



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 25 November 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 30 September 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. **Minutes of Committees**
To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	7 October 2019	Page 4
Planning & Environment Committee	4 November 2019	Page 8
Management Committee	11 November 2019	Page 12
Policy Committee	18 November 2019	Page 18
4. **Update from Dorchester Ward Members of the Dorset Council**
To include consultation regarding the draft Dorset Council Corporate Plan

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

Adrian Stuart Town Clerk
19 November 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

30 September 2019

Present: Mayor R. Biggs and Councillors, B. Armstrong-Marshall, A. Chisholm, S. Jones, F. Kent-Ledger, A. Lyall, R. Major, R. Potter, M. Rennie R. Ricardo and D. Taylor.

Apologies: Councillors S. Biles, A. Canning, L. Fry, T. Harries, J. Hewitt, F. Hogwood, S. Hosford, G. Jones and D. Leaper.

22. **Minutes**

The minutes of the meeting of Council held on 23 July 2019 were confirmed and signed by the Mayor as a correct record.

23. **Communications & Motions**

The Mayor reported on his recent twinning visit to Bayeux and explained the significance of a photo picture received as a gift. He announced that a Ball would take place in aid of the Firefighters Charity in March 2020.

24. **Update from Dorchester Ward Members of the Dorset Council**

Councillors S. Jones and Rennie identified a discernible acceleration in the workload of the new Dorset Council, including the establishment of a working group to hold a conversation with Town and Parish Councils.

A Member raised a question from a resident to a Dorset Councillor regarding school catchments.

25. **Planning and Environment Committee – 5 August 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 5 August 2019 be adopted.

26. **Planning and Environment Committee – 2 September 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 2 September 2019 be adopted.

27. **Management Committee – 9 September 2019**

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

A Member commented on the issues that led to the need for the school holiday Food Bank scheme. The Mayor advised he had attended one of the distribution mornings during the summer and commended the work being done.

Resolved

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

28. Policy Committee – 17 September 2019

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

Resolved

- a) That the certified Annual Governance and Accountability Return for the year ended 31 March 2019 is approved and accepted
- b) That the minutes of the meeting of the Policy Committee held on 17 September 2019 be adopted.

Mayor

Council rose at 7.20 pm.

At a Public Question Time following the meeting a detailed response was provided to questions regarding the Council's position regarding previous consultations conducted by West Dorset District Council in relation to their policy DOR15 and submissions by developers some distance from the town.

A resident raised concerns regarding weeds in the town centre and asked that the Council investigate who was responsible for managing the issue. A Member commented about the condition of a phone box in High West Street.

Dorchester Town Council
Planning and Environment Committee

7 October 2019

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

Apologies: The Mayor (Councillor R. Biggs) and Councillor J. Hewitt

31. 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.

32. Minutes

The minutes of the meeting of the Committee held on 2 September 2019 were confirmed and signed by the Chairman.

Councillor S. Jones informed the Committee that since the last meeting she had met with a representative from the Dorset Council regarding Lübbecke Way and Stinsford View. She had been informed that signage that had previously been requested would be put up a St George's Road and Longbridge Way, additional white lines would be put along Lübbecke Way and 'Slow' markings would be put down by the bend in Lübbecke Way. A sign would be placed at the entrance of Fenway Close to prevent vehicles from turning into the Close for access to the Recycling Centre. It was hoped that these works would be completed by mid November.

Councillor S. Jones also informed the Committee that the Dorset Council would be reviewing the speed limit of Lübbecke Way from the end of November.

33. Speed Indicator Device (SID)

Members discussed possible sites for the SID to be located on a rotational basis. Herringston Road, Alington Avenue, Bridport Road and London Road were suggested. Members agreed the SID should be located at Bridport Road and London Road and requested the data for Alington Avenue and Herringston Road be sought before confirming the third location for the SID.

A Member asked if the SID was located on alternate sides of a road, if it would constitute as one or two locations.

Resolved

- i) That the SID should be located at Bridport Road and London Road.
- ii) That data be sought from the Dorset Council for Alington Avenue and Herringston Road to be considered at the November meeting of the Planning and Environment Committee in order to agree the third location for the SID to be sited.
- iii) That Dorset Council be asked if the SID was located on alternate sides of a road, if it would constitute as one or two locations.

34. Dropped Kerbs Requests

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

Members requested that the Clerk to the Committee contact the Dorset Council and request a map that detailed the dropped kerbs already in situ in the Town and for a list of previous requests for dropped kerbs that had been rated as low priority and hadn't been actioned.

Resolved

- i) That DCC be advised that the Town Council supports the request for dropped kerbs and prioritised them in the following order:
 - a) Points 1,2,3 and 4 as detailed in the map provided of Wessex Road and Poundbury Crescent.
 - b) That repairs be made to the existing dropped kerbs at points 5 and 6 as detailed in the map of Wessex Road and Poundbury Crescent.
 - c) Both pavements at the junction of Wollaston Road.
 - d) The pavement at Prince of Wales Road.
- ii) That a map detailing the location of existing dropped kerbs and a list of previous requests that were of low priority and had not been actioned be requested from the Dorset Council.

35. Minute Update Report

1.) Minute 16/19 (5 August 2019)

The Planning Committee noted the response received from the Dorset Council in regards to how best to respond to Planning Applications received.

Resolved

That the Minute Update report be noted.

36. 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.

37. Planning Issues to Note

Resolved

That the Planning Issues to Note report be noted.

38. Urgent Items

There were no urgent items to report.

Chairman

Dorchester Town Council - Planning and Environment Committee – 7 October 2019**East Ward (Councillors T. Harries, S. Jones, F. Kent-Ledger and R. Major)****1. WD/D/19/001932 PHOENIX HOUSE, 16 HIGH EAST STREET, DORCHESTER, DT1 1HH**

Repairs and replacement works to areas affected by dry rot (Retrospective) Grade II Listed building, Conservation Area.

No objection, Councillors commented on the good design and welcomed the improvements.

2. WD/D/19/001980 20 HOLLOWAY ROAD, DORCHESTER, DT1 1LF

Erect first floor side extension.

No objection.

Poundbury Ward (Councillors R. Biggs and S. Hosford)**3. WD/D/19/001454 POUNDBURY PHASES 3 & 4**

Request to vary the Section 106 dated 20 December 2011(relates to pp 1/D/09/001363).

Councillors requested further clarification of the application and an extension to the consultation period before commenting.

4. WD/D/19/002014 THE GREAT FIELD, PEVERELL AVENUE EAST, POUNDBURY

Formation of access and hardstanding (off St Johns Way to serve Wessex Water facility).

No objection providing permeable material is used for the hard standing.

5. WD/D/19/002017 LAND FOR PUMPING STATION WEST OF POUNDBURY ROAD, DORCHESTER

Change of use to operational land and formation of access and hardstanding.

No objection providing permeable material is used for the hard standing.

6. WD/D/19/002052 8 CHALLACOMBE STREET, DORCHESTER, DT1 3SN

Erect two storey side extension (demolish single storey garden room and boundary wall).

No objection subject to compliance of the Environmental Health Technical Officer - Environmental Protection's comments.

West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)**7. WD/D/19/001976 13 TREVES ROAD, DORCHESTER, DT1 2HD**

Erect single storey and first floor extensions and external alterations.

No objection.

8. WD/D/19/001981 2 BAYNARDS ROAD, DORCHESTER, DT1 2JD

Erect dwelling (outline)

No objection.

9. WD/D/19/002135 2A ALICE ROAD, DORCHESTER, DT1 2LJ

Erection of rear single storey flat roof extension.

No objection.

North Ward (Councillor A. Canning)**10. WD/D/19/002024 / WD/D/19/002025 (listed building consent) 5 NORTH SQUARE, DORCHESTER, DT1 1HY**

Internal & external alterations to accommodate A1/A2 use at ground floor & 3no. one bedroom flats Grade II listed, Conservation area.

No objection.

11. WD/D/19/001998 7 CORNWALL ROAD, DORCHESTER, DT1 1RT

Existing slate roof to be replaced with natural slates, existing ridge tiles to be reused & existing plastic guttering to be replaced with new black plastic half round guttering.

No objection.

12. WD/D/19/000957 SOUTH GROVE COTTAGE, TRINITY STREET, DORCHESTER, DT1 1TU

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

Object.

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.

13. **WD/D/19/001890 2 PRINCES STREET, DORCHESTER, DT1 1TP**

Internal & External Alterations.

No objection.

South Ward (Councillors G. Jones, R. Potter and M. Rennie)

14. **WD/D/19/002059 98 MELLSTOCK AVENUE, DORCHESTER, DT1 2BH**

Erection of a single-storey front extension and a two-storey side extension.

No objection.

15. **WD/D/19/002086 4 ASHLEY ROAD, DORCHESTER, DT1 2DJ**

Erect first floor rear extension.

No objection.

16. **WD/D/19/001908 6 ROTHESAY ROAD, DORCHESTER, DT1 2DT**

(Amendment) Erection of a ground floor rear single storey extension and ground floor veranda.

No objection.

17. **WD/D/19/002394 VARIOUS SITES IN WDDC AREA**

Notification of intention to remove 68 public payphones (4 in Dorchester).

Location	Calls Made in Last Year	Ward
Fordington Cross, High Street Fordington	75	East Ward
JCN Maud Road / Olga Road	95	West Ward
Wessex Road	0	North Ward
Mellstock Avenue	19	South Ward

Dorchester Town Council have no objection to the removal of telephone boxes 17 (Mellstock Avenue) and 18 (Wessex Road).

However Dorchester Town Council objected strongly to the removal of telephone boxes 14 (JCN Maud Road / Olga Road) and 16 (Fordington Cross, Fordington High Street) as both serve areas of higher deprivation and more of the most vulnerable people in the Town and it was evidenced that the phones were used.

18. **WD/D/19/001123 & WD/D/19/001124 (Listed Building consent) 8 GLYDE PATH ROAD, DORCHESTER, DT1 1XE**

Objection.

Members had no objection to the rebuild/repair of the chimney (retrospective), Rebuild/repair of the second chimney, Installation of the flue outlet for Aga (retrospective), Reinstatement of the original window opening on the west elevation or the removal of the existing render and the re-rendering with lime render. However they objected strongly to the erection of the boundary fence as they felt the height and style of the fence was inappropriate and detrimental to the conservation area and the setting of a listed building and contravened Policy ENV 4 of the adopted Local Plan.

Dorchester Town Council
Planning and Environment Committee

4 November 2019

Present: The Mayor, Councillor R Biggs (Elected Chairman), L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger, R. Major, M. Rennie and R. Ricardo

Apologies: Councillors T. Harries, S. Hosford, G. Jones, and R. Potter.

39. 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.

40. Minutes

The minutes of the meeting of the Committee held on 7 October were confirmed and signed by the Chairman.

41. Speed Indicator Device (SID)

Members considered the data received from the Dorset Council in regards to locations suggested by the Committee at the meeting held on 7 October 2019 to site the SID. Members received an update from the Clerk to the Committee explaining that since the data had been received discussions had taken place between the Town Clerk and the Dorset Council SID team and heard that the SIDS team had reviewed the data for Herringston Road and had concluded that the placement of a SID in Herringston Road (Northbound) would meet the required criteria. Members also hear that the Dorset Council had agreed to fund a study for fresh data in Bridport Road.

It was recommended to Councillors the SID be sited Northbound on Herringston Road and Eastbound at Max Gate. It was also recommended that the SID be sited at Bridport Road subject to the data received satisfying the criteria and that should Bridport Road not satisfy the criteria, the Town Council fund a study on London Road to establish if it met the criteria.

Members heard from a Dorset Councillor that the Dorset Council had suggested that it was reviewing their policy in discontinuing their current SID programme and therefore the existing SID in Bridport Road may continue to be deployed by the Dorset Council. In light of this, Councillors requested that an up to date survey of London Road be requested and be funded by Dorchester Town Council before coming to a decision as to whether the SID be located at either Bridport Road or London Road.

Resolved

- i) That the SID should be located at Herringston Road (Northbound) and Eastbound at Max Gate.
- ii) That data be sought from the Dorset Council for London Road.

42. Minute Update Report

There were no Minute Updates to report.

43. Certificate of Lawfulness - WD/D/19/002312 27 ROTHESAY ROAD, DORCHESTER, DT1 2DX

Members noted that that an application for a Certificate of Lawfulness for a proposed use or development had been received by the Dorset Council for the above. Members heard that the application had been approved by the Dorset Council.

44. Planning Applications for Comment

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

A member of the public attended the meeting to raise their concerns about application WD/D/19/002366 Land and Garages Rear of, 13-19 Eddison Avenue, Dorchester.

Resolved

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

45. Planning Issues to Note

There were no Planning Issues to Note.

46. Urgent Items

Members heard a request for additional parking restrictions in Wessex Road. Members felt that they were unable to consider it without consulting the prioritised list of previously supported requests for new parking/traffic restrictions.

Members requested a copy of the prioritised list of previously supported requests for new parking/traffic restrictions.

Resolved

That the prioritised list of previously supported requests for new parking/traffic restrictions be provided for the next meeting.

Chairman

Dorchester Town Council Planning and Environment Committee – 4 November 2019

East Ward (Councillors T. Harries, S. Jones, F. Kent-Ledger and R. Major)

1. **WD/D/19/002366 LAND AND GARAGES REAR OF, 13-19 EDDISON AVENUE, DORCHESTER**

Demolition of existing garages and erection of 3no. 3-bed houses, 2no. 1-bed flats and associated landscaping and parking

Recommended Refusal

In principle the Committee were supportive of development of the site. However, the Committee were concerned that the height of the proposed properties 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.

The Committee were also concerned about the effect of the loss of parking for nearby residents leading to displacement of vehicles into surrounding roads.

It was agreed that the Clerk to the Committee would write to Magna Housing Association to inform them that in principle the Town Council did not oppose development of the site and invite them to attend a future Planning and Environment Committee meeting to discuss their future development of such sites.

Poundbury Ward (Councillors R. Biggs and S. Hosford)

2. **WD/D/19/001454 POUNDBURY PHASES 3 & 4**

Request to vary the Section 106 dated 20 December 2011(relates to pp 1/D/09/001363).

Previously considered by Dorchester Town Council 07/10/19. Councillors requested further clarification of the application and an extension to the consultation period before commenting. Please see Appendix 2 for further clarification.

No objection

3. **WD/D/19/002298 2 HAMSLADE STREET, POUNDBURY, DORCHESTER, DT1 3ET**

Erect rear sunroom extension

No objection

West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)

4. **WD/D/19/002319 DORCHESTER WEST RAILWAY STATION, GREAT WESTERN ROAD, DORCHESTER, DT1 2LB (Listed Building Consent)**

Replacement of open platform lighting heads to existing columns & replacement of under canopy lighting to platform (facing elevation only)

No objection

5. **WD/D/19/002048 KINGDOM HALL, WEYMOUTH AVENUE, DORCHESTER, DT1 2RU**
Display of 1no. non illuminated wall mounted sign
No objection
North Ward (Councillor A. Canning)
6. **WD/D/19/002272 25 NORMANDY WAY, DORCHESTER, DT1 2PP**
Erect Single-storey front extension. Amend side flat roof to a lean-to
No objection
South Ward (Councillors G. Jones, R. Potter and M. Rennie)
7. **WD/D/19/002241 23 HERRINGSTON ROAD, DORCHESTER, DT1 2BS**
Demolish existing playhouse and erect studio/office/summerhouse (Part retrospective)
No objection
8. **WD/D/19/002249 85 SOUTH COURT AVENUE, DORCHESTER, DT1 2DA**
Erection of Front Porch
No objection

Dorchester Town Council

Management Committee

11 November 2019

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

Apologies: Councillor D. Taylor.

27. **Minutes**

The Minutes of the Meeting of the Committee held on 9 September 2019, adopted by Council on 30 September 2019, were taken as read and were confirmed and signed by the Chairman as a correct record.

28. **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 agreed that in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the discussion, a part of the report would be held with the press and public excluded at the end of the agenda.

Resolved

That the Outdoor Services Team update be noted.

29. **Allotment Fees 2020**

The Committee considered a report by the Deputy Town Clerk which set out the cost of the various elements of the allotments service and gave recommendations for fee increases in 2020.

Resolved

- (1) That, as from 1 January 2020, the allotment rent and the water fee both be increase by £1.00 each no matter the size of the allotment plot.
- (2) That there is no increase in the administration charge in 2020; the fees will therefore be:-

Rent - Full plot on any site	£37.00
Rent - Half plot on any site	£21.00
Water Charge – Full plot	£9.50
Water Charge – Half plot	£7.50
(excludes Frome Terrace – no water)	
Administration Fee for new tenants	£50.00

- (3) That the practice of charging double fees for non-Dorchester residents continues.

30. **Thomas Hardye Gardens Residents Association**

Members considered a request from the Thomas Hardye Gardens Residents Association asking that the mini pitches site at Sandringham Annex be renamed. The Committee felt that any new name should reflect the fact that it was the site of the old Hardye's School.

Resolved

That Sandringham Annexe be renamed as Hardye's Field.

31. **75th Anniversary of VE/VJ Day**

The Committee was informed that 2020 was the 75th Anniversary of VE and VJ Day. This year had been the 75th anniversary of D Day and the Council had worked successfully with the Keep Military Museum to plan a day of commemorative events which included a Civic Service in the Gardens.

It was proposed to once again partner with the Military Museum with regard to the 2020 commemorations which would most likely include a Civic Service in the Gardens on the re-arranged bank holiday – Friday 8 May 2020.

Resolved

That the proposal to work with the Keep Military Museum to commemorate the 75th anniversary of VE/VJ, to include a Civic Service on Friday 8 May 2020, be supported.

32. **Requests for Financial Assistance**

The Committee considered various requests for financial assistance.

Resolved

- (1) That the grant application from Transition Town Dorchester for the purchase of trees be agreed in principle but that the grant only be confirmed following discussion with Town Council Officers regarding joint working, planting schedule, tree species etc.
- (2) That the grant application from Buttermarket and Friends be not agreed this year but that the Council works with the Group for an application next year and be informed that the Poundbury PRA have a grant pot available.
- (3) That the grant application from AsOne Theatre, in the sum of £500, be agreed.
- (4) That the grant application from Transition Town Dorchester, Repair Café, in the sum of £400, be agreed.
- (5) That the grant application from SWD Multicultural Network, in the sum of £120, be agreed.
- (6) That the grant application from The Grove Pre-School Playgroup, in the sum of £250, be agreed.

33. **Summer Events 2019**

The Committee received a feedback report on the events that had been held during the 2019 summer. Members were pleased with the diversity of the events and

attendances. The Committee felt that it would be beneficial to review the Maumbury Rings Bank Holiday Monday Music event.

Resolved

- (1) That the 2019 summer events feedback be noted.
- (2) That a Task and Finish Group be established to review the future format of the Bank Holiday Monday Maumbury Rings Music Day. The Group to consist of the Chairman and Councillors J. Hewitt, T. Lyall, M. Rennie and R. Ricardo.

34. Service Review Task and Finish Group

Members had before them the notes of the meeting of the Service Review Task and Finish Group (as set out in Appendix 1 to these Minutes). It was noted that the need for signage to King's Park Play Area had also been agreed and that the notes should be amended accordingly. The Committee also felt that the fences at Sandringham Sports Centre should be retained. With regard to Fordington Cemetery Members felt that it would be beneficial to have some steps cut and a handrail at the lowest end of the slope to the German War Memorial.

Resolved

That the notes of the Task and Finish Group, as amended above and including the recommendations, be agreed.

35. 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 5091 to 5098 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

36. Buildings Monitoring Reports

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

It was noted that there had still been no decision regarding The Maltings.

Resolved

That the Buildings Monitoring Reports be noted.

37. **Public Bodies (Admission to Meetings) Act 1960**

Resolved

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

38. **Management Arrangements – Outdoor Services – Maumbury Rings**

The Committee considered the request to use space at Maumbury Rings. Although sympathetic to the request Members felt that Maumbury Rings was not a suitable location. It was felt that a holistic approach from all interested agencies within Dorset Council to identify a solution would be helpful.

Resolved

That the request to use Maumbury Rings not be agreed.

Chairman

DORCHESTER TOWN COUNCIL

NOTES OF THE SERVICE REVIEW TASK AND FINISH GROUP

7 NOVEMBER 2019

Present: Councillors F. Kent-Ledger, S. Jones, R. Major, R. Ricardo and D. Taylor.

Officers: S. Newman, Deputy Town Clerk and C. Dallison, Outdoor Services Manager.

Background

The Deputy Town Clerk reminded Members that the Group had been established to review the Service Operations of the Council on a site by site basis to help inform the emerging Corporate Plan.

The Group had before it a table which identified all the sites and which asked the questions 'is the service relevant', 'can it be delivered in another way', 'could someone else take on a management role', 'should the Council be investing in developing the site' and 'what was the resource required – cash or people'. The table also listed those areas which would be suitable for tree planting. Officers had met separately to review all the sites and had identified a number of issues which Members might wish to look at further, these had been highlighted on the table.

Prior to a detailed discussion regarding the sites the issue of water fountains and recycling bins was discussed. It was noted that there was an ongoing cost of maintenance and water provision to water fountains and that the refill scheme was a good alternative solution and that much of the recycled specific waste in busy areas was contaminated with general waste and that general waste was picked after collection to stop recyclable materials going to general waste.

Service Review

Members considered the table and all of the individual sites. Some of the sites required a Member decision as it had also included some specific requests that had recently been received from residents.

Outcomes

- 19 North Square and the Municipal Buildings – these sites needed further consideration when a final decision was known regarding The Maltings.
- Louds Mill Depot -consideration to a long term plan for the site – Members wished to visit the site prior to making any recommendations of this site.
- Weymouth Avenue Pavilion Sewerage disposal – Members felt this was an environmentally friendly solution and a low priority for change.

- The Great Field – Integration of operation into the Council’s workload in due course. Members were shown plans of the new play area which were noted.
- Edward Road Play Area – Review nearer the end of the existing lease (2023).
- Elizabeth Place – The Group noted a request from a local resident for the whole of the open space to be fenced. **Recommended** – That no additional perimeter fencing be installed.
- Mellstock Avenue Play Area – Members were informed of a request from some residents in Weatherbury Way for additional fencing. **Recommended** – That no additional perimeter fencing be installed. Members also felt that there should be no change to the existing fencing.
- King’s Park Play Area – The Group felt that this play area would benefit from signage so as to let people know it was available.
- Syward Close Play Area – Members felt that this site was not well used at present and consideration to its future use should be given at some stage.
- Weymouth Avenue and King’s Road – The future role and ideas for these two sites would need further developing prior to any decision.
- Gabriel Green – A local resident had requested wildflower and more trees on this site. Members felt that this request could usefully be considered by the new residents association.
- Fordington Cemetery – Members requested that the installation of estate railing in the area of the German War Memorial be investigated.
- Weymouth Ave Cemetery – North and South Chapel – Members were supportive of investigating alternative/additional uses for the Chapels.
- Poundbury Cemetery – The Group agreed that alternative uses for the building be investigated as well as an alternative ashes facility in lieu of the existing ashes chamber.
- Sandringham Sports Centre play area – The Group noted a request from a resident asking that the play area be fenced to protect users from dogs. It was noted that the independent play inspection had not recommended any additional fencing. **Recommended** – That no additional fencing be supplied for the play area.
- Sandringham Sports Centre pitches – The Group felt that removing the fencing along the path of the main pitches would open up that space. Also a field gate into the mini pitches on that side would also allow easy access for maintenance.
- Sandringham Petanque – Members felt that users should be consulted on moving the court – the Group’s preference was to relocate somewhere at Sandringham.
- Borough Gardens – Members wished to review the southern end of the Gardens, to include the House, Greenhouses and tennis courts 1 and 2.
- Trees – A separate report on tree planting sites informed by the Group’s discussion would be prepared.

Steve Newman
Deputy Town Clerk

Dorchester Town Council

Policy Committee

18 November 2019

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

Attending: Councillor J. Hewitt

15. Minutes

The Minutes of the Committee of 16 September 2019, adopted by Council on 30 September 2019, were taken as read and confirmed and signed by the Chairman as a correct record.

16. Finance Update at 31 October 2019

The Committee noted the Town Clerk's update covering the Council's Month 7 budget, cash, debtors and payments position.

The Committee received the first Internal Audit report for 2019/20 activity, along with a short paper considering a response to a recent audit recommendation regarding the procurement of corporate supplies and services.

A Member asked a question regarding the retention and filing of timesheets. Members discussed the approach to reviewing the procurement processes for a list of regular corporate suppliers that had been identified.

Resolved

- a) That the Payments list, totalling £349,108.73 is approved.
- b) That the Internal Audit report, including the officer response, is noted
- c) That the suppliers listed are given a 12 month temporary exemption, during which time either further work is undertaken to justify a permanent exemption or the supply is subjected to a procurement process

The Committee noted an update related to the provision of free parking at Christmas by the Dorset Council

17. Corporate Plan 2019 - 2024

The Town Clerk provided an overview on the development of the Corporate Plan. Members agreed a process for reviewing the draft High Level Focus for the Plan in order to agree a final list at the January 2020 Committee. They also noted the consultation being undertaken by Dorset Council regarding the future of discretionary grant support and the approach that the Council would take to responding to the exercise.

The Committee gave attention to key factors influencing the development of the Medium Term Financial Strategy, including assumptions for Council Tax increases, property growth, General Reserve levels and new debt, discussing each of the issues at length.

A Member raised a concern regarding whether it was appropriate to consider issues related to the Medium Term Financial Strategy without having a fuller understanding of the priorities the Council wished to include in its Corporate Plan. Members recognised that any recommendations would be used as working assumptions and would still be considered during the setting of the Budget each January.

Recommended to Council

That the Medium Term Financial Strategy that underpins the new Corporate Plan should be built on the assumption that

- a) The Council Tax charge will rise broadly in line with the annual inflation level affecting the Council's expenditure
- b) That no assumption is made for an increase in the tax base due to the increase in taxable properties in the town, nor for the general impacts that arise from such growth
- c) That the Town Council is open to the idea of taking on new debt for specific projects, either to improve its own service infrastructure, or to assist a partner to improve its infrastructure, or to secure an asset that might support the delivery of objectives included in the Corporate Plan, but would investigate and consider each project on its merits
- d) That, due to its continued maintenance of a number of alternative risk mitigation mechanisms the Town Council will operate with a General Reserve level of £100,000

18. Thomas Hardy Victorian Fair

The Committee considered a request from the Chairman of Dorchester Heritage Joint Committee for funding towards the staging of the Fair in 2020.

The Committee discussed the process for recruiting an event co-ordinator, noting the need for a clear path to be documented regarding an appointment to the role.

In response to a comment from a Member the Town Clerk agreed to report back on the wider issue of event co-ordination and support in the town.

Resolved

That, subject to receipt of a budget that identifies how the full cost of the event will be met, Dorchester Town Council makes a grant of £5,000 to the Thomas Hardy Victorian Fair 2020, to be funded as a Special Item.

19. **Strategic and Operational Risk Register**

The Committee considered a report of the Deputy Town Clerk explaining the process undertaken to manage risk and the high level risks that the Council was currently managing.

Members discussed the current high level risks and invited the Clerk to combine two risks related to the future direction of the Dorset Council into one risk, which should also recognise the impact of the loss of a number of staff with significant experience and knowledge of issues important to Dorchester.

The Committee also invited the Clerk to consider two new risks related to the uncertainty surrounding the future use of the Municipal Buildings and the potential for risks associated with extending the Council's service offer into wholly new activities within the Corporate Plan.

Resolved

- a) That the amended assessed high level strategic and operation risks be approved
- b) That the new risks identified at the Committee be included within the registers
- c) That the strategic, operational and opportunity risk registers, as a whole, be approved

20. **Heating of the Municipal Buildings**

The Town Clerk introduced an additional report relating to the potential to replace the current, due for replacement, gas boilers in the Municipal Buildings with a carbon neutral alternative, in line with the Council's position on the Climate Emergency, based on advice from Low Carbon Dorset.

Members considered the practical implications of the project and in particular how to obtain advice regarding the installation of biomass boilers in a complex listed building. It was agreed that, in addition to seeking expressions of interest from potential installers, officers would also look for specialist independent advice and for opportunities to discuss heating options with operators of other listed buildings.

Recommended to Council

That, consistent with the Council's declaring of a Climate Emergency, alternative approaches for heating the Municipal Buildings are explored, including consideration of a biomass heating system, with a view to making a grant application to Low Carbon Dorset for a package of measures to significantly reduce energy use within the building.

Chairman