



Dorchester Town Council

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You are summoned to a **Meeting** of the **Dorchester Town Council** at **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 23 July 2019** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes** (pages 2 and 4).
To confirm the Minutes of the meeting of the Council held on 20 and 21 May 2019.
2. **Presentations, Communications, Questions and Motions**
 - a) To receive communications from the Mayor and the Town Clerk
 - b) To consider motions/questions from Members received 5 days before the meeting
3. **Update from Dorchester Ward Members of the Dorset Council**
4. **Minutes of Committees**
To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	3 June 2019	Page 9
Planning & Environment Committee	1 July 2019	Page 13
Management Committee	9 July 2019	Page 18
Policy Committee	16 July 2019	Page 25
5. **Appointments to Dorchester Heritage Joint Committee** Page 30


Adrian Stuart Town Clerk
10 July 2019

A Public Question Time will take place after the meeting.

Public Speaking at the Meeting

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

Member Code of Conduct: Declaration of Interests

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

Dorchester Town Council

Annual Meeting of Dorchester Town Council

20 May 2019

Present: Retiring Mayor D. Taylor and Councillors B. Armstrong-Marshall, R. Biggs, S. Biles, A. Chisholm, L. Fry, T. Harries, J. Hewitt, F. Hogwood, S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, R. Major, R. Potter, M. Rennie and R. Ricardo.

Apologies: Councillors A. Canning, D. Leaper and A. Lyall.

Attending: Civic Dignitaries, family and friends of the Mayor Elect, and members of the community of Dorchester.

1. Election of Town Mayor for the period to the next Annual Meeting of the Council

It was proposed by Councillor M. Rennie, seconded by Councillor G. Jones and

Resolved

That Councillor Richard Biggs be elected Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

Councillor Biggs, having accepted the Office of Town Mayor and made the Declaration of Acceptance of Office, took the Chair and thanked the Council on behalf of himself and his Mayoress, Mrs Carolyn Biggs, for the honour conferred upon them.

2. Election of Deputy Mayor for the period to the next Annual Meeting of the Council

It was proposed by Councillor T. Harries, seconded by Councillor J. Hewitt and

Resolved

That Councillor David Taylor be elected Deputy Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

3. Vote of thanks to the retiring Town Mayor

It was proposed by Councillor S. Hosford, seconded by Councillor A. Chisholm and

Resolved

That the thanks of the Council be given to David Taylor for the open, inclusive and enthusiastic manner in which he has carried out the duties of Town Mayor during the past year.

Councillor Taylor was presented with a Past Mayor Badge by the Mayor, and Mr Martin Shepherd was presented with a Past Mayor's Consort Badge.

Councillor Taylor addressed the meeting.

4. **Adjournment**

The Council rose at 7.30pm and remains adjourned until 21 May 2019 at 7.00pm.

Mayor

Dorchester Town Council

Adjourned Annual Meeting of the Dorchester Town Council

21 May 2019

Present: Mayor R. Biggs and Councillors, B. Armstrong-Marshall, S. Biles, A. Canning, A. Chisholm, L. Fry, T. Harries, J. Hewitt, F. Hogwood, S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie, and R. Ricardo.

Apologies: Councillor D. Taylor.

5. **Minutes**

The minutes of the meeting of the Council held on 26 March 2019 were confirmed and signed by the Mayor as a correct record.

6. **New Council Business**

Members received confirmation that all Acceptance of Office forms have been received.

Members considered new Standing Orders and Financial Regulations. A question was asked to clarify the status of the Standing Order regarding the holding of meetings in premises serving alcohol, which the Clerk will investigate.

Resolved

That the Standing Orders, Financial Regulations and Terms of Reference for Committees, circulated as part of the Committee papers, are adopted.

7. **Communications & Motions**

The Mayor thanked all those involved in the Mayor Making event on the previous evening. Councillors introduced themselves, during which time Councillor Stella Jones was congratulated on her 40 years of continuous service as a Councillor.

Council received and debated a motion relating to the issue of a Climate Emergency, proposed by Councillor Potter and seconded by Councillor Hosford.

A number of questions of detail were asked regarding current Council practices, which will be dealt with as part of actions in the new Corporate Plan and a number of related partner initiatives were also identified.

Resolved

That the Council recognises that there is a Climate Emergency and urges other Councils, organisations, businesses and individuals to do likewise. This Council recognises the start it has made, both in the purchase of battery powered tools and an electric vehicle, which will be recharged by

solar energy, and in the support offered to Damers School's "Plastic-free town" initiative.

We commit, through the Corporate Plan, to considering systematically the climate change impact of each area of the Council's activities, including energy use, with the aim of being zero-carbon by, at the latest, the year 2030.

8. Update from the Dorset Council

Councillor Biggs and other Dorset Councillors highlighted some of the early work of the new Council including the appointment of a single party Executive and the difficulties associated with public access to the first meeting of the Council in South Walks House.

Members debated the approach taken by the new Dorset Council, contrasting it both with the previous public vote requiring West Dorset to adopt an inclusive approach to its governance arrangements and the conciliatory intentions expressed by both the Leader and Chairman of the new Council towards collective working across all political parties.

Resolved

That the Town Clerk and Mayor agree the wording of a letter to be sent to the new Dorset Council identifying a wish to work closely together, while expressing concern about how the new Council's governance arrangements have been established.

9. Annual Business

Council considered appointments to Committees, Outside Bodies and its Bank Mandate, as well as reports on the General Power of Competence and the Annual Governance Statement.

A Member noted the success of staff in achieving the CILCA qualification.

Resolved

- a) That appointments at Appendix 1 and 2 are approved, but that appointments to the Dorchester Heritage Joint Committee are deferred pending a decision by the Dorset Council regarding its appointees.
- b) That the Council adopts the General Power of Competence for the period to the next Annual Meeting of Council
- c) That the Council approves the signing of the Annual Governance Statement 2018-19

Council considered the financial out-turn for the 2018-19 year, including the draft Accounting Statement for 2018-19. Council noted a more detailed report would be presented to the next Policy Committee.

Resolved

- d) That Council approves the Accounting Statement 2018-19

10. **Review of Town Council Governance Arrangements**

Members considered a report regarding some operational governance issues raised by the previous Council and debated some options regarding changes in procedure.

A Member noted ongoing concerns about the lack of information about Council events, citing a recent event in the Borough Gardens. A Member asked how an annual Calendar of Tourism events might be managed and more widely advertised. The Town Clerk advised Members to consider the issue as part of the review of its Corporate Plan.

Resolved

- a) That with effect from 1 August 2019 all meetings of Committees and Council are moved to Monday nights
- b) That draft revised terms of reference for the Dorchester Heritage Joint Committee are approved for discussion with the Joint Committee and Dorset Council

11. **Planning and Environment Committee – 1 April 2019**

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 1 April 2019 be adopted.

12. **Planning and Environment Committee – 29 April 2019**

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

A Member provided an update regarding the introduction of new traffic management measures on Longbridge Way.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 29 April 2019 be adopted.

13. **Mayoral Selection Committee – 15 May 2019**

The Chairman introduced the minutes and it was proposed and seconded that the minutes of the meeting be adopted.

Resolved

That David Trevor Jones be invited to become an Honorary Citizen and that the Town Clerk be authorised to make arrangements for the presentation of the honour in consultation with the Mayor.

Council rose at 8.15pm

Dorchester Town Council - Committee Membership 2019-20

Appendix 1

Councillor	Council	Planning & Environment	Management	Policy	Markets Joint Panel	Heritage Joint C'ttee
R. Biggs (Mayor)	Y	Y	Y	Y		
B. Armstrong-Marshall	Y			Y		
S. Biles	Y		Y			
A. Canning	Y	Y	Y			
A. Chisholm	Y			Vice Chair	Y	
L. Fry	Y	Y	Y			
T. Harries	Y	Vice Chair		Y		
J. Hewitt	Y	Y	Vice Chair		Y	
F. Hogwood	Y			Y		
S. Hosford	Y	Y		Chair	Y	
G. Jones	Y	Y		Y		
S. Jones	Y	Y	Y			
F. Kent-Ledger	Y	Y	Chair			
D. Leaper	Y		Y			
A. Lyall	Y		Y		Y	
R. Major	Y	Y	Y			
R. Potter	Y	Chair	Y		Y	
M. Rennie	Y	Y	Y		Y	
R. Ricardo	Y	Y	Y			
D. Taylor (Deputy Mayor)	Y		Y			
	20	13	14	7	6	5

Dorchester Town Council – Outside Body Representation

Appendix 2

Internal Roles		Appointed
DAPTC Larger Towns Rep	R. Potter The Mayor	2012 Annually
Charitable Trusteeships		
Dorchester Municipal Charities (2)	J. Hewitt S. Hosford	2016 2011
Ashley Churchill & Thorner Trust (2)	R. Major R. Ricardo	2019 2019
Other Bodies		
Dorchester Arts	F. Kent-Ledger	2015
Dorchester Association L. History & Arch.	D. Taylor	2016
Dorchester BID	R. Potter	2019
Dorchester Bayeux Society	T. Harries	2018
Dorchester Lubbecke Society	D. Leaper	2019
Dorchester, Sherborne and North Dorset CAB	B. Armstrong Marshall (Deputy F. Hogwood)	2019
Dorchester Youth & Community Centre	M. Rennie	2019
Heart of Wessex Rail Partnership	A. Chisholm	2019
Maltings Arts	B. Armstrong-Marshall	2017
Thomas Hardy Society	D. Leaper	2019
Transition Town Dorchester	F. Hogwood	2019
Volunteer Centre Dorchester	S. Biles	2019
Bank Mandate Signatories		
T. Harries, S. Jones, R. Potter, M. Rennie, D. Taylor		

Dorchester Town Council
Planning and Environment Committee

3 June 2019

Present: Councillors R. Biggs, L. Fry, T. Harries (Vice Chairman), S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, R. Major, M. Rennie, R. Potter (Chairman) and R. Ricardo

Also Present: Councillor F. Hogwood

Apologies: Councillor J. Hewitt

1. Declarations of Interest

Councillor Fry stated that as a member of Dorset Council's Area 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.

2. Minutes

The minutes of the meeting of the Committee held on 29 April 2019 were confirmed and signed by the Chairman.

3. Minute Update Report

Lubbecke Way

An east ward Councillor advised that she would be offering Dorset Council advice on suggested sites for signage when the implementation of the Traffic Regulation Order for the weight restriction at Long Bridge Way and St George's Road is progressed.

The Committee Clerk suggested that the agenda item regarding the Lubbecke Way Experimental TRO and petition be moved from the October agenda to September and Members agreed with this.

Resolved

- i) That consideration be given to the Lubbecke Way Experimental TRO and petition at the September 2019 meeting.
- ii) That the Minute Update report be noted.

4. Planning Applications

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

Resolved

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

5. **Planning Issues to Note**

Resolved

That the Planning Issues to Note report be noted.

6. **Urgent Items**

The Chairman accepted an urgent item regarding parking issues in the Town. Members reported on particular areas of concern particularly in south ward and in Herringston Road outside of Weldmar Hospice and the Winterborne Hospital. The Committee agreed that these issues should be raised with Dorset Council and that reassurance be sought from them that there would be early consideration of the Dorchester Parking Review and the ongoing and escalating parking problems in the Town. Additionally, advice would be sought from Dorset Council officers on early ways of improving the parking situation in Herringston Road.

A point was raised about the way in which Tree Works Applications were now dealt with and it was suggested that the Committee consider designating 'tree wardens' for each ward at the next committee meeting. Members agreed to this suggestion.

Resolved

- i) That Dorset Council be asked for reassurance that there will be early consideration of the Dorchester Parking Review and the ongoing and escalating parking problems in the Town;
- ii) That advice be sought from Dorset Council officers on early ways of improving the parking situation in Herringston Road outside of Weldmar Hospice and the Winterborne Hospital;
- iii) That an item be placed on the next committee agenda to consider designating 'tree wardens' for each ward.

Chairman

Dorchester Town Council

Planning and Environment Committee – 3 June 2019

1. **OLD MILITARY HOSPITAL, GROVE TRADING ESTATE, DORCHESTER - WD/D/19/000867 + WD/D/19/000868**

Change of use & conversion of former military hospital to 6 no. residential dwellings +
Alterations to facilitate the conversion of former military hospital to 6 no. residential dwellings

Recommend refusal

The Committee discussed the pros and cons of the development, noting the importance of the site as potential business premises and the opportunity to develop a brownfield site into residential dwellings. Comments were made about the challenges of creating successful mixed use sites, the need to protect employment sites in the town and the poor environmental and amenity factors likely to affect residents of the development. Comment was also made that the building had been run down for many years and its poor condition would have impacted on its successful marketing as a business premises. Overall, the Committee agreed that the air pollution, noise and disturbance caused by passing traffic and established businesses in the immediate area would cause long term detriment to the amenity of the residential properties and therefore the development would be contrary to Policy ENV16. of the adopted Local Plan. Additionally, the loss of business premises on the industrial estate would be contrary to Policy ECON3. of the adopted Local Plan.

2. **SOUTH GROVE COTTAGE, TRINITY STREET, DORCHESTER, DT1 1TU - WD/D/19/000957**
Listed Building Consent

Installation of a gate to the car park entrance, a hanging sign and a fascia sign to the front side wall

Recommend refusal

The Committee noted the comments of the Conservation Officer (which had not been available in relation to WD/D/19/000537) and supported these, in particular the concerns regarding the industrial appearance of the proposed gate. The Committee considered that the style and design of the gate fails to respect the historic character of the Grade II Listed Building and would have a negative visual impact on the Conservation Area and the neighbouring Scheduled Ancient Monument of Bowling Alley Walk. The proposal would therefore be contrary to Policy ENV 4 of the adopted Local Plan.

3. **MEADOW VIEW, GLYDE PATH ROAD, DORCHESTER, DT1 1XE - WD/D/19/000911**

Formation of new vehicular access

Recommend refusal

The Committee commented on road safety issues and the protection of the Conservation Area. Note was made of Dorchester Conservation Area Article 4 that was made in February 2019 and overall Members agreed that the proposal would create an unsympathetic off-street car parking area and the removal of part of the existing wall would result in a detrimental change in the streetscape character of the Conservation Area. The proposal would therefore be contrary to Policy ENV4. of the adopted Local Plan.

4. **TUDOR ARCADE, SOUTH STREET, DORCHESTER - WD/D/19/000796**
 Replace existing 'Waitrose' sign with 1no. non-illuminated 'Waitrose & Partners' hanging sign
 No comment
5. **1 LINDEN AVENUE, DORCHESTER, DT1 1EJ - WD/D/19/001111**
 Erect single storey extension
 No comment
6. **28 HERRINGSTON ROAD, DORCHESTER, DT1 2BS - WD/D/19/000974**
 Erect single storey rear extension
 No comment
7. **50 SOUTH COURT AVENUE, DORCHESTER, DT1 2BZ - WD/D/19/000993**
 Erect extension, loft conversion & internal modifications
 No comment
8. **26 ROTHESAY ROAD, DORCHESTER, DT1 2DU - WD/D/19/001066**
 Erect single storey rear extension
 No comment
9. **68 COBURG ROAD, DORCHESTER, DT1 2HR - WD/D/19/000971**
 Erection of first floor extension over the existing single storey extension
 No comment
10. **10 MAUD ROAD, DORCHESTER, DT1 2LW - WD/D/19/001083**
 Change of use of a former Post Office (A1) to residential (C3a)
 No comment
11. **2 EDWARD ROAD, DORCHESTER, DT1 2HJ - WD/D/19/001106**
 Erection of new porch incorporating shower room (demolish existing); extend rear kitchen
 No comment
12. **23 ELIZABETH PLACE, DORCHESTER, DT1 2JL - WD/D/19/001125**
 Erect single-storey front and rear extensions
 No comment
13. **29 CHESTNUT WAY, DORCHESTER, DT1 2PU - WD/D/19/001052**
 Erection of single storey front extension (to replace existing porch)
 No comment
14. **5 FORDINGTON GREEN, DORCHESTER, DT1 1LU - WD/D/19/001138**
 Internal & external alterations to facilitate the installation of gas meter, boiler, radiators and associated works
 Grade II Listed Building and Dorchester Conservation Area
 No comment subject to any comments made by the Conservation Officer.
15. **7 CORNHILL, DORCHESTER, DT1 1BA - WD/D/19/001163 + WD/D/19/001164**
 Change of use from A1 Shop to A3 Restaurant and Cafe. Removal and replacement of existing shop frontage. Erection of rear flat roof extension & formation of Terrace/ Seating Area.
 Grade II Listed Building and Dorchester Conservation Area
 No comment

Dorchester Town Council
Planning and Environment Committee
1 July 2019

Present: Councillors R. Biggs, A Canning, L. Fry, T. Harries (Vice Chairman), J. Hewitt, S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, R. Major, M. Rennie and R. Ricardo

Also in attendance: Councillor D Leaper

Apologies: Councillor Robin Potter (Chairman)

1. Declarations of Interest

Councillor Fry stated that as a member of Dorset Council's Area 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.

2. Minutes

The minutes of the meeting of the Committee held on 3 June 2019 were confirmed and signed by the Chairman.

3. Minute Update Report

Minute 4/19 (3 June 2019)

OLD MILITARY HOSPITAL - WD/D/19/000868

Members noted that, an additional comment was added to the Town Council's response to application: - WD/D/19/000868 and that a decision from the Dorset Council regarding the application had not yet been made.

Minute 6/19 (3 June 2019)

Members noted that Highways Officers had carried out an inspection of Herrington Road on 25 June 2019 and had found no safety issues. Following the site visit, Highways Officers met with Dorchester Dorset Councillors and had confirmed that they would continue to monitor the situation and if need be install bollards along the verge side and or / raise a job for white protection for dropped kerbs.

Members heard from a Dorset Councillor that a regular update on matters affecting Dorchester discussed by the Dorset Council would be given by Dorchester Dorset Council Members.

The Clerk informed the Committee that a response had been received from Matthew Piles, Corporate Director – Economic Growth and Infrastructure at Dorset Council to confirm that Dorchester and its Parking Review would be given early consideration in priorities within the Parking Service for Dorset.

Councillors also noted that members of the Dorchester Transport Environment Plan Member led working group would be convening in the near future.

Resolved

That the Minute Update report be noted.

4. Tree Works Applications

The Committee discussed the advantages of appointing councillors from each ward to be Tree Wardens, however it was agreed that as works to the trees could happen quite quickly it would be difficult to monitor. Councillors agreed that it would be beneficial to invite a Tree Officer from Dorset Council to give a presentation to the Committee to enable them to gain a better understanding of the policy and regarding tree issues and tree works applications.

Resolved

That the Dorset Council Tree Officer for Dorchester be invited to give a presentation before the Planning and Environment Committee.

5. Planning Applications

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

Resolved

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

6. Planning Issues to Note

Resolved

That the Planning Issues to Note report be noted.

7. Urgent Items

Members were reminded that only items deemed to be urgent by the Chairman or Town Clerk that could not wait for consideration at a further meeting be considered under the agenda item.

Chairman

Dorchester Town Council

Planning and Environment Committee – 1 July 2019

1. **38 CASTERBRIDGE ROAD, DORCHESTER, DT1 2AQ - WD/D/19/001391**
Demolition of existing rear extension and conservatory and erect single storey extension including garage
No comment
2. **6 CAME VIEW ROAD, DORCHESTER, DT1 2AE - WD/D/19/001415**
Erection of a two storey side extension and single storey rear extension (Variation of condition 1 of Planning Approval WD/D/17/003006 - amended plans)
No comment
3. **ICEN MEAD, ICEN WAY, DORCHESTER, DT1 1ES - WD/D/19/001419**
Erect front extension to entrance hall, replacement double garage and enlarge covered patio area including replacement roof (demolish existing garage, storage area and roof over patio).
No comment
4. **THE ROMAN TOWN HOUSE, COUNTY HALL, COLLITON PARK, DORCHESTER, DT1 1XJ - WD/D/19/001377 & WD/D/19/001378**
Carry out improvement works to Roman Town House complex to include seating, lighting, access, parking, circulation, new timber steps and paths, laying of hard surfaces, other landscaping works and relocation of Roman sarcophagus
The Committee welcomed the application.
5. **DORCHESTER ARTS CENTRE, THE GROVE, DORCHESTER, DT1 1XR - WD/D/19/001571 + WD/D/19/001212**
Alteration of the former Grove School (Listed Building) by demolition of later single storey additions and conversion of retained school hall to 2No. one bedroom houses, a residents community lounge with carer bedrooms above and the construction of a terrace of 3No. one bedroom plus carer sleep over room, single storey dwellings including reconstruction of boundary walls and new access drive and on site parking area (**with variation of conditions 1 (& 4)** of planning permission WD/D/17/000970 to amend approved plans)
No comment
6. **THE GREAT FIELD, PEVERELL AVENUE EAST, POUNDBURY (Revised Plans) - WD/D/19/000282**
Erection of Pavilion with Cafe, Community Space and Offices
The Committee reiterated the points made previously about the need for appropriate lighting around the building to ensure public safety and also requested that if the application was approved, the planning authority takes measures, through a planning condition if appropriate, to ensure that vehicles do not cross the Great Field to access the building for any purpose and to monitor the situation.
7. **SECTORS 3.63 & 4.31 NORTH QUADRANT, POUNDBURY - WD/D/19/001272**
Application for approval of reserved matters for access, appearance, landscaping, layout & scale for Sectors 3.63 & 4.31 of outline planning permission 1/D/09/001363

Councillor Biggs read out the comments that the Poundbury ward members had submitted in respect of the application and, on the strength of these, the Committee considered that the application should be refused. Members were particularly concerned that there would be loss of residential amenity, particularly to the affordable housing units, and there was a lack of commitment to environmental and sustainability at this early stage of development. Another concern was the lack of landscaping detail. Having taken the Poundbury wards members' views into account, the Committee considered that the application would be contrary to policies ENV10., ENV13. and ENV16. of the adopted Local Plan.

8. **31 CROWN STREET WEST, POUNDBURY, DORCHESTER, DT1 3FQ - WD/D/19/001389**

Change of use from A1, A2 & B1 (Commercial) to D1(Optometrists)

No comment

9. **47 MONMOUTH ROAD, DORCHESTER, DT1 2DE - WD/D/19/001393**

Change of use and conversion of ground floor shop (Class A1) to residential (Class C3)

No comment

10. **76 COBURG ROAD, DORCHESTER, DT1 2HR - WD/D/19/001152**

Erect Single Storey Rear Extension

No comment

11. **COBURG COURT, MAUD ROAD, DORCHESTER, DT1 2NZ - WD/D/19/001365**

Conversion of existing residential building to create 7no. self-contained flats

Recommend refusal.

The Committee noted that while it was likely that the site would be considered to be in a sustainable location, some parking should be provided on site not only for residents but also for staff supporting the residents. Additionally, the impact of more cars parking on the already overburdened neighbouring residential streets would have a negative impact on the amenity of local residents. As such the development would be contrary to policy ENV16. of the adopted Local Plan.

12. **9 SYWARD ROAD, DORCHESTER, DT1 2AJ - WD/D/19/001446**

Tarmac & expand driveway to create additional parking (Retrospective)

No comment however the Committee queried the requirement for the application at the stage that it had been received.

13. **54 HIGH WEST STREET, DORCHESTER, DT1 1UT – WD/D/19/001478 + WD/D/19/001479**

Change of use of upper parts & rear additions from office to residential use (3no. dwellings).

Retention of shop (revised scheme)

No comment

14. **4 ST JOHN WAY, POUNDBURY, DORCHESTER, DT1 2FG - WD/D/19/001486**

Erect single storey rear infill extension

No comment

15. **PLOTS 522 TO 592, SECTORS 3.72 & 3.77, NORTH QUADRANT, POUNDBURY - WD/D/19/001488**

Application for approval of reserved matters for access, appearance, landscaping, layout & scale in relation to Outline approval 1/D/09/001363

As the application had only recently been received there had not been adequate time to consider it and therefore the Committee requested an extension of time to comment and for it to be presented to the August committee meeting.

16. **9 HERRINGSTON ROAD, DORCHESTER, DT1 2BS - WD/D/19/001484**
Erection of single storey rear extension
No comment
17. **DORCHESTER TOWN HALL, HIGH EAST STREET, DORCHESTER, DT1 1HF - WD/D/19/001512**
Listed Building Consent
External alterations to fix 2no. (non-illuminated) vertical banners to front elevation
No comment at the Town Council is the applicant
18. **FLAT 1 AND FLAT 3, 21 WEST MILLS ROAD, DORCHESTER, DT1 1SP - WD/D/19/001209 + WD/D/19/001210**
Conversion of 2no. flats to 1no. flat
No comment

Dorchester Town Council

Management Committee

9 July 2019

Present: Councillors S. Biles, A. Canning, L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, R. Major, R. Potter, M. Rennie, R. Ricardo and D. Taylor.

In Attendance

Councillors A. Chisholm, T. Harries and S. Hosford.
J. Bowerman, Duchy of Cornwall (Minute No. 2)

Apologies: Councillor A. Lyall.

1. **Minutes**

The Minutes of the Meeting of the Committee held on 12 March 2019, adopted by Council on 26 March 2019, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. **The Great Field**

(a) Update

The Committee welcomed Mr J Bowerman from the Duchy of Cornwall who updated Members with progress in developing the Great Field. The Committee noted the timescales for tree and shrub planting, play equipment installation, amphitheatre, pavilion and path network. Mr Bowerman responded to Members detailed questions.

(b) The Poundbury Pavilion

Members had before them a report by the Town Clerk which set out the background and arrangements in respect of the new Poundbury Pavilion which was to be built at the Great Field by the Alcohol Education Trust. The Pavilion would assist the Town Council in a number of ways including the provision of a basic toilet provision at the Great Field.

The Committee felt that a contribution to support AET to facilitate toilet provision within the new building and also equipment for the outdoor space, should be made by the Council.

It was also felt that it might be necessary for the toilets to remain open longer than proposed and that an agreement may need to be reached regarding ongoing maintenance and standard of provision.

Resolved

That a contribution of £20,000 be allocated to support AET to facilitate toilets within the building and equipment for the outdoor space.

3. **Site Visits**

The Committee considered the notes of the site visit, to which all Members of the Council had been invited, held on 21 May 2019 (Appendix 1 to these minutes). It was noted that discussion had commenced with The Duchy of Cornwall regarding the marking out of the cemetery extension land.

The Deputy Town Clerk agreed to follow up with the Commonwealth War Graves Commission about the graves in Fordington Cemetery which appeared not to be being maintained.

Resolved

That the notes of the site visit be received.

4. **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.

The Committee noted the appointment of the new Head Gardener and the improvements already made by him and the team in the Gardens. Members also felt that the area around South Gate was much improved and that notices should be put up so that the general public were informed about areas being developed for wildflower.

Resolved

That the Outdoor Services Team update be noted.

5. **Dorchester Christmas Market**

The Committee considered a report by the Town Clerk on the proposed arrangements for the proposed Dorchester Christmas Market due to be held in the Borough Gardens between 6 and 8 December 2019. The report noted that Weldmar had expressed concerns that the potential return from the event was limited without the opportunity for an additional source of income, either with the Council meeting the cost of lighting up the Gardens, or by charging visitors to the event for access to the Gardens.

Members felt that the Gardens should remain free entry and that a one off contribution for this year only, up to a maximum of £6,000, be contributed to the event. It was suggested that two 'free parking' days could be allocated to that weekend and that Weldmar could collect in lieu of parking charges to help increase income.

Resolved

(1) That the Gardens should remain free entry and that a one off contribution for this year only, up to a maximum of £6,000, be contributed to the event.

(2) That the possibility of having two 'free parking' days be explored.

6. **Sandringham Facilities**

Members received a report on the facilities at Sandringham Sports Centre and how they had been managed in 2018-19. The report also set out a request from Dorchester Bowls Club for

the Council to surrender the four large changing rooms to the Club so it may develop its offer to its Members. The Youth Football Club wished to continue using the pitches, Groundsman store and Official / First Aid facilities but would be willing to see the changing rooms surrendered to the Bowls Club.

Resolved

That, subject to the outcome being considered equitable to all parties, the four changing rooms at Sandringham Sports Centre be permanently surrendered to Dorchester Bowls Club.

(Councillor T. Harries declared a non-pecuniary interest in the above matter.)

7. Corporate Plan

The Committee had before it a report by the Town Clerk on the establishment of a new five year corporate plan for the Council. It was noted that the largest part of the Council's budget and staff resources were focused on those things that the Council delivered operationally such as parks, open spaces and play areas. Members felt it would be worthwhile to review the operational services on a site by site (or event) basis and through that process agree direction for each element. In order to assist Officers with this work it was felt appropriate to establish a task and finish group.

Resolved

(1) That a more structured approach to reviewing the Council's operational services, as set out in the Town Clerk's report, be established.

(2) That a services review task and finish group be established to assist the review process consisting of The Chairman of the Committee and Councillors S. Jones, R. Major, R. Ricardo and D. Taylor.

8. Elizabeth Place Bonfire

Members considered a report by the Deputy Town Clerk on the issues related to the unauthorised bonfire at Elizabeth Place open space. The Committee felt that it would be very difficult to stop the bonfire being built each year and that it would undoubtedly continue. The Committee felt that should a local group come forward to manage the bonfire the Council should work with it with a view to formalising the event.

Resolved

That the bonfire at Elizabeth Place open space continue to be unauthorised until such time as a local group comes forward to work with the Council on the event.

9. Volunteer Centre Dorset – Sponsorship Request

The Committee considered correspondence from the Volunteer Centre Dorset asking whether the Council would wish to contribute towards its Volunteer Awards Evening.

Resolved

That Volunteer Centre Dorset be asked to complete a grant application form for consideration at the next meeting.

10. **Dorset Architectural Heritage Week 2019**

Members considered a request for a contribution towards the Dorchester Joint Heritage Committee's High Street Heritage Day due to take place on 15 September 2019 as a part of the Dorset Architectural Heritage Week. The Committee had been provided with an evaluation of the 2018 event and a draft budget for the event.

The Committee wished to support the event and agreed to contribute a grant of £555 to cover the cost of the event's security.

Resolved

That a contribution of £555 be made to the 2019 Dorset Architectural Heritage Week Dorchester event to be held on 15 September 2019.

11. **Requests for Financial Assistance**

The Committee considered various requests for financial assistance.

Resolved

(1) That the grant application from Plastic Free Dorchester in the sum of £250 be agreed.

(2) That the grant application from the Dorchester and District Gardening Club in the sum of £110 be agreed.

12. **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

(1) 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.

(2) That, for future meetings, the report be not circulated but instead placed on the Council's website.

(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 5067 to 5081 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

13. **Buildings Monitoring Reports**

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

Members noted that the Municipal Buildings car park gates had not been operating and requested that a report be prepared for Committee on the use of the car park and the cost of maintaining the gates.

Resolved

- (1) That the Buildings Monitoring Reports be noted.
- (2) That a report be prepared for a future meeting of the Committee on the use of the Municipal Buildings car park and the cost of maintaining the gates.

14. **Dorchester Arts**

The Committee noted the minutes of the Dorchester Arts Board meeting held on 23 April 2019.

15. **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.

16. **Municipal Buildings Lift**

The Committee considered a report by the Deputy Town Clerk on the tenders received to replace the lift in the Municipal Buildings.

It was noted that representatives of the Access Group had met with the Deputy Town Clerk and had suggested that the new lift have a remote call button which Members felt was reasonable.

Resolved

That the lowest tender received, which was from Stannah Lifts, be accepted and that officers now work with the company to submit a Listed Buildings Planning Application with the new lift being installed as soon as possible following receipt of the necessary consents.

Chairman

Notes of a Site Visit held on 28 May 2019 at 10.00am.

Sites visited – Poundbury Cemetery, The Great Field, Borough Gardens, King's Road Playing Fields, St George's Road allotments and Louds Mill Depot.

Attending: Councillors S. Biles, L. Fry, J. Hewitt, F. Hogwood, S. Hosford, D. Leaper, T. Lyall, R. Major, R. Potter and M. Rennie.

Adrian Stuart, Town Clerk.

Steve Newman, Deputy Town Clerk.

1. Poundbury Cemetery

The Deputy Town Clerk updated Members on the work that had recently been undertaken at the cemetery, the work that was still in progress and work that was planned in the near future:-

- The earth bund had been removed and new north westerly boundary wall had been completed.
- The additional road network had been completed.
- Disturbed soil from the building works and been re-seeded.
- Work had commenced on chasing out the cracks and cleaning the original northerly wall in readiness for it to be painted with Keim breathable paint later in the year.
- Work would commence during the summer with a new cleft chestnut post and rail fencing with an entrance arch to the green burial area together with wildflower planting following the work being undertaken to create the correct soil conditions.

The Town Clerk identified the land adjacent to the southern boundary of the cemetery which was potentially earmarked as land for an extension to the cemetery. Members felt that the Town Clerk should initiate discussions with the Duchy of Cornwall regarding delineating the area on the ground sooner rather than later.

2. The Great Field

The Deputy Town Clerk reported on the consultation exercise undertaken by the Duchy of Cornwall in respect of the development of The Great Field which was intended, when complete, to be transferred to the Town Council. The proposals for The Great Field included:-

- Extensive tree and shrub planting.
- The provision of an amphitheatre area.
- A new statement play area.
- A new café and offices to be provided and managed by the Alcohol Education Trust.
- A network of paths around the area which Park Run had already expressed an interest in making use of.

3. The Borough Gardens

The Deputy Town Clerk informed the Group of the refurbishment to the Gardens and the House which had been carried out in 2006-07. It was also reported that a new Head Gardener had been appointed and he would be commencing his duties mid June 2019. The Town Clerk reported on the various costs associated with the Gardens and the work that had been undertaken by the Outdoor Services Manager to integrate the outdoor services staff as a whole. It was noted that Members would be asked to give further consideration, at some stage, to the options available for the greenhouse area (and operation) and surrounds and tennis courts one and two.

Members walked the Gardens and their attention was drawn to the Highway work being undertaken at the Princes Street entrance and the work proposed for the surfacing surrounding the Gregory Memorial Fountain.

The Group felt that the Gardens were a great asset to the town and were being managed to a high standard which was also reflected by the Garden's green flag status.

4. King's Road Playing Field and Play Area

The Group visited King's Road playing field and play area. It was noted that there was no longer a demand for football on the playing field and that it was now generally little used. The sports arena, older children's play equipment and the enclosed play area were popular.

The Town Clerk informed Members of the idea of creating a wildlife walk from King's Road Playing Fields, across the river and all along Lubbecke Way to Long Bridge. This matter would be considered further during the development of the new corporate plan.

5. St George's Road Allotments

Members visited the allotment site and was updated regarding the number of sites and plots around the town and the current allotment waiting list (there was not one) and the efforts that had been made to reduce the subsidy for the service, which was now very small, paid by the town's council tax payers.

The Group noted that the notice board at the St George's Road allotment site was to be moved to a more appropriate position and the gated entrance closest to St George's Road had recently had the slope angle reduced enabling better access to that end of the allotments.

6. Louds Mill Depot

Members visited the Louds Mill Depot and noted its facilities. The Town Clerk reported on the installation and benefits of the solar panels which had recently been fitted to the roof of the depot.

The Group felt that the depot was a very useful facility and was still in good condition and fit for the future.

Meeting closed 1.15pm.

Dorchester Town Council

Policy Committee

16 July 2019

Present: Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, T. Harries, F. Hogwood, S. Hosford (Chair), G. Jones.

1. Minutes

The Minutes of the Committee of 19 March 2019, adopted by Council on 26 March 2019, were taken as read and confirmed and signed by the Chairman as a correct record.

2. Finance Update at 30 June 2019

The Committee received the Town Clerk's update covering the Revenue Out-turn for 2018/19, the Council's Month 3 spend in relation to the budget, cash, debtors and payments, as well as an updated Treasury Strategy for the year.

They considered the implications of the 2018/19 budget underspend on the current year's budget. Some questions of clarification were asked about payments made over the previous four months.

Resolved

- a) That the third Internal Audit report for 2018/19 is noted.
- b) That the Payments list, totalling £487,886.36, is approved.

Recommended to Council

- c) That the Treasury Strategy 2019/20, (Appendix 1, is adopted.

3. Member Allowance Scheme

The Committee considered a report of the Town Clerk reviewing the Member Allowance scheme.

Recommended to Council

That the revised Member Allowance Scheme (Appendix 2), is adopted, that the annual payment is indexed to staff pay inflation, with the next full review to take place no later than 2024.

4. Development of a Corporate Plan 2019 – 2024

The Committee considered a report on the setting of the new Corporate Plan, a timetable for its production and the dilemma faced by the Council as it waited for an outcome of a review of discretionary services by Dorset Council. The Committee also noted a list of outstanding tasks from the previous Corporate Plan.

Members discussed the differing impacts that the creation of the Dorset Council would have on the development of the Corporate Plan, both relating to the hiatus that was already occurring for short term decision making and service delivery and the longer term impact of

decisions relating to discretionary services. Members recognised that, while it was difficult to make long term commitments through the Corporate Plan, the Town Council still needed to develop and implement its own priorities.

The Town Clerk then led the Committee through a list of important questions that needed to be addressed as part of the Medium Term Financial Strategy, relating to the setting of the precept, attitude to debt and the appropriate level of reserves.

Members debated each of the questions, acknowledging that more information was required on issues such as comparisons of Council Tax levels over time with other Dorset towns, the ability to predict new property growth, the impact of debt related to different capital project scenarios on precept levels and comparisons of General Reserves levels with smaller district councils as an alternative to the town and parish sector.

Members agreed to continue these discussions during the Corporate Plan workshops and invited the Chairman to investigate options for professional facilitators for these sessions.

5. **Revised Committee Date**

The Town Clerk advised the Committee that, due to staff absence, the next meeting of the Committee would be held on Tuesday 17 September 2019.

Chairman

DORCHESTER TOWN COUNCIL

TREASURY STRATEGY 2019/20

1. Introduction

- 1.1. Dorchester Town Council will, for the foreseeable future, owe money on behalf of its taxpayers (Debt) and will routinely hold monies on behalf of its taxpayers (Investments). This document identifies how the Council and its officers will manage debt and investments to minimise financial risk; it also identifies how it will manage its investments to achieve a financial benefit commensurate with that risk.

2. Debt

- 2.1. The Council's current debt portfolio is shown below, and will be repaid by 2027.

				Debt	Debt	Principal	Interest
2019/20	PWLB	Maturity	Interest	01-Apr-19	31-Mar-20	Repaid	Paid
	Ref		%	£	£	£	£
1	479825	08/2022	7.125	70,000	50,000	20,000	4,631
2	487126	09/2027	4.625	126,000	112,000	14,000	5,666
						34,000	10,297

- 2.2. The Council may, under certain circumstances take on new debt, but would only borrow long term from the Public Works Loans Board, part of HM Government's Debt Management Office. Any decision to borrow will be taken by the Policy Committee, who will consider the benefits of borrowing versus use of the Council's investment cash. The Medium Term Financial Strategy currently shows no plans to borrow.

3. Investments

- 3.1. Any cash held in the Council's bank accounts, held as deposits in other bodies or in managed funds with third parties, advanced as a loan, or used to purchase bonds will be defined as an investment.
- 3.2. On 1 April each year, after adjusting for short term (under 1 year) debtors and creditors, the Council's investments will equal its Earmarked and General Reserves. During the year this figure is supplemented by sums resulting from cash flow on the Revenue Budget, with peaks in April and September when precept income instalments are received ahead of routine payments for staff and supplies. There are thus several reasons for holding investments at any point, being:-
- Sums arising from routine cash flow in year – these need to be available when the cash flow profile requires, no longer than 6 months
 - A sum in the General Reserve held for emergency purposes, calculated annually as part of the budget process (2019/20 £250k) to be available at 3 month's notice
 - Sums held in Earmarked Reserves for spending on a planned project, typically in a 1 – 5 year period

- Sums held in the Corporate Projects Reserve, awaiting allocation to projects or transfer to the Earmarked Reserve – this might be invested for up to 5 years depending on how quickly the Council wishes to review and implement its plans

3.3. The actual sums held at 1 April 2019, and the sums held at 31 March 2020 based on known and anticipated uses of Reserves are included below.

Invested with	Interest Rate %	Balance 1 Apr 19 £000	Estimate 31 Mar 20 £000
Lloyds Bank plc General Bank Account	0.00	328	252
National Savings & Investments Investment Account	0.80	155	0
Payden Global Funds plc (part of Payden & Rygel) Sterling Reserve Fund	c. 0.80	1,000	1,000
Total		1,483	1,252

- 3.4. Security of the principal sum is the highest priority when making a decision to invest. The Council has previously taken advice regarding an appropriate list of counterparties, which has resulted in the above list of current financial providers. The Council does not currently take advice from professional advisors.
- 3.5. In consultation with the Chairman and Vice-Chairman of Policy Committee the Town Clerk is authorised to move funds between the investments listed at para 3.3, reporting any transfers to the next meeting of the Policy Committee following the transaction taking place. Other providers may be considered but must be confirmed by the Policy Committee prior to their use.
- 3.6. The requirement of the Council to have funds available to meet its revenue responsibilities is also a priority when determining the period of an investment. Investments must take account of the Council's cash flow requirements.
- 3.7. Achieving a return on the investment is the third priority. Any investment return must, however, be fully consistent with the need to preserve security of the principal sum and meet payments owed by the Council. The budget for Interest earned on Investments for 2019/20 is £7,000.

4. Policy

- 4.1. This Policy is to be reviewed each May by the Policy Committee as part of the financial year end process.

Adrian Stuart
Town Clerk

16 July 2019

DORCHESTER TOWN COUNCIL**MEMBER ALLOWANCE SCHEME**

Dorchester Town Council, in exercise of the powers contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 makes the following scheme:

1. Parish Basic Allowance

- An Allowance shall be paid, if requested, to each councillor. The allowance will be £1,061 for 2019/20 (based on 20% of the basic allowance historically paid to members of the West Dorset District Council, subsequently indexed by staff pay inflation)
- The allowance will be paid proportionate to the term served within a civic year.
- The Council may withhold the allowance where a councillor is (partially) suspended in accordance with Part III of the Local Government Act 2000 or related regulations

2. Parish Travelling and Subsistence Allowance

- The Parish Travelling and Subsistence Allowance shall only be payable for attendance at approved duties outside the town boundary
- The Council will only pay allowances in connection with the performance of an ongoing or specific role approved by Council
- The allowance paid will be consistent with the approved scheme for officers of the Town Council at the time that the allowance was claimable
- The Council may withhold the allowance where a councillor is (partially) suspended in accordance with Part III of the Local Government Act 2000 or related regulations
- A Councillor who is also a member of another Council may not claim or receive payments from the Town Council in respect of the same duties

3. Claims and Payments

- The Basic Allowance shall be paid monthly through payroll. Income Tax at the basic rate and employees National Insurance contributions will be deducted at source.
- Claims for payments of Parish Travelling and Subsistence Allowance shall be paid through the payroll system.

4. Records of Allowances

- Records of Allowances made will be available for inspection by any local government elector for Dorchester, with a copy of such records provided on request
- The Council will publish a notice on its website stating the sums paid annually to each councillor in respect of Basic Allowance and Travelling and Subsistence Allowance

9. Review of Scheme

- The Scheme will be reviewed at the commencement of each new Council and may also be reviewed by a resolution at Council

Reviewed by Council 23 July 2019

DORCHESTER TOWN COUNCIL

23 JULY 2019

APPOINTMENT TO DORCHESTER HERITAGE JOINT COMMITTEE

1. Council delayed a decision regarding appointments to the Committee pending a decision by the Dorset Council. Dorset Council has now appointed five councillors, all also Town Councillors: -

R. Biggs A. Canning L. Fry S. Jones D. Taylor

2. Expressions of interest have been received from the following town councillors:

S. Biles A. Chisholm F. Hogwood G. Jones F. Kent-Ledger
D. Leaper R. Major

3. Council is invited to select five Councillors to sit on the Joint Committee from the seven Expressions of Interest.

Adrian Stuart
Town Clerk