported.

Chairman

Dorchester Town Council

Policy Committee

19 March 2019

Present: Councillors B. Armstrong-Marshall (Vice Chairman – in the Chair), R. Biggs, A. Chisholm, T. Harries, S. Hosford, T. Jones and D. Taylor.

Apologies: Councillor G. Jones.

Also present: Councillors J. Hewitt and M. Rennie.
T. Mitchell and A. Stillman, Dorchester Area Community Land Trust, S. Watson, Wessex CLT Project (Minute No. 34).

31. Minutes

The Minutes of the Committee of 22 January 2019, adopted by Council on 29 January 2019, were taken as read and confirmed and signed by the Chairman as a correct record.

32. Financial Report 2018-19

The Committee received the Town Clerk's update covering the Council's Month 11 spend in relation to the budget, cash, debtors and payments, as well as the second internal audit report for the year.

Resolved

- a) That the Payments list, totalling £267,421.71, is approved.
- b) That the Internal Audit report and the response of officers is noted.

33. Corporate Plan Update at 28 February 2019

The Committee considered a report of the Town Clerk covering progress against milestones set within the Corporate Plan, in particular focusing on discussions with West Dorset District Council regarding the transfer of administrative workloads associated with the Dorchester Markets Panel and Heritage Tourism Strategy Development.

Members felt that it was important for the new Town Council to keep monitoring the Market and for the new Dorset Council to be strongly encouraged to make an early decision on the Panel recommendation.

The Committee expressed its disappointment in the strongest terms that West Dorset District Council had failed to resolve the matter prior to it ceasing to exist.

It was reported that the Markets Panel at its last meeting had also agreed to adopt an action plan of improvement by the end of the year in respect of Lower Fairfield. Members felt that it would be useful for this agreement to be reported to the next Full Council.

Following discussion the Committee noted the arrangements in respect of the development of a Heritage Tourism Strategy.

It was felt that the Corporate Plan progress in respect of the WW1 sculpture be amended to 'Part completed' until a plaque about the sculpture was installed.

Recommended to Council

- a) That, in order to safeguard the future management of the Markets Panel, the Council supports the recommendation of the Dorchester Markets Informal Joint Panel to transfer the following management functions to Dorchester Town Council
- Governance Administration
 - Financial Administration
 - Car Boot Fund Administration
 - Liaison with Market Operators
- b) That the new Corporate Plan include a watching brief in respect of the Market operation.

34. Dorchester Area Community Land Trust and the Tennis Court Site

The Committee considered a request from the Trust that the focus of the project should move from affordable homes for sale towards affordable homes for rent.

Mr A. Stillman from the Dorchester Area CLT addressed Members in support of the proposal and responded to Members detailed questions.

The Committee wished to record its thanks to the Dorchester Area CLT for all of its hard work to date in respect of this project.

Resolved

That the development of the West Walks site for 15-20 flats for rent by DACLT and Places for People Housing Group on the basis of the Heads of Terms attached to the report, be agreed.

(Councillor A. Chisholm declared a non-pecuniary interest in respect of the above matter.)

35. Review of Town Council Governance Arrangements

The Committee considered a report of the Town Clerk regarding a Member Task and Finish Group review of Member governance arrangements.

Members noted the importance of new Member mentoring and agreed that this should be included within the list of induction and training opportunities.

Recommended to Council

That the report of the Task and Finish Group is noted and that, where change is proposed, the Town Clerk develops ideas that can be considered for implementation by the new Council when it is elected in May 2019.

36. **Assets held by Dorset County Museum**

The Town Clerk's report identified a request from the Museum to clarify the loan conditions for two historical assets belonging to the town, a Standard Bushel measure dated 1601 and a set of 17th century town stocks.

The Committee felt that it was important for it to consider any further items for potential disposal identified by DCM as part of its cataloguing exercise.

Resolved

That, after approximately 134 years on temporary loan, the two items mentioned in the report are permanently transferred to the collection of the Dorset County Museum.

Chairman

Dorchester Town Council

Mayoral Selection Committee

19 March 2019

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

Apologies: Councillor R. Biggs.

1. Minutes

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

2. Public Bodies (Admission to Meetings) Act 1960

Resolved

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

3. Selection of Town Mayor – 2019-20

The Deputy Mayor reported verbally to the meeting.

The potential for a change in election date and the implications of that were noted.

Recommended to Council

That the Members named at the meeting be invited to prepare to fill the offices of Town Mayor and Deputy Town Mayor of Dorchester during the 2019-20 Council Year.

Chairman