



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** to be held on the Zoom Video conferencing facility <https://us02web.zoom.us/j/88006736551> on **Monday 18 May 2020** at **7.00pm**, to conduct the following business: -

1. **Election of Mayor of Dorchester and related issues during Covid 19 crisis (Page 3)**
To consider a report of the Town Clerk (the first part to be chaired by our longest serving councillor, Stella Jones)

2. **Apologies & Minutes (Page 5)**
To confirm the Minutes of the meeting of Council held on 23 March 2020.

3. **Presentations, Communications, Questions and Motions**
To receive communications from the Mayor and the Town Clerk

4. **Minutes of Committees**
To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	30 March 2020	Page 8
Planning & Environment Committee	27 April 2020	Page 18
Management Committee	4 May 2020	Page 20
Policy Committee	11 May 2020	Page 23

To note receipt of the draft Minutes of the following Committee

Dorchester Heritage Joint Committee	21 April 2020	Page 30
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5. **Dorset Council Matters**
To receive updates from Dorchester Ward Members of the Dorset Council

Adrian Stuart Town Clerk
13 May 2020

Please note that, as the meeting will be taking place by video-conference, there will be no public question time at the end of the meeting.

If you do have urgent questions please direct them to a.stuart@dorchester-tc.gov.uk in the first instance and he will arrange for a response to be provided.

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 contact the clerk a.stuart@dorchester-tc.gov.uk by 9.00am on the morning of the meeting so that arrangements can be made.

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

18 MAY 2020

ELECTION OF MAYOR OF DORCHESTER AND RELATED ISSUES DURING COVID 19 CRISIS

- 1) Each May the Council is obliged, by law, to appoint a new Chairman of Council, who also holds the title of Mayor of Dorchester. The Council resolution is that the Mayor remains in place until the next Annual Meeting of Council, in other words the following May; routinely Mayors spend anything between 355 – 370 days in the role.
- 2) The role of Mayor, in place in Dorchester since 1629, is a mix of honour, duty and figurehead, with elements of leadership. It has a budget of c. £11,000, some of which is paid as a direct allowance to cover out of pocket expenses, the remainder is used largely for costs of events that are held in the Mayor's name. All past Mayors will attest to both how onerous and how enjoyable the role is; the role can be all consuming and most look forward to a break at the end of the Mayoral year.
- 3) Regulations under the Coronavirus Act permit the Annual Meeting of Council to be delayed until as late as May 2021. By default, without an Annual Meeting taking place, unless he surrenders the role, the current Mayor would automatically remain in place until that meeting takes place in 2021.
- 4) It is not at all clear how long lock down will be in place for, nor how long it will take to return to normal at the end of the period. It is quite possible that the Mayoral diary will not be filling up until Christmas. With the diary emptying quickly from late January 2020 the current Mayor did not enjoy a full calendar, with both the Civic Day and end of year event being cancelled.
- 5) One of the key moments of the year for a new Mayor is Mayor Making (the first evening of our Annual meeting of Council), where the new Mayor can share their honour with family and friends. It became clear in March that in 2020 this would not be possible
- 6) The Mayor and Mayor Elect, in liaison with their partners, considered two possible options with the Chair of Policy and the Town Clerk, should an Annual Meeting of Council not take place:
 - a) An autumn 2020 handover, with the Mayor elect serving through to May 2022 – under these circumstances the Mayor Elect would get their full term plus an extra, busy Spring period, while the current Mayor would have helped to manage the Council through the current turbulent period but missed out on a typical Spring period
 - b) A May 2021 handover, with the current Mayor having served two full years, which were heavily disrupted by the lockdown, but within which a full programme of events has hopefully been delivered.

The preferred solution for all parties was for a May 2021 handover.

- 7) The Town Clerk subsequently wrote informally to all Councillors seeking views. On the basis of responses the Clerk cancelled the Annual Meeting of Council and has instead made arrangements for a normal, virtual, meeting of Council on 18 May.
- 8) Technically there is no requirement for Council to make the following resolution. it is however **RECOMMENDED** that
 - a) Councillor Richard Biggs should continue to serve as the Town Mayor for the civic year 2020-21, until the next Annual Meeting of Council, to be held on 24 May 2021
- 9) The Town Clerk also invited all Members to consider whether they wished to pursue an option for appointing the Deputy Mayor on a different basis. There was limited support for progressing this as an option, so no report has been prepared. The Town Clerk will document the reasons for and against two options and include it in the agenda for the next meeting of the Mayoral Selection Committee so that it is available for future reference.
- 10) The Clerk has also highlighted that, without an Annual Meeting of Council, all other decisions taken at the May 2019 annual meeting remain in place; Committee appointments and Chairmanships, Outside Body appointments, Bank Mandates and the General Power of Competence will all continue unchanged until the next meeting of Council in May 2021.
- 11) It is therefore **RECOMMENDED** that
 - a) Councillor David Taylor should continue to serve as Deputy Mayor for the civic year 2020-21, until the next Annual Meeting of Council
 - b) That all decisions regarding appointments taken at the Annual Meeting of Council on 21 May 2019 remain in place for the civic year 2020-21.

Adrian Stuart
Town Clerk

Dorchester Town Council

Meeting of the Dorchester Town Council

23 March 2020

Due to the Covid-19 pandemic the Council followed Government advice and did not meet together. It was recognised, however, that there was a need to continue to conduct the business of Council and that alternative arrangements needed to be improvised to allow Members to engage in the business of Council. The following procedure has been observed for this meeting.

- A full Agenda was dispatched to all Members of Council by e-mail on 18 March 2020 and placed on the Council's website
- Members were invited to submit questions and comments regarding items on the Agenda by 0900 on Monday 23 March 2020. A number of questions were received, along with confirmations from other Members that they had no questions.
- The Mayor and Ward Members of the Dorset Council were invited to provide written updates by 0900 on Monday 23 March, which have been included in these Minutes. As there was no opportunity for Members of Council to ask questions regarding the updates prior to these Minutes being drafted, any questions by Members relating to the updates will be added as an Addendum to these Minutes along with an appropriate answer
- These Minutes were circulated to all Members by e-mail at 1700 on Monday 23 March 2020 with a request for e-mailed approval. The following Members submitted their approval by 2400 on Tuesday 24 March 2020.

For: Councillors Biggs, Biles, Chisholm, Hewitt, Hogwood, Hosford, S. Jones, Kent-Ledger, Leaper, Lyall, Major, Potter, Rennie

Against: None

- These Minutes will be submitted for ratification at the next available full meeting of the Town Council
- Should Government advice subsequently create a requirement for an alternative process to be undertaken the Council and Town Clerk will seek to comply with that requirement

44. **Minutes**

The minutes of the meeting of Council held on 27 January 2020 were confirmed and signed by the Mayor as a correct record.

45. **Communications & Motions**

The Mayor explained that the Town Clerk was monitoring Government guidance regarding a potential delay to the Annual Meeting of Council, at which a new Mayor

is appointed. The Town Clerk will report in writing if the opportunity to delay the meeting arises.

The Mayor confirmed the cancellation of all civic and public events until the end of April, with further cancellations inevitable. He invited Members to keep up to date with the regular e-mails from staff, which cover a range of operational decisions which officers are having to take in a fast moving situation; he invited Members to actively e-mail their support, or indeed to register any concerns with accompanying reasons, regarding the decisions being taken.

The Mayor also expressed his sadness at the loss of Sid Atkinson, the Council's Outdoor Maintenance officer, who died in March. The Town Clerk would record in the Minutes the Council's gratitude for the work that Sid had undertaken during his time with the Town Council.

46. Planning and Environment Committee – 3 February 2020

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 February 2020 be adopted.

47. Planning and Environment Committee – 2 March 2020

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

Regarding Minute 78 a Member asked for a report on the likelihood of the bollards separating Coburg Road from Poundbury being removed. The Chairman agreed that the Town Clerk should seek a response from Dorset Council Highways regarding their long term plans for this part of the road network.

Regarding Minute 78 a Dorset Council Member reiterated their intention to confirm the Council's support regarding parking restrictions at Mellstock Avenue/ Weatherbury Way when the issue was considered at future Dorset Council meetings.

Regarding Minute 83 a Member asked whether the Town Council should take a more active interest in this site. The Town Clerk confirmed that the issue was already on a long list of issues to be considered through the Corporate Plan, but that Members would need to prioritise some significant issues when they eventually decide the direction of the plan. Meanwhile he had raised the issue informally on several occasions with officers of the Dorset Council and was monitoring any statements from the developer.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 2 March 2020 be adopted.

48. **Management Committee – 9 March 2020**

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

Resolved

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

49. **Policy Committee – 16 March 2020**

It was proposed and seconded that the minutes of the meeting be adopted, with three recommendations for Council decision.

Resolved

- a) That, in regard, to the Strategic and Operational Risk Register, considered at Policy Committee on 18 November 2019, the amended high level strategic and operational risks and the registers as a whole be approved
- b) That the Municipal Calendar as laid out in the Appendix 1 to the minutes of the Policy Committee is approved
- c) That the Town Clerk prepares a report for a future meeting of the Policy Committee with a proposal to discharge the obligation of the Annual Town Meeting 2021 through a separate event, the date to be confirmed
- d) That the minutes of the meeting of the Policy Committee held on 16 March 2020 be adopted

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

Councillor Rennie identified that changes are being proposed regarding the constitution of the Dorset Council and agreed to pass information on to the Town Clerk for circulation once it became available.

The Councillor also identified the response being co-ordinated by the Dorset Council to respond to the Covid-19 outbreak. The Town Clerk confirmed that he would continue to circulate all updates from Dorset Council regarding both services and the community response to Covid-19.

The Clerk was also monitoring changes to the meeting cycle of the Dorset Council, and their response to the idea of virtual meetings, in order to inform any future decisions by this Council. He also confirmed that guidance regarding meetings was anticipated shortly from NALC.

Mayor

The Annual Town Meeting for Dorchester, due to commence on conclusion of the meeting, was cancelled due to the Covid-19 outbreak.

Dorchester Town Council
Planning and Environment Committee

30 March 2020

Due to the Covid-19 pandemic the Planning and Environment Committee followed Government advice and did not meet together. It was recognised, however, that there was a need to continue to conduct the business of the Planning and Environment Committee and that alternative arrangements needed to be improvised to allow Members to engage in the business of the Planning and Environment Committee. The following procedure has been observed for this meeting.

- A full Agenda was dispatched to all Members of Council by e-mail on 25 March 2020 and placed on the Council's website
- Members were invited to submit questions and comments regarding items on the Agenda by 0900 on Monday 30 March 2020
- These Minutes were circulated to all Members of the Planning and Environment Committee by e-mail at 17:00 on Monday 30 March 2020 with a request for e-mailed approval. The following Members submitted their approval by 2400 on Tuesday 31 March 2020.

For: Councillors: Councillors R. Biggs (the Mayor ex-officio), A. Canning, J. Hewitt, S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, R. Potter (Chairman), M. Rennie and R. Ricardo

Against: None

- These Minutes will be submitted for ratification at the next available full meeting of the Town Council
- Should Government advice subsequently create a requirement for an alternative process to be undertaken the Council and Town Clerk will seek to comply with that requirement

84. 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 G. Jones stated that as a Dorset County Economic Development Officer, he would keep an open mind on agenda item 5, planning application WD/D/19/002470 and consider all information available at each stage of the decision process. He would take part in the debate but not vote on this planning application.

85. Minutes

The minutes of the meeting of the Committee held on 2 March 2020 will be signed by the chairman as soon as circumstances permit

86. **Request for Parking Restrictions**

The Committee considered the request from the Dorset Council to support a single line timed restriction, weekdays only, joining up the two bus bays along Coburg Road. The Committee agreed to support the request although concerns were raised about the displacement of parking to neighbouring streets during the times of the restrictions.

Resolved

That the Clerk to the Committee notify the Dorset Council that the Planning and Environment Committee supports the request from the Dorset Council for a single line timed restriction, weekdays only, joining up the two bus bays along Coburg Road.

87. **Dorset Local Plan Development**

Members considered the consider the draft response from Dorchester Town Council to the Dorset Council's preliminary questions regarding the development of a new Local Plan and agreed on various points to submit to the Dorset Council.

Resolved

That the Town Council submits comments, included as Appendix 2 to these Minutes, to the Dorset Council regarding various policies and plans in the Dorset Council's Local Plan preliminary questions.

88. **WD/D/19/002470 37 - 38 High West Street, Dorchester, DT1 1UP**

The Committee noted Historic England's additional response and the Conservation Officer's response to the above planning application and considered if a revised comment to the planning application was required.

The Committee agreed that the comments previously submitted to the Dorset Council after consideration of the application at the Planning and Environment Committee meeting held on 2 December 2019 should remain unchanged.

89. **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.

90. **Minute Update Report**

Minute 83 (02 March 2020) Network Rail

The Chairman of the Committee informed the Committee that he was aware that Network Rail had completed Tree Works similar to those carried out in Dorchester in other areas of the Country and the previous comments of the Committee should be directed to the local MP as well as Network Rail.

Resolved

That the Clerk to the Committee write to Network Rail and the local MP and inform them that the Planning and Environment Committee had been made aware of works to the railway embankment adjacent to Monmouth Road.

The Committee felt that the loss of the trees was detrimental to the Town's Climate Emergency Plans and were also disappointed that a quantity of litter along the embankment, which had been revealed by the felling, was not removed.

91 **Planning Issues to Note**

Resolved

That the Planning Issues to Note report be noted.

Chairman

Dorchester Town Council - Planning and Environment Committee – 30 March 2020

North Ward (Councillor A. Canning)

1. [WD/D/20/000416 THE CORN EXCHANGE, HIGH EAST STREET, DORCHESTER, DT1 1HF](#)
Installation of replacement lift.
As Dorchester Town Council is the applicant, no comment was made on this application.
2. [WD/D/20/000378 20-22 HIGH WEST STREET, DORCHESTER, DT1 1UW](#)
Proposed rear single storey extension and conversion of plant room into customer area.
No objection.
3. [WD/D/20/000379 20-22 HIGH WEST STREET, DORCHESTER, DT1 1UW Listed Building Consent](#)
Proposed rear single storey extension and conversion of plant room into customer area.
No objection.
4. [WD/D/20/000512 5 NORTH SQUARE, DORCHESTER, DT1 1HY](#)
Internal and External alterations to accommodate A1 / A2 use at Ground floor & 2No one bedroom flats.
No objection.
5. [WD/D/20/000513 5 NORTH SQUARE, DORCHESTER, DT1 1HY Listed Building Consent](#)
Internal and External alterations to accommodate A1 / A2 use at Ground floor & 2No one bedroom flats.
No objection.
6. [WD/D/20/000344 43 HIGH EAST STREET, DORCHESTER, DT1 1HN Listed Building Consent](#)
Replacement of single glaze window to double glaze.
No objection.

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

7. [WD/D/20/000346 3A EDWARD ROAD, DORCHESTER, DT1 2HJ](#)
First floor rear extension including alterations to rear elevation.
No objection.

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

8. [WD/D/20/000262 8 COPPER STREET, DORCHESTER, DT1 1GH](#)

Change of use from A1 (retail/nano brewery) to mix use of A1 (retail/nano brewery) and A4 (drinking establishment).

No objection subject to the imposition of conditions as proposed by Environmental Health.

9. [WD/D/20/000246 1 EGDON ROAD, DORCHESTER, DT1 2EA](#)

Erection of two storey extension to form annex accommodation. Modify existing vehicular access and create additional parking.

Objection.

The Committee considered that the design and appearance of the development (both the dwelling and the provision of parking spaces) is not reflective of others in the locality and it would be detrimental to and out of keeping with the character of the area and the street scene.

The Committee in particular felt that the split roof line would have an adverse affect on the street scene and considered the proposal to be over development of the site. The proposal would be contrary to Policies ENV10 and ENV12 of the adopted Local Plan and Section 7 of the NPPF.

10. [WD/D/20/000629 30 SOUTH COURT AVENUE, DORCHESTER, DT1 2BX](#)

Demolition of detached garage, back extension and conservatory & Erection of attached garage, single storey side extension, single storey rear extension and raised decking.

No objection.

Dorchester Town Council - Planning & Environment Committee – 30 March 2020

Dorset Local Plan Development

1. As part of its development of a new Local Plan the Dorset Council recently ran two workshops; one with Parish Councils, the other with Towns and larger Parishes. Members have received a copy of the presentation provided to the Towns workshop, which was attended by the Committee Chair and Town Clerk.
2. The workshop discussed a series of questions in short time, with the offer that Councils could submit more detailed responses by a March-end deadline.
3. The Clerk and Chair have prepared the attached draft response to the questions, also taking advice from Fera Urbanism, who assisted the Council with responses to the West Dorset Local Plan exercises.
4. The document is fairly comprehensive, but if Members identify additional relevant material the Clerk will consider how to incorporate it into a final version to be signed off by the Chair.
5. This exercise does not cover specific sites. The timescale for that part of the plan making process is still understood to be Autumn 2020.
6. It is **RECOMMENDED** that the Town Clerk, in consultation with the Committee Chair, send a final response to the exercise based on the attached document, supplemented by additional relevant contributions raised by Members.

Adrian Stuart

Town Clerk

DORSET LOCAL PLAN: PRELIMINARY QUESTIONS

1. Settlement Hierarchy *The preferred approach to selecting villages for inclusion in the settlement hierarchy is to include all settlements of around 500 population or more and to give consideration to the number of facilities and journey time to nearby town. Do you agree with this approach?*

We see no reason for excluding any towns or villages from the settlement hierarchy. It is quite conceivable that some of the 30+ villages that you are looking to exclude may have developable land within their parish boundary.

Development would sustain, indeed enhance, those settlements and may lead to the introduction of new facilities. We are aware of a number of smaller settlements who are not objecting to housing development in their area, where the current absence of a development boundary is frustrating development.

2. Focus for Growth *The main towns (Tier 1 and 2 of the settlement hierarchy) play an important role in providing for their rural hinterland. These settlements will be the focus for growth thereby helping to reduce car based travel. Do you agree with this approach?*

We do not accept that the tier 1 and 2 towns should be the focus for growth, simply due to a presumption that residents in surrounding villages will automatically visit their local town on a regular basis.

The journey patterns of village residents, and indeed those in towns, are far more sophisticated than the assumption implies, with journeys based around work, schooling, shopping and leisure based on need and preference rather than the shortest distance. We would be interested to see the evidence that this clustering around the towns would reduce car journeys.

Growth of the main towns on the scale envisaged will inevitably be at some distance from the town centre or local facilities, with many residents of new developments opting to use cars for their journeys, which again may not be related to the town in which they have been able to set up home.

Nor does the focus take account of ever changing work patterns and technological opportunities, including the ability to work at home, the rural economy, the move away from public transport to shared autonomous transport, or potential new ways of delivering education or healthcare.

Restricting growth in smaller settlements limits the potential for existing or new forms of public or shared transport to develop, leaving the elderly in particular, who make up the largest and growing single component, with no choice but to carry on using the car. Dorset Council has declared a climate emergency and one aspect of this should be the encouragement of the use of Public Transport.

There is a fundamental mismatch between the hierarchy definitions and the way they have been imposed on settlements. Clearly villages which play a role as suburbs to market towns could reasonably be expected to play a greater role in the expansion of those towns, while

villages such as Wool and Crossways, already served by the train, are also ignored. Individual villages along a stretch of road could be grouped together, for example in the Blackmore Vale, to have the same capacity as a small town. There are a host of villages, some distance from towns, that clearly survive without a clear connection to a market town and where development, even though at first sight potentially disproportionate, would enhance those settlements.

3. Facilities *The assessment of facilities is based on having at least 3 important facilities. Which facilities do you think should be taken into account? (7 examples given)*

The current availability of facilities should not be a factor in determining suitability for growth. New technology has already facilitated changes to how services are enjoyed and this will continue to evolve.

The Local Plan is a 20 year strategy and should take account of rapid change due to the response to the climate emergency and to technological innovation. The adaptation of community meeting places to provide opportunities to receive services such as education or healthcare diagnosis; over time green electric and autonomous vehicles will assist home shopping; play spaces are often provided as part of a development, enhancing play opportunities for existing residents of smaller settlements, although traditionally opportunities for play in rural areas are less dependent on formal play spaces.

Technology is likely to allow new ways of delivering services that have long been surrendered to the towns, as witnessed by the use of current technologies to support a return to home working and home delivery, neither of which were included in the Local Plans 10 and 20 years ago. Many villages are, as a result, at their most economically active for years and it would be disastrous to reverse this trend.

Which facilities are considered most important will inevitably vary by location. An excellent shop or leisure opportunity 30 minutes away would in many instances trump a poor offer nearby. Employment space offering craft-based work would not suit a graduate physicist. And why three important facilities, why not two or four?

4. Acceptable Journey Times *Acceptable journey times to nearby towns is considered to be up to 30 minutes by public transport or up to 15 minutes by car. Do you agree with this approach?*

Our view is that there is little point in a planning authority seeking to impose what they see as acceptable travel times onto developments. Acceptability will be determined by those who choose to live in, or indeed are forced into, a location. The push/pull factors about where people choose to live, and work are invariable nothing to do with journey times. Only long commutes such as trains to London on regular basis, where cost, unreliability and long hours away from home push people to seek work closer to home. Car-based commutes on a smaller town/village basis are not notably affected by what is considered acceptable/unacceptable; quality of village life and the geographical availability of work (e.g. public sector hubs, retail etc) are relatively fixed.

Taken to a logical conclusion, because there can be no control over the housing market, workers will be obliged to journey as far or further from their new edge of town property to a distant town for work as they would had the property been built in a village. A simple analysis of postcodes for current main employers is likely to demonstrate how many are already willing to journey far more than the times suggested.

The proposal ignores the fundamental shift in the use of transport, with both technology enabling residents to undertake more tasks from home, while autonomous, green electric vehicles ultimately have the potential to replace old-fashioned and uneconomic public transport options. Given the life of the plan it should take account of this progressive shift.

Finally, journey times are also extremely variable, as anyone accessing Dorchester will know! The constraints and pinch points due to rivers, bypasses etc. will also need to be taken into account.

5. Concerns

Are there any concerns from a town council's perspective?

The proposals as phrased too readily accept the continued push towards the overdevelopment of towns, with a consequential decline of villages. Embracing new ideas around technology and transport could provide innovative solutions that reverse this trend. The new Local Plan, based on a much larger county area, represents a perfect moment to reboot the system and not just carry on with business as usual and old-fashioned thinking.

Issues such as the Climate Emergency, Brexit and even the COVID-19 outbreak are starting to stress test old ways of working and push us very quickly into new forms of travel, work and interaction. There is a case for waiting to learn the lesson from this and develop an innovative Local Plan, responsive to this emerging brave new world.

As recent experience nationally has demonstrated, towns are no longer always built in the right place. While their growth historically may have been logical, whether they are still in the right place given current behaviours, employment trends and movement choices is questionable. Or rather, are our current behaviours, employment trends, movement choices the correct ones for the historic towns and villages we are living and working in?

The national trend towards focusing development on towns has created many problems associated with highways routes being placed under pressure, while there are too many examples of a failure to understand the implications of flood plain development, based on a model of intensification or expansion that relies upon the use of out-dated 20th Century tech such as regular use of the private motor car, commuting rather than home-working and so on. We need to find another, better way to support both towns and villages?

A fixed approach to focus development on already overburdened infrastructure takes no account of the potential of many smaller settlements to absorb and take advantage of development.

6. Town's Current Role *What do you consider is the current role of your town?*

Dorchester is first and foremost a public service centre. As such its hospital, schools and local government services all act as a magnet for workers and service users, often journeying far longer distances than any arbitrary parameters set within the Local Plan.

It is also very attractive to visitors, especially with its developing Heritage Tourism quarter, and how these visitors access the town and park in it will need to be taken into account.

The town also plays the role of a traditional market town, providing retail and professional services for its own residents, those of nearby Weymouth and the villages, and workers from far and wide.

Dorchester already has an imbalance of residents across the age range, with a greater than usual proportion of retired people and a distinct dearth of younger active workers in the range 20-40. The town is at risk of becoming a retirement home, with too much of its recent development focused on the needs of those who can afford to live in the town the most, the wealthy elderly. Future development within the town needs to resist and deliberately reverse this steady shift.

7. Priorities *What issues are your priorities? (6 suggestions)*

The town has a growing number of important priorities and it is not easy to identify which of them is the biggest and why

They include

- finding a proper balance between the competing needs of residents, workers and visitors to arrive at, move about and park their vehicles;
- the delivery of housing at a price that is affordable to the young workers who will provide the town's services in the long term;
- making a constructive and positive contribution to resolving the climate emergency; and
- recognising and adapting to the fact that our retail infrastructure no longer provides for the logistics requirements of larger retailers.

Not least among our priorities is to ensure that the future development of the town is consistent with its own needs. It should not simply become the primary location for inappropriate housing as a result of unsubstantiated government targets; it should not pay the bulk of the price for adherence to an incorrect and already out of date mantra that "development should be focused in the vicinity of Dorchester"; it should not serve to satisfy the long held ambitions of local landowners or be regarded as the natural outcome of the lack of a genuine, defensible process for a robust search across the whole of the Dorset Council area.

Councillor Robin Potter
Chair, Planning &
Environment Committee

Adrian Stuart
Town Clerk
Dorchester Town Council

Dorchester Town Council

Planning and Environment Committee (via Zoom videoconferencing)

27 April 2020

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

Apologies: Councillor T. Harries

Also in attendance: Councillor D Leaper

92. **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.

93. **Minutes**

The minutes of the meeting of the Committee held on 30 March 2020 were confirmed signed by the Chairman at a later date.

A Committee member enquired if the Dorset Council had responded to Dorchester Town Council's response to preliminary questions regarding the development of a new Local Plan, the Committee heard that no response had been received.

94. **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.

81. **Minute Update Report**

There were no Minute Updates to report.

82. **Planning Issues to Note**

The Committee received an update from the Chairman regarding the Dorset Council's approach to Planning Applications during the Covid – 19 lockdown. The Committee noted that the Dorset Council would not be conducting site visits and would be asking applicants and agents to erect site notices associated with their planning applications.

Resolved

That the Planning Issues to Note report be received.

Chairman

Dorchester Town Council Planning and Environment Committee – 27 April 2020

North Ward (Councillor A. Canning)

- N1. [WD/D/20/000714 CO-OP, 8 THE FORUM CENTRE, TRINITY STREET, DORCHESTER, DT1 1TT](#)
Erection of advertising signs. No objection.
- N2. [WD/D/20/000715 4 SOUTH TERRACE, SOUTH STREET, DORCHESTER, DT1 1DE](#)
Removal existing shopfront and erection of new shopfront. No objection.
- N3. [WD/D/20/000716 4 SOUTH TERRACE, SOUTH STREET, DORCHESTER, DT1 1DE](#) **Listed Building Consent**
Remove existing shopfront and erection of new shopfront. No objection.

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

- S1. [WD/D/20/000595 8 YORK TERRACE, BARNES WAY, DORCHESTER, DT1 2DP](#)
Erection of single storey rear flat roof extension. No objection.
- S2. [WD/D/20/000753 23 ALFRED ROAD, DORCHESTER, DT1 2DW](#)
Loft conversion with flat roof dormer window to rear. No objection.
- S3. [WD/D/20/000765 28 HERRINGSTON ROAD, DORCHESTER, DT1 2BS](#)
Erection of single storey rear extension.
No objection.
- S4. [WD/D/20/000573 5 WELLBRIDGE CLOSE, DORCHESTER, DT1 2BJ](#)
Single Storey Extension to rear of property. No objection.

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

- E1. [WD/D/20/000808 27 ST GEORGES ROAD, DORCHESTER, DT1 1PA](#)
Erection of Two-storey rear extension. No objection.
- E2. [WD/D/20/000537 6 FORDINGTON DAIRY, ATHELSTAN ROAD, DORCHESTER, DT1 1FD](#) **Listed Building Consent**
Replace all existing windows and doors.
No objection subject to the proposed replacement windows and doors being made to match the existing design, colour and wooden materials using the Green Livery colour NCS 5010G10Y or black paint to match existing as in the rest of the Dairy as stated in the Design and Access Statement.

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

- P1. [WD/D/20/000752 10 WADEBRIDGE SQUARE, POUNDBURY, DORCHESTER, DT1 3AQ](#)
Erect Single storey extension to the north east elevation. No objection.

Dorchester Town Council

Management Committee (via Zoom video conferencing)

4 May 2020

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

In Attendance

Councillor G. Jones

66. Minutes

The Minutes of the Meeting of the Committee held on 9 March 2020, adopted by Council on 23 March 2020, were taken as read and were confirmed and signed by the Chairman as a correct record.

67. 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.

Members noted the staff available and the services being undertaken during the Covid-19 pandemic. The arrangements undertaken to keep staff safe were welcomed.

The Outdoor Services Manager responded to Members detailed questions. The Committee agreed that the staff should be thanked for all of their work during this unprecedented time.

The Committee also felt that next year's carpet bed in the Gardens should be a thank you to the NHS. Members also requested that two banners be produced thanking all key and essential workers to be placed on the Borough Gardens and Maumbury Rings fences.

The Deputy Town Clerk agreed to obtain an update from the Duchy of Cornwall in respect of the timescale for the work to be undertaken at the Great Field. It was also requested that a bin be placed close to the footbridge at Lubbecke Way as soon as it was possible.

Resolved

That the Outdoor Services Team update be noted.

68. **Maumbury Rings Music Day**

Members considered whether to proceed with the August Bank Holiday events at Maumbury Rings. All of those present felt that it was highly unlikely that the Country would be back to normal by the time of the event and agreed that it should be cancelled for this year. It was noted that Anonymous would also need to be cancelled as well as Love Parks which was due to be held in July.

It was agreed that should the situation improve quicker than anticipated an outdoor cinema event be arranged for the bank holiday weekend.

The Committee also agreed that at some appropriate stage in the future a thank you event should be held for key and essential workers.

Resolved

- (1) That Love Parks and the 2020 August Bank Holiday weekend events be cancelled.
- (2) That should Covid-19 restrictions be lifted sooner than expected Officers look to arrange an outdoor cinema event over the August Bank Holiday.
- (3) That, at some suitable stage in the future, a thank you event for key and essential workers should be arranged.

69. **Roman Town House – West Walks**

The Committee was informed that Dorset Council was intending to start the next phase of the work on the refurbishment of the Roman Town House which was opening up the wall from West Walks and constructing a ramp in County Hall car park so as to create an improved entry to the Town House.

Members felt that the diversion was not disabled friendly and that Dorset Council be asked to ensure that arrangements were made for a disabled friendly diversion.

Resolved

- (1) That the continued work on the Roman Town House be welcomed.
- (2) That Dorset Council be asked to ensure that arrangements be made for a disabled friendly diversion whilst the work at West Walks was undertaken.

70. **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 circulated with the agenda.

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 5120 to 5126 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

71. **Buildings Monitoring Reports**

The Committee received the monitoring reports for the Municipal Buildings and Borough Gardens House. Members also had before them a report by the Deputy Town Clerk on the activity of the Town Hall Keepers during the Covid-19 lockdown which had included extensive repairs to the Corn Exchange floor, painting, decorating and cleaning.

Members were pleased with the work being undertaken in the Municipal Buildings and requested that for the future, time be allocated on a weekly basis, to allow a regular clean and polish of the Corn Exchange floor.

Resolved

That the Buildings Monitoring Reports be noted.

Chairman

Dorchester Town Council

Policy Committee (via Zoom video conferencing)

11 May 2020

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

Apologies: Councillor T. Harries.

Attending: Councillors J. Hewitt, D. Leaper and R. Potter.

31. **Minutes and Declarations of Interest**

The Minutes of the Committee of 16 March 2020, adopted by Council on 23 March 2020, were taken as read and confirmed and are to be signed by the Chairman as a correct record once the Covid 19 lockdown has ended.

Councillor Biggs declared an interest as a trustee of the Dorchester Youth and Community Centre and took no part in discussions relating to the Centre during minute 33.

32. **Financial Update at 30 April 2020**

The Committee noted the Town Clerk's final report relating to the 2019-20 financial year and the reasons for a net underspend of £29,000.

The Committee also noted the final internal audit report for the year, including officer comments and the summary report prepared by the Internal Auditor. Members considered the issue of the audit trail required by the external auditor for the publication of the Notice of Accounts.

The Committee considered the Annual Governance Statement for 2019-20 and the Accounting Statement for 2019-20.

Resolved

- a) That the third Internal Audit report, along with the officer responses, is noted
- b) That the Payments list, totalling £275,066.99, is approved.

Recommended to Council

- c) That Council considers and approves the Annual Governance Statement for 2019-20 (Appendix 1)
- d) That Council considers and approves the Accounting Statements 2019-20 (Appendix 2)

Members noted the receipt of CIL payments totalling £64,000 in April, primarily relating to the Brewhouse and HMP Dorchester sites. The Committee agreed to

consider a report regarding possible CIL schemes at its meeting in July, and that the Clerk should test out with the Dorset Council which potential projects might be funded by the Dorset Council's Recreation element of the CIL.

33. Response to the Covid 19 Crisis

The Committee considered a report relating to non-operational issues resulting from the lockdown in response to the Covid 19 epidemic, covering support for community groups both responding to and likely to be affected by the crisis.

The Committee noted that grants had been paid in advance to partners to assist with their cashflow. Members noted the funding position of a project to provide LED lighting to the Dorchester Youth and Community Centre building, to which the Council had previously awarded a grant of £1,500.

Resolved

That a further grant of up to £2,350 is awarded to the Dorchester Youth and Community Centre LED lighting project to ensure its completion before the reopening of the building following lockdown.

The Committee considered and made minor amendments to draft policies focused on support for community groups supporting the public during the lockdown and to community partners during their recovery from lockdown.

The Clerk confirmed that the Town Council's officers were in regular contact with Food Bank and Mental Health Support Groups and that such groups were covered by the policy.

Members considered the level of support for local businesses. While recognising that there was little that the Council could do to assist individual businesses the Committee emphasised a desire to support both those groups that represented the local business sector and to assist the co-ordination of a wider recovery across the town. The Clerk agreed to prepare a paper focused on the co-ordination of discussion between key organisations across the local community focused on supporting the town's recovery from lockdown, and to use the Town Council's media channels to share important messages with local residents. It was accepted that this would naturally have a local focus in the short term but would need to be adapted to encourage visits from further afield in due course.

Recommended to Council

- a) That the draft policy (Appendix 3) to support community groups supporting residents during the lockdown period is approved.
- b) That the draft policy (Appendix 4) to support community partners in their recovery from the lockdown period is approved

The briefly Committee considered the Dorset Council Local Planning process and the potential risk to public engagement, the timetable and decision making arising from the lockdown.

34. **Weymouth Avenue Recreation Pavilion Ground Source Heating**

The Town Clerk provided a short update identifying that an Invitation to Tender had been published for the above project, with tenders due back on 29 May and interviews scheduled for early June. The Clerk identified a benefit of appointing a contractor at an early stage. Members discussed a number of technical issues relating to the scheme.

Resolved

That the Town Clerk, in consultation with Councillors Biggs and G. Jones, is authorised to appoint a contractor to undertake the Ground Source Heating project

Chairman

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Dorchester Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		*Yes* means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DORCHESTER

Signed by the Chairman and Clerk of the meeting where approval was given:

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

Dorchester Town Council				
	Year ending		Notes and guidance	
	31 March 2019 £	31 March 2020 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	365,753	454,494	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	1,388,243	1,463,971	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	329,903	312,144	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	659,822	717,634	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan Interest/capital repayments	45,333	43,261	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	924,250	703,675	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	454,494	766,038	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	483,619	893,825	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	8,032,257	8,132,194	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	196,000	162,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.	
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

TITULARITY

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

RESPONSE TO THE COVID 19 CRISIS

SUPPORT FOR COMMUNITY GROUPS PROVIDING ASSISTANCE DURING THE LOCKDOWN AND IMMEDIATE RECOVERY PERIOD

- 1.1. The Council wishes to support existing and new community groups that are responding to the crisis by providing support to local residents.
- 1.2. The Council will provide assistance to legitimate groups
 - Providing direct support to Dorchester residents
 - To meet the additional costs associated with the support provided, over and above normal operating costs OR to ensure that those groups have sufficient funds to remain operational during lockdown and the immediate recovery period
 - So that no group/volunteer should be out of pocket in helping fellow residents
- 1.3. At the end of the lockdown period the Council's officers will prepare a list of groups who have played a role in supporting the community and Members will consider whether they wish to make any additional award.
- 1.4. Officers and Members will make the Town Clerk aware of potential opportunities to provide support; the Town Clerk will record details of the opportunity in a suitable form and make recommendations based on their contact with the Group.
- 1.5. The Town Clerk will advise all Members of all proposed grants and invite comments within three days. The Clerk will make a grant award based on the comments, recording the outcome for report to a subsequent meeting of the Policy Committee. Where the grant proposed exceeds £1,000 the Clerk will seek confirmation of the final decision from two Councillors from among the Council's Chairs and Mayor.

RESPONSE TO THE COVID 19 CRISIS**SUPPORT FOR PARTNER ORGANISATIONS**

- 1.1. The Council is minded to provide support to partner organisations, should it be requested, whose financial operations have been impacted by the C19 outbreak, and who cannot fully recommence service delivery without assistance from the Town Council.
- 1.2. Partner organisations will have
 - Previously worked with the Council to deliver its corporate aims
 - Previously provided services at a community level within Dorchester
 - A recognised organisational structure; in particular they will not be based around the needs of, or be largely controlled by, an individual
- 1.3. The Council will only provide assistance if there is a proven need. To prove need the partner organisation must have first:
 - Conducted its affairs properly in the run up to and during the lockdown period
 - Taken all opportunities of assistance offered by Government and other agencies
 - Worked proactively with its supporters and beneficiaries to have reduced its financial issues
- 1.4. Assistance may be a combination of the following:
 - Cash support – this might be by way of a short or longer term loan or a direct grant
 - Free use of Property – this might be a rent holiday to an existing tenant or hirer, or the opportunity of free events and support on Council premises and land
 - Promotional support, using the Council’s newsletters or other means of communication
 - Support for another organisation to whom the partner is indebted, or who might be able to provide assistance to the partner
- 1.5. Decisions to provide support will be made by the Council’s Policy Committee, who may use all Budgets and Reserves of the Council in its response.

DORCHESTER JOINT HERITAGE COMMITTEE

HELD VIA ZOOM VIDEO CONFERENCING

21 APRIL 2020

PRESENT:

Dorchester Town Council: Councillors: S. Biles, F. Hogwood, G. Jones (Chairman), F. Kent-Ledger, R. Major

Also In Attendance: Councillor S. Hosford

Officers: S. Newman, T. Hedger

Dorset Council: Councillors R. Biggs, A. Canning, L. Fry, S. Jones, D. Taylor

Ancient & Honourable Guild of Town Criers	A. Chisholm
Blue Badge Tourist Guides	T. Loasby
Dorchester Association	M. Rice
Dorchester Civic Society	T. James
Dorchester Chamber for Business	M. Woodgate
The Keep Military Museum	L. Gardner
Shire Hall Museum	A. King
National Trust (for Max Gate and Hardy's Cottage)	M. Stephen

In Attendance – Dorset History Centre M. Gayton

25. **APOLOGIES**

No apologies were received.

26. **MINUTES**

The minutes of the meeting held on 21 January 2020, a copy of which had been circulated, were confirmed and signed subject to R.Biggs being added to those in attendance, the addition of a 'y' to the word 'lotter' in Minute 18 and Honorary being changed to Honourable in the attendance.

27. **DECLARATIONS OF PRE-DETERMINATION**

There were no declarations of pre-determination.

28. **THE DEVELOPMENT OF A HERITAGE TOURISM STRATEGY**

(i) **Progress Report**

The Committee had before it a progress report from the Heritage Tourism Project Manager on the work that had been completed since the last meeting of the Committee together with the next steps for the project.

Members noted that the real time collection of visitor data was not going to be possible for the foreseeable future and that the shape of the overall offer, and how it was presented, might be different once the outcome of the pandemic crisis was better known. It was reported that there was historical visitor data but that organisations had so far not been willing to share it. There was also the possibility of obtaining the necessary data through online surveys. The Curator of The Keep Military Museum informed Members of the information available through an attitude tracker which tracked consumer sentiment on the impact of Covid-19.

Detailed consideration was given as to whether the project should be held in obedience for six months but it was felt that there were strands of the strategy that could be usefully progressed and that the community and businesses would welcome the emergence of a plan to get visitors to the town as soon as was possible. Members felt that a marketing strategy via social media and other means was important and that this could be something that the Town Council might want to investigate as a part of its immediate response to the crisis.

The Committee concluded that work on the strategy should continue focusing on those strands where the necessary information was available, that further attempts be made to get providers to share their historical visitor data, identify the emerging needs of the sector both now and in the future, digital and other marketing and finalising the work on the assets available in and around the town.

During discussion the Committee supported the idea of an archeological trail around the town as a part of the potential actions to emerge from the plan.

RESOLVED

- (1) That the progress report be noted and that work on the strategy continue.
- (2) That as a part of the Town Council's ongoing response to Covid, consideration should be given as to how some immediate social media marketing of the town's assets, with the aim of informing the community, wider public and potential visitors that the town and its visitor offer are still here and will have lots to offer once this situation is resolved.

(ii) SWOT Analysis

The Committee noted the SWOT analysis which had been prepared by the Heritage Tourism Project Manager. The Chairman requested that any comments or observations on the analysis be forwarded to himself, Clerk or Project Manager.

(iii) Heritage Tourism Audit of Assets – Appointment of Consultants

Members had before them a report by the Heritage Tourism Project Manager on the quotes which had been received from Heritage Tourism Specialists to both review the

heritage tourism offer and suggest opportunities for improving the contribution of heritage assets to the overall visitor experience.

The Committee wished to discuss the potential contractors in detail and it was

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.

The Committee then considered both quotes in detail and the Heritage Tourism Project Manager gave additional details regarding the potential contractors. Members felt that it was very important that the whole of the community was involved in the journey via the workshops.

Following consideration Members felt that submission B was the preferred contractor but that prior to final appointment references be taken up and a presentation be made to the Committee.

RESOLVED

- (1) That submission B in the report is the preferred candidate.
- (2) That the preferred candidate provides contact details for at least two referees where the candidate has worked on similar projects.
- (3) That, prior to confirmation of appointment, the preferred candidate deliver a presentation to the Committee about its proposal and methodology
- (4) That work on the Heritage audit shall not commence (other than any desk based elements) until Coronavirus lock down conditions have been sufficiently lifted to allow public gatherings, such as the workshops proposed in the brief, to take place in real time and space as opposed to a virtual environment.

(The Committee resumed in public session)

29. **THOMAS HARDY VICTORIAN FAIR – 7 JUNE 2020**

The Chairman reported that the THVF would not take place on 7 June 2020. A decision would be taken in the near future as to whether to hold the Fair in September 2020 or postpone it until June 2021.

30. **QUESTIONS**

No questions had been received.

31. **URGENT ITEMS**

There were no urgent items.

Chairman