



Dorchester Town Council

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

Telephone: (01305) 266861

For further information contact a.stuart@dorchester-tc.gov.uk

You are summoned to a **Meeting** of the **Dorchester Town Council** at **Council Chamber, Municipal Buildings, Dorchester** on **Monday 30 September 2019** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes** (page 2).
To confirm the Minutes of the meeting of the Council held on 23 July 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	5 August 2019	Page 5
Planning & Environment Committee	2 September 2019	Page 9
Management Committee	9 September 2019	Page 13
Policy Committee	17 September 2019	Page 16

A handwritten signature in black ink, appearing to read 'A. Stuart'.

Adrian Stuart Town Clerk
25 September 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

Meeting of the Dorchester Town Council

23 July 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, S. Jones, F. Kent-Ledger, D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie and R. Ricardo.

Apologies: Councillors G. Jones and D. Taylor.

14. Minutes

The minutes of the meeting of the Annual Meeting of Council held on 20 & 21 May 2019 were confirmed and signed by the Mayor as a correct record.

15. Communications & Motions

The Mayor congratulated and thanked pupils from Damers School, along with their teacher Edd Moore for leading the town through the process to being awarded Plastic Free status.

Recognising a recent milestone achieved by Councillor Stella Jones the Mayor proposed a motion to Council, which was seconded.

Resolved

That the Council congratulates Councillor Stella Jones on achieving the milestone of 40 years unbroken service to the town of Dorchester.

The Mayor presented Councillor Jones with a small gift to commemorate the occasion.

The Mayor also reflected on the success of recent events, including the Thomas Hardy Victorian Fair and the Moonbury Rings Festival. He had recently sent a letter of congratulations to Keep 106FM on reaching their 1st birthday milestone.

Council agreed to move the date of the next meeting to Monday 30 September 2019 due to a clash with a twinning visit to Bayeux.

16. Update from Dorchester Ward Members of the Dorset Council

Councillor S. Jones advised that the most recent meeting of the Dorset Council had taken place at County Hall, which, while not without issues, had presented a much improved space to meet.

Councillor Fry advised that the planning application for the Roman Town House had been passed. He also identified ongoing staff changes and the implications these were having.

Councillor Rennie advised Councillors regarding a distribution of funds by the Dorchester Markets Panel.

A Councillor questioned whether the single party Executive governance arrangements were preventing the involvement of opposition members. Dorset Councillors gave examples relating to the establishment of Executive Advisory Panels which gave some optimism that steps were being taken to encourage involvement.

17. Planning and Environment Committee – 3 June 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 3 June 2019 be adopted.

18. Planning and Environment Committee – 1 July 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 July 2019 be adopted.

19. Management Committee – 9 July 2019

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

A Councillor made points and sought and obtained clarification regarding Minute 5., relating to the offer of financial support for a Christmas Market.

Resolved

That the minutes of the meeting of the Management Committee held on 9 July 2019 be adopted.

20. Policy Committee – 16 July 2019

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

Resolved

- a) That the Treasury Strategy 2019/2020 is adopted
- b) That the revised Member Allowance Scheme is adopted, that the annual payment is indexed to staff pay inflation, with the next full review to take place no later than 2024.
- c) That the minutes of the meeting of the Policy Committee held on 16 July 2019 be adopted.

21. **Appointments to Dorchester Heritage Joint Committee**

As a result of a decision by the Dorset Council to appoint five of its members to the Joint Committee, Council considered its appointments. Members discussed the advantage of having representatives of local organisations as non-voting members of the Joint Committee.

Resolved

- a) That the Joint Committee be requested to amend its Terms of Reference to invite a local representative of the Ancient and Honorary Guild of Town Criers to join as a non-voting member;
- b) That the following Councillors are appointed to the Dorchester Heritage Joint Committee:

S. Biles, F. Hogwood, G. Jones, F. Kent-Ledger and R. Major

Mayor

Council rose at 7.40 pm.

Dorchester Town Council
Planning and Environment Committee

5 August 2019

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

Apologies: Councillors A. Canning, S. Jones and M. Rennie

Also in attendance: Councillor D. Leaper

14. 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.

Councillor Harries declared a non-pecuniary interest in planning application WD/D/19/001602 and stated that he would not take part in any debate on this application.

15. Minutes

The minutes of the meeting of the Committee held on 1 July 2019 were confirmed and signed by the Chairman.

16. Minute Update Report

Following comments made by a member of the public regarding the Town Council's response to planning application WD/D/19/001083, the Chairman suggested that the Committee Clerk should seek advice from Dorset Council about the best wording for the Town Clerk to use in comments on planning applications when it did not object to the proposal but had given it full consideration. The Committee supported this suggestion.

Resolved

That the Committee Clerk contacts Dorset Council for advice as minuted above.

17. Planning Applications

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

During consideration of planning application WD/D/19/001488, the Committee agreed that a Duchy of Cornwall representative be invited to attend a future Committee meeting to provide an update on landscaping proposals for the remainder of the Poundbury development.

Resolved

- i) That a Duchy of Cornwall representative be invited to attend a future Committee meeting to provide an update on landscaping proposals for the remainder of the Poundbury development
- ii) That Dorset Council be notified of the comments agreed on the various planning applications as set out in Appendix 1 to these minutes.

18. Internally Illuminated Shop Signage Policy

The Chairman presented the report and the options available in regards to the Town Council's policy for internally illuminated shop signage. The Committee agreed that it would be better if it could consider each planning application on its merits rather than having a blanket policy.

Resolved

That the Town Council's policy on internally illuminated shop signage be changed so that that the Planning and Environment Committee considers all planning applications that include the provision of internally illuminated signage on their merits, based on material planning considerations and using Policy ENV 14, in the adopted Local Plan 2015, as guidance.

19. Planning Issues to Note

With regards to planning application WD/D/19/001153, a Member pointed out that the fencing surrounding the site was insecure and needed attention as this was a safety hazard. The Committee agreed that Dorset Council should be asked to address this.

Resolved

- i) That the Committee Clerk contacts Dorset Council to ask for the fencing surrounding the site of WD/D/19/001153 to be secured.
- ii) That the Planning Issues to Note report be noted.

20. Urgent Items

The Chairman reported that this was the Committee Clerk's last meeting and he and other members thanked her for her support of the Committee and their work.

Chairman

**Dorchester Town Council
Planning and Environment Committee – 5 August 2019**

1. **SUITE 1 & 2, 58 ICEN WAY, DORCHESTER, DT1 1EW - WD/D/19/001464**
Installation of 2.No windows and 2.No rooflights to rear elevation
Dorchester Conservation Area
No comment
2. **7 ICEN WAY, DORCHESTER, DT1 1EW - WD/D/19/001602**
Conversion of existing single dwelling to form 2no. self-contained flats Dorchester Conservation Area
No comment
3. **11 LONDON ROAD, DORCHESTER, DT1 1NF - WD/D/19/001549**
Demolish front boundary wall, form vehicular access and parking. Erect garden wall.
Dorchester Conservation Area
Recommend refusal.
The Committee supported the Article 4 Direction covering this site and considered that this would protect the historic character of the Conservation Area. They considered that the garden wall was an intrinsic part of the streetscape character of the Dorchester Conservation Area and the creation of car parking within the garden of this property, requiring the removal of part of the wall, would result in a detrimental change to the streetscape character. Such the development would be contrary to ENV4. of the adopted Local Plan.
The Committee also considered that the loss of a parking space within a residents' parking permit scheme zone, that already has a very limited number of parking spaces would have a negative impact on the existing residents, meaning that neighbouring residents' amenity would be adversely affected. This would be contrary to policy ENV16. of the adopted Local Plan.
4. **75 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PS - WD/D/19/001546**
Erect 500mm gabion baskets and 1800mm fence above existing stone wall to side of property
No comment
5. **7 SOUTH STREET, DORCHESTER, DT1 1BL - WD/D/19/001583 + WD/D/19/001589**
Display of 1no. non illuminated fascia sign and 1no. non illuminated hanging sign + Redecoration of existing shop front and signage.
Dorchester Conservation Area and Grade II Listed Building
No comment
6. **HOLY TRINITY CHURCH CAR PARK, COLLITON STREET, DORCHESTER - WD/D/19/001615 + WD/D/19/001616**
Demolition of existing structurally un-stable boundary walls to the Holy Trinity Church car park and the re-building of replacement walls to match the existing.
Dorchester Conservation Area and Grade II Listed Building
No comment
7. **OLD SALVATION ARMY HALL, DURNGATE STREET, DORCHESTER, DT1 1NA - WD/D/19/001352 + WD/D/19/001353**

Display of non-illuminated signage scheme (retrospective) + Retention of internal works to include new timber floor, skirting and beading in main hall and removal of modern partitions and display of non-illuminated sign to front elevation
Dorchester Conservation Area and Grade II Listed Building
No comment

8. **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

The Committee had no objection to the application in principle but comments were made about the lack of cycle storage, renewable energy provision and charging points for electric vehicles across these plots.

Concerns were also raised about the apparent lack of and reduction in landscaping at various points across the whole of Poundbury and in particular in the phases currently being developed.

The Supplementary Planning Document – Poundbury Development Brief (December 2006), was produced to guide decisions on planning applications for the future development of the site at Poundbury. Within this document, it stated:

‘ 3. Green Spaces

Green Squares with woodland trees

3.1 A range of green spaces is proposed within the Poundbury development in order to add to the character and distinctiveness of the development.

3.8 it is therefore proposed to include green squares or small urban parks within the development.

3.9 The inclusion of green squares with enough space for mature ‘woodland’ trees, will also have an impact on views of the development within the surrounding landscape.

It is intended that the green squares will be easily reached on foot by local residents being no more than a ten minute walk away from any residential property.

3.10 The planting of native trees will add positively to (a number of things listed)

Avenue planting

3.11will be designed as formal avenues with trees planted along their length. The new feeder road up to the north-eastern part of the site will also be planted though possibly in a less formal style.

3.13 Planting within the site within green squares or along the avenues and boulevards, should include a range of tree and shrub species.’

The Committee considered that the planning authority should revisit this document in regard to landscaping when deciding on future planning applications for the remainder of the Poundbury development.

9. **9 CASTLE CLOSE, DORCHESTER, DT1 2JE WD/D/19/001690**

Proposed Change of use from C3 (Residential) to mixed use C3 (Residential) and D1(b) (for use as a creche, day nursery or day centre)

No comment

Dorchester Town Council
Planning and Environment Committee

2 September 2019

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

Apologies: Councillor S. Jones

In attendance: Councillor F. Hogwood

21. 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.

22. Minutes

The minutes of the meeting of the Committee held on 5 August 2019 were confirmed and signed by the Chairman.

23. Speed Indicator Device (SID)

Members received a presentation from Rob Camp and Joe Allen from Dorset Council's Sustainable and Safer Travel Environment, Infrastructure and Economy Team about the SID programme. Members heard that a SID would cost £2495 + VAT to have the more advanced model with an additional cost of £175 for a solar modification battery and a fee for the bracket and post for the SID to be sited on. (A budget SID would be available for £2000 + VAT but had a smaller screen and limited functionality). Members noted that a SID should not be deployed permanently in any one site, but should be deployed over 2 – 3 sites for a period of between 4-6 weeks before being moved to the next. Members were informed that a SID could only be deployed at a site that was approved and assessed by the Dorset Council providing that it met the required speed and risk assessment criteria. Members were informed that they would be required to identify sites for the SID to be deployed and a survey would need to be conducted to ascertain if the sites were suitable. The first survey would cost £250 and any additional surveys for additional sites would cost £175. It was noted that the Dorset Council held existing data for certain roads that they would be willing to share.

The Committee heard that the existing SID currently sited at Bridport Road would be removed should the Council purchase a SID and it would be for the Council to decide if the new SID should be relocated there.

It was proposed and seconded that it should be recommended to the Policy Committee that a SID should be purchased by the Council to be deployed at sites identified at the next Planning and Environment Committee.

Resolved

That it should be recommended to the Policy Committee that a SID should be purchased by the Council to be deployed at sites identified at the next Planning and Environment Committee.

24. Lubbecke Way and Stinsford View

Members heard comments from an East Ward Councillor regarding the experimental Traffic Order for Lubbecke Way which came into effect on 16 April 2019. It was noted that concerns had been raised as there were currently no 'No Vehicle' signs at Longbridge Way which meant that large vehicles were continuing to use St Georges Road to gain access to and from Louds Mill. It was also suggested that a passing place between the Lubbecke Way Retirement properties and the Dorset Youth Association would alleviate the problem of it being difficult for cars to pass each other on Lubbecke Way and that the introduction of a two hour parking limit would reduce the number of cars parking in Lubbecke Way. Members felt that this would not be appropriate as a number of people who work in the area use it for parking. A suggestion was made to allow cars to park on the river side of the road to create a chicane effect which would create more passing places however there were concerns that it would make it difficult for lorries to manoeuvre. Members agreed that a traffic flow assessment would be beneficial to gain a better understanding as to how the experimental traffic order was working.

Resolved

That a request be made to the Dorset Council for a Traffic Flow assessment to be conducted in Lubbecke Way and Stinsford View.

25. Member Expenses for Attendance at Dorset Council Northern Area Planning Committee

Members noted Dorchester Town Council's Members' Allowance Scheme and agreed that should a Councillor attend a Northern Area Planning Committee meeting to represent the views of the Planning and Environment Committee that the Clerk to the Committee would register their wish to speak at the meeting with the Dorset Council.

Resolved

That the Clerk to the Committee would notify the Dorset Council of the attendance of a Committee member to register the views of the Dorchester Town Council.

26. Minute Update Report

1. Minute 19 (5 August 2019) - Planning Issues to Note - Planning Application WD/D/19/001153, the former Watson Petroleum Ltd & Dorchester Collection Show Room, London Road, Dorchester

With regards to planning application WD/D/19/001153, Members noted that the proprietor had been contacted by the Dorset Council as requested to secure the fencing around the site.

2. Update from Northern Area Planning Committee held on Wednesday, 21 August 2019

Members heard that the Duchy would be looking in to installing electrical charging points and solar points for charging vehicles on its developments.

Resolved

That the Minute Update report be noted.

27. Planning Applications for Comment

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.

28. Dropped Kerbs Requests

The Committee received and considered a map detailing requests for dropped kerbs. Members agreed to support the requests.

Resolved

That the requests for the dropped kerbs detailed on the map be forwarded to the Dorset Council.

29. Planning Issues to Note

Resolved

That the Planning Issues to Note report be noted.

30. Urgent Items

There were no urgent items to report.

Chairman

**Dorchester Town Council
Planning and Environment Committee – 2 September 2019**

1. **29 EDDISON AVENUE, DORCHESTER, DT1 1NX - WD/D/19/001876**
Demolish existing store & build single storey flat roof extension forming kitchen
No comment
2. **31 CROWN STREET WEST, POUNDBURY, DORCHESTER, DT1 3FQ - WD/D/19/001793**
Erect 2 No. non-illuminated fascia signs and 1 No. non-illuminated projecting hanging sign
No comment
3. **31 CROWN STREET WEST, POUNDBURY, DORCHESTER, DT1 3FQ - WD/D/19/001795**
Erect 1 No. non-illuminated individual raised lettering sign to side elevation
No comment
4. **6 ROTHESAY ROAD, DORCHESTER, DT1 2DT - WD/D/19/001908**
Erection of a ground floor rear single storey extension
No comment however Councillors queried the proposed lift in the ground floor office and expressed their concerns at the loss of the garage.
5. **6 DAGMAR ROAD, DORCHESTER, DT1 2NA - WD/D/19/001806**
Demolition of single storey rear extension and erection of replacement single storey rear extension and alterations to boundary walls - Dorchester Conservation Area
No comment however the Committee requested reassurance that any rain run off would be correctly dealt with and expressed concerns about the impact of the single storey extension to the neighbouring dwelling.
6. **15 VICTORIA ROAD, DORCHESTER, DT1 1SB - WD/D/19/001789**
Erection of single storey rear extension – Dorchester Conservation Area
Recommended refusal. The Committee were concerned that the extra height of the extension would be overbearing and detrimental to the amenity of the neighbour. Therefore, the Committee considered that the development would be contrary to policy ENV.16 of the adopted Local Plan.
7. **4-5 HIGH WEST STREET, DORCHESTER, DT1 1UJ - WD/D/19/001910**
External alterations to shopfront and fix new non illuminated fascia and non illuminated projecting sign to replace existing- Dorchester Conservation Area and II Listed Building
No comment

Dorchester Town Council

Management Committee

9 September 2019

Present: Councillors S. Biles, A. Canning, L. Fry, J. Hewitt (Vice-Chairman in the Chair), S. Jones, A. Lyall, R. Major, R. Potter, M. Rennie, R. Ricardo and D. Taylor.

In Attendance Councillor T. Harries.

Apologies: Councillors D. Leaper and F. Kent-Ledger.

17. Minutes

The Minutes of the Meeting of the Committee held on 9 July 2019, adopted by Council on 23 July 2019, were taken as read and were confirmed and signed by the Chairman as a correct record.

18. 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 wished to thank the outdoor staff for all of their work over the summer to keep the Council's open spaces and the Gardens so well maintained. Members also felt that the new fencing at Poundbury Cemetery was excellent.

Resolved

That the Outdoor Services Team update be noted.

19. Consultation on Extension to Dorset Council Dog Related Public Spaces Protection Orders

Members were informed that it was the intention of Dorset Council to have a single dog-related PSPO, drawing all former 5 Orders into one. To do this a 12 week public consultation exercise needed to be undertaken. The time line for producing a new Order was in the region of 12 months. To enable this to happen it was proposed to extend the present West Dorset Dog related PSPO (due to expire in August 2020) until 31 December 2020.

Resolved

That no objection be raised to extending the existing West Dorset PSPO to 31 December 2020.

20. Requests for Financial Assistance

The Committee considered various requests for financial assistance.

Resolved

- (1) That the grant application from Dorchester Community Plays Association in the sum of £5,500 be agreed, to be payable once the Association has sufficient financial support to proceed with the production and that the Town Clerk be authorised to offer free use of the Municipal Buildings for large scale rehearsals at times when the building would not otherwise be generating an income.
- (2) That the grant application from the Volunteer Centre, Dorchester in the sum of £500 be agreed.
- (3) That the grant application from the Dorchester Town Ladies Football Club, in the sum of £112 be agreed.

21. Dorchester Food Bank – Grant Feedback

The Committee received a report back from John Weir of the Dorchester Food Bank – the Committee had previously allocated a grant of £500 to the Food Bank.

Four hamper distribution days had been provided on each of the four Thursdays during August. Families who were eligible for free school meals during term time were invited through their schools to come along for tea/coffee/cakes and a chat and to collect their food parcels containing fresh food and non perishable items. Eighty Eight families (over 160 children) were supported and 425 parcels distributed in total.

£9000 was spent directly on families and nearly £1,000 remained to provide parcels at Christmas. Expenses totalled £35. There were a number of families who had stated that they or their children would have gone hungry during the summer holiday without the extra help and others who were grateful that they could use the money they had saved on buying food to provide small treats or excursions for their children - something that most people would take for granted.

Resolved

That the grant feedback be noted.

22. Cemetery Matters

(a) Exclusive Right of Burial and Interments and Burial of Ashes

The report which detailed 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 had been placed on the Council's internet.

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 5082 to 5090 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

23. Buildings Monitoring Reports

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

The Committee expressed concern regarding the reduction in income this year compared to the same period last year. The reasons for the reduction were reported.

Members also felt that a decision regarding the future home of Dorchester Arts was required soon so as to enable the Council to plan its refurbishment and maintenance schedule.

Resolved

That the Buildings Monitoring Reports be noted.

24. Dorchester Arts

The Committee noted the minutes of the Dorchester Arts Board meeting held on 24 July 2019.

25. 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.

26. Dorchester Christmas Market

The Committee considered a report by the Town Clerk on the proposed the proposed Dorchester Christmas Market.

Resolved

That the report be noted.

Chairman

Dorchester Town Council

Policy Committee

17 September 2019

- Present:** Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, T. Harries, F. Hogwood, and S. Hosford (Chair)
- Attending:** Councillors J. Hewitt and M. Rennie
- Apologies:** Councillor G. Jones

6. Minutes

The Minutes of the Committee of 16 July 2019, adopted by Council on 23 July 2019, were taken as read and confirmed and signed by the Chairman as a correct record.

7. Finance Update at 31 August 2019

The Committee received the Town Clerk's update covering the Revenue Out-turn for the Council's Month 5 spend in relation to the budget, cash, debtors and payments, as well as a short update related to NALC Model Financial Regulations.

A Member expressed appreciation for the role the Town Council was taking as banker and book-keeper for a number of local events. A question was asked regarding the response to reduced income from the Municipal Buildings.

Resolved

- a) That the Payments list, totalling £293,010.59 is approved.

The Committee noted that the external audit of the 2018/19 Annual Return had been completed with no amendments to the documents approved by Council on 21 May 2019.

Recommended to Council

- b) That the certified Annual Governance and Accountability Return for the year ended 31 March 2019 is approved and accepted.

The Committee considered a request from the Planning & Environment Committee related to the purchase of a Speed Indicator Device, in particular the implications for the management of the existing SID in Bridport Road, which presented two options on how to proceed.

Resolved

- c) That a Speed Indicator Device be purchased, funded by £4,500 to be taken from the General Reserve, and that the Planning & Environment Committee identify preferred sites to be submitted to the Dorset Council for their approval.

8. Corporate Plan 2019 - 2024

The Town Clerk provided an update related to the timetable for preparing the new Corporate Plan.

The Chairman requested that the Clerk pass on the thanks of the Town Council to Roger Goulding for his work facilitating the recent workshops. Members noted that a meeting was to be arranged to consider the output from the six themes considered at the meetings.

9. Town Pump Area Refurbishment Project

The Committee considered a report relating to the refurbishment of the town pump area, focusing particularly on the appointment of a project manager to engage with local stakeholders and the Dorset Council. Members considered a recommendation from the Clerk to invite a single contractor to make a submission to progress the project.

Resolved

That a contract for the project is advertised widely, and that the Chairman and Vice-Chairman take part in interviews for the appointment for a Project Manager.

10. Free Parking Days

The Town Clerk highlighted a submission from Dorchester BID in support of a request to the Dorset Council to receive free parking days in the run up to Christmas. The Town Clerk explained the background to the issue and alternative approaches to the Committee.

Resolved

- a) That the Town Clerk makes another approach to exchange free parking days for a £3,000 contribution to the Christmas Lights
- b) That if this request is rejected a request is made for free parking on Saturdays 30 Nov, 7, 14 & 21 December and Tues 24 December
- c) That further information is gathered about the benefits of free afternoon parking during the Christmas period for consideration in future years

11. Community Development

The Committee considered an update on the Council's Community Development function, covering the role of the postholder, recent and ongoing workloads and the opportunity to review future work in the context of the Corporate Plan and changes happening at the Dorset Council.

Resolved

That a Task and Finish Group of Councillors Chisholm, Harries, Hogwood, Hosford and G. Jones consider the following tasks and report back to the January Committee

- i. Initially to gain a greater understanding of how the Community Development service is delivered and how it manages the competing demands placed on the service
- ii. To understand how decisions of the Dorset Council are already impacting, and will increasingly impact, on the community sector in Dorchester and consider what options the Council might have to respond to this challenge
- iii. Consider how the ideas emerging from the Corporate Plan might be delivered by engaging with the Community sector

12. Commissioning Short Films

The Town Clerk provided a short report on the use of filmed material as a promotional resource.

A Member advised that both Arts University Bournemouth and the British Film Institute might play a role in delivering and funding short film material. Several Members noted the value of the filmed material gathered at this year's events.

Resolved

That a sum of £6,000 be submitted as a Special Item request for consideration during the 2020-21 Budget process to support the commissioning and production of film and management of filmed material.

13. Confidential Business

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 matter, the public and representatives of the press be excluded from this meeting during its discussion

14. Staffing Issue

The Committee considered a report by the Deputy Town Clerk relating to the attendance of the Town Clerk at meetings of the Council and at civic events.

Resolved

- a) That the contract variation proposed in the report be approved
- b) That the Town Clerk be invited to confirm that no similar anomalies exist in relation to the contracts of employment of staff

Chairman