



Dorchester Town Council

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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/86991370826> on **Monday 27 July 2020** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes (Page 3)**

To confirm the Minutes of the meeting of Council held on 18 May 2020.

3. **Presentations, Communications, Questions and Motions**

a) To receive a short presentation from Daniel Cadisch regarding the work of Citizens Advice

b) 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	1 June 2020	Page 10
Planning & Environment Committee	6 July 2020	Page 17
Management Committee	13 July 2020	Page 21
Policy Committee	20 July 2020	Page 24

To note receipt of the draft Minutes of the following meetings

Dorchester Heritage Joint Committee (Special Meeting) 26 May 2020 Page 27

Dorchester Heritage Joint Committee 21 July 2020 To follow

5. **Dorset Council Matters**

To receive updates from Dorchester Ward Members of the Dorset Council

Adrian Stuart Town Clerk

22 July 2020

Public Questions

If you have a question you wish to ask of the Council please contact the clerk a.stuart@dorchester-tc.gov.uk by 9.00am on the morning of the meeting. He will arrange for the question to be put to Council and 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 on a specific item 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 meeting unless a dispensation is 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

18 May 2020

held via Zoom Video Conferencing

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

Apologies: Councillor T. Harries.

1. **Election of Mayor and related issues during the Covid 19 crisis**

Under the chairmanship of Councillor Stella Jones the Council considered a report by the Town Clerk relating to the appointment of the Mayor.

Resolved

- a) That Councillor Richard Biggs should continue to serve as the Town Mayor for the civic year 2020-21, until the next Annual Meeting of the Council, to be held on 24 May 2021.

Councillor Biggs took the Chair and gave a short speech during which he expressed his thanks to Members for their support.

Members considered the remainder of the report, which discussed the appointment of the Deputy Mayor and the routine business of the Annual Meeting. A Councillor sought clarification regarding the level of support for an alternative approach to the appointment of the role of Deputy Mayor.

Resolved

- b) That Councillor David Taylor should continue to serve as Deputy Mayor for the civic year 2020-21, until the next Annual Meeting of the Council
- c) 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

2. **Minutes**

The minutes of the meeting of Council held on 23 March 2020 were confirmed and will be signed by the Mayor as a correct record at the next opportunity.

3. **Presentations, Communications, Questions and Motions**

The Mayor thanked those involved in delivering the online events to celebrate VE Day. He also expressed his appreciation to all involved in providing support during the current lockdown and identified he was in regular contact with Chris Loder, MP for West Dorset regarding the impacts locally.

4. **Planning and Environment Committee – 30 March 2020**

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

A Member asked that the Council continue to strengthen its argument regarding the DOR15 Local Plan proposal, taking account of new evidence arising from the current Covid 19 experience. A Member identified that, at Dorset Council, they were a Member of a relevant Executive Advisory Panel considering the Local Plan process.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 30 March 2020 be adopted.

5. **Planning and Environment Committee – 27 April 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 27 April 2020 be adopted.

6. **Management Committee – 4 May 2020**

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

A Dorset Council Member confirmed that progress was being made regarding the appointment of a contractor for works at the Roman Town House.

A Dorset Council Member agreed to investigate progress relating to the tidying up of the area around the collapsed wall in Bowling Alley Walk.

Resolved

That the minutes of the meeting of the Management Committee held on 4 May 2020 be adopted.

7. **Policy Committee – 11 May 2020**

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

Council considered the Annual Governance Statement for 2019-20

Resolved

- a) That Council approves the Annual Governance Statement for 2019-20 (Appendix 1)

Council then considered the Accounting Statement 2019-20.

Resolved

- b) That Council approves the Accounting Statement 2019-20 (Appendix 2)

Council considered draft policies to assist community organisations during and after the lockdown period.

Resolved

- c) That the Support for Community Groups and the Support for Partner Organisations (Appendix 3 and Appendix 4) are approved
- d) That the minutes of the meeting of the Policy Committee held on 11 May 2020 be adopted

8. Dorchester Heritage Joint Committee – 17 March 2020

Council noted receipt of the draft minutes.

9. Update from Dorchester Ward Members of the Dorset Council

Councillor Rennie offered to pass on questions from Councillors to Chris Loder MP during their regular meetings and also commended the work of Highways staff during the successful reopening of the Household Recycling Centre.

Councillor Canning noted the significant financial impact lockdown was having on the Dorset Council. He also commended their approach to the management of car parks in tourism areas during the immediate recovery phase.

Councillor S. Jones noted that the Dorset Council were increasingly recognising and appreciating the role of Town and Parish Councils as a result of the crisis. The issue of how car parks were reopening with cashless payments was raised and Council agreed to write to Dorset Council expressing concern that all payment methods should be made available in car parks.

Councillor Fry noted that there were now regular update opportunities being provided for all Dorset Councillors and that the Northern Area Planning Committee had now met for the first time in virtual session, while Councillor Biggs also noted the first scheduled virtual meeting of the Audit and Governance Committee was due within a week.

A Member raised concerns regarding inclusivity and a democratic deficit at the Dorset Council since the introduction of the lockdown.

Mayor

Council rose at 7.40pm.

At a Question Time after the meeting the Council received and responded to two questions related to the creation of a recovery plan from lockdown and the potential for learning to be gained from evidence collected regarding cleaner air during the lockdown related to traffic in High West and East Streets.

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 Town Council
Planning and Environment Committee

1 June 2020

held via Zoom Video Conferencing

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

Apologies: Councillors T. Harries and F. Kent-Ledger

Also in attendance: Councillors D Leaper and F Hogwood

Sanjiv Gohil, Director of CZWG Architects and Robert Ackland, Director of The Brewery Square Development Company Ltd.

1. Declarations of Interest

Councillor Fry stated that as a member of Dorset Council's Area Planning Committee, he would keep an open mind on the planning applications and consider all information available at each stage of the decision process. He would take part in the debate but not vote on planning applications at this meeting.

2. Minutes

The minutes of the meeting of the Committee held on 27 April 2020 were confirmed subject to the inclusion of 'Held via the Zoom conferencing platform' being added to the meeting description to be signed by the Chairman at a later date.

3. Presentation

WD/D/18/002594 PHASE 3 BREWERY DEVELOPMENT SITE, WEYMOUTH AVENUE, DORCHESTER

Members received a presentation from Sanjiv Gohil, Director of CZWG Architects and Robert Ackland, Director of The Brewery Square Development Company Ltd.

The Committee heard that Phase three of the development would consist of 164 apartments and 32 houses (196 new homes in total), 87 of which would be affordable housing. The phase would also include 196 parking spaces.

The Committee heard that the Dorset Council's Planning Officer's comments had been noted and efforts had been made to address the concerns raised whilst ensuring the phase remained financially viable.

The Committee noted that the third phase of the development would include a play area which would be maintained by the Brewery Square management company.

The Committee were concerned that the proximity of the road and parking bays to the proposed play area at Bitter End would pose a danger to children and pedestrians and requested that the concerns be addressed by incorporating a pedestrian crossing from Hancock House to the play area and the use of other traffic calming measures be explored. The Director of The Brewery Square Development Company Ltd thanked the Committee for bringing their concern to his attention and confirmed that consideration would be given to ensure the safety of children accessing the play area.

The Committee discussed the proposed landscaping for the scheme and heard that the proposal included soft landscaping throughout the Phase which would include trees, shrubbery and raised borders. The Committee requested a robust landscaping plan with a focus to help break up the view of lines of cars parked along the roads.

The Committee reiterated the Town Council's commitment to negating the effects of the declared climate emergency and requested that renewable energies such as electric car charging points and solar energy panels where possible be incorporated into the design. The Committee were assured by both the Director of CZWG Architects and the Director of The Brewery Square Development Company Ltd that electric car charging points would be incorporated into the design and the use of other renewable energies such as PV's would be explored. The Committee heard that Greenwood House, Hancock House and the Malt House had cycle stores already incorporated into their design.

The Committee also expressed concerns about the vehicular access to Bitter End from Culliford Bridge. The Committee agreed that it was be difficult for pedestrians to anticipate vehicles turning into Bitter End from the junction at Culliford Bridge and requested that measures be implemented to improve pedestrian safety. The Committee heard that the road from Culliford Bridge into the development had been designed with a chicane affect but it was agreed that further discussions would take place with the Dorset Council to ensure the safety of pedestrians and motorists.

Resolved

The Committee considered the application, comments in appendix 1 to be submitted to the Dorset Council.

4. 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.

5. **Minute Update Report**

1) Minute 83 (02 March 2020) Network Rail

The Committee noted the correspondence received from Network Rail. The Committee recognised that works needed to be undertaken to prevent leaves dropping on the line, visibility difficulties for rail staff and the risk of fallen trees, however the Committee were disappointed at the scale of the clearance and the effect to wildlife and felt that the embankments should be regularly maintained as opposed to being left until problems arose which resulted in the need for extensive tree felling and vegetation removal.

The Committee appreciated the efforts made by Network Rail to remove the litter on the site.

6. **Dorset Heathland Planning Framework 2020-2025 Supplementary Planning Document and Poole Harbour Recreation Supplementary Planning Document Adoption (3)**

The Committee noted that the Dorset Council had Adopted the updated Dorset Heathlands Planning Framework 2020 - 2025 Supplementary Planning Document. The Committee heard that the Dorset Council were inviting local land owners and organisations to suggest new Heathland Infrastructure Projects.

7. **Dorchester Community Area Land Trust**

The Committee noted that the Dorchester Community Area Land Trust would be resubmitting an amended planning application to the Dorset Council.

8. **Covid-19 Temporary Highways Response Measures for Social Distancing**

The Committee heard that the Dorset Council had been issued with Statutory Guidance from the Department for Transport requesting that they consider implementing measures to support social distancing and help maintain safe cycling and walking. The measures included widened footways, temporary cycle lanes, road closures and measures outside schools.

The Committee discussed various suggestions such as extending pavements, requesting that the Dorset Council issue additional outside seating licenses to Cafes and making changes to the existing bus stops.

The Committee agreed that a fast response would be required. The Committee agreed that a small group of Councillors should meet to discuss ideas to support social distancing and help maintain safe cycling and walking to put forward to the Dorset Council. It was agreed that the group would consist of Councillors A. Canning, F. Hogwood, R. Potter and ES Jones.

Resolved

That a small group of Councillors would meet to discuss ideas to support social distancing and help maintain safe cycling and walking to put forward to the Dorset Council.

9. **Planning Issues to Note**

Members noted the Planning Issues reported.

**WD/D/19/000868 OLD MILITARY HOSPITAL, GROVE TRADING ESTATE,
DORCHESTER**

- 1) The Committee heard that an appeal had been lodged with the Planning Inspectorate against the Dorset Council for non-determination. The Committee recognised that the application would be difficult to determine with the absence of a development plan for the Marabout Industrial Estate and requested that the Clerk to the Committee write to the Dorset Council to request a Development plan for all of the Industrial Estates in Dorchester.

Resolved

That the Clerk to the Committee write to the Dorset Council and request that a development plan for the industrial estates in Dorchester be created.

Chairman

Dorchester Town Council Planning and Environment Committee 1 June 2020

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

- E1. [WD/D/20/000840 16 BALMORAL CRESCENT, DORCHESTER, DT1 2BW](#)
Erection of entrance porch. No objection
- E2. [WD/D/20/000743 4 SALISBURY TERRACE, SALISBURY STREET, DORCHESTER, DT1 1JT](#)
Replacement and repairs to roof. No objection
- E3. [WD/D/20/000793 3 HILLSIDE TERRACE, HIGH STREET FORDINGTON, DORCHESTER, DT1 1LY](#)
Internal and external alterations to include front and rear roof dormers and erection of porch at the front of the property. No objection
- E4. [WD/D/20/000563 OLD GAS WORKS, ICEN WAY, DORCHESTER, DT1 1EW](#)
Demolition of existing frontage building, erect block of 4no. flats and erect block of 13no. flats (to create 17 flats in total) with cycle and bin stores, access, parking and associated works.
No objection in principle to the development of the site.

The Committee felt strongly that due to the very nature of the site that provision should be made for at least one third affordable Housing, to allow the development to closely meet the requirements of HOUS1 of the Adopted Local Plan.

The Committee agreed that due to the location of the site an archaeological evaluation would be required.

The Committee were disappointed by the proposed removal of the trees and greenery on the site and requested that the green boundary be retained.

The Committee felt it important that the Article 4 Direction be adhered to and the boundary wall on Icen Way be retained.

It was requested that a contamination study of the site be completed.

The Committee were concerned about the lack of natural light to Block A in particular to the ground floor flats and requested that a light tunnel or alternative solution be incorporated into the design of the block to provide more natural light.

The Committee requested that the original building be retained.

North Ward (Councillor A. Canning)

- N1. [WD/D/20/000819 29 MOUNTAIN ASH ROAD, DORCHESTER, DT1 2PB](#)
Demolition of fire damaged garage and Erection of side extension. No objection

- N2.** [WD/D/20/000947 3 CORNHILL, DORCHESTER, DT1 1BA](#)
Conversion and alterations of the upper floors to create 3no. residential units.
No objection
- N3.** [WD/D/20/000948 3 CORNHILL, DORCHESTER, DT1 1BA \(Listed Building Consent\)](#)
Internal and external alterations to facilitate the conversion of upper floors to 3no. residential units.
No objection
- N4.** [WD/D/20/001035 64 HIGH WEST STREET, DORCHESTER, DT1 1XA](#)
Installation of 1no additional CCTV dome camera to u/s of soffit.
No objection
- N5.** [WD/D/20/001036 64 HIGH WEST STREET, DORCHESTER, DT1 1XA \(Listed Building Consent\)](#)
Works to facilitate the installation of 1no additional CCTV dome camera to u/s of soffit.
No objection
- N6.** [WD/D/20/001062 PHOENIX HOUSE, 16 HIGH EAST STREET, DORCHESTER, DT1 1HH \(Listed Building Consent – Retrospective\)](#)
Repairs and replacement works to areas affected by dry rot.
No objection
- West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)**
- W1.** [WD/D/20/000869 7 OLGA ROAD, DORCHESTER, DT1 2LY](#)
Install rear dormer window.
No objection
- W2.** [WD/D/20/000955 21 OLGA ROAD, DORCHESTER, DT1 2LY](#)
Erection of single storey flat roofed extension and alterations (demolition of existing conservatory).
No objection
- W3.** [WD/D/20/001053 73 CAMBRIDGE ROAD, DORCHESTER, DT1 2JF](#)
Erect rear extension.
No objection
- South Ward (Councillors G. Jones, R. Potter and M. Rennie)**
- S1.** [WD/D/20/001054 8 WEATHERBURY WAY, DORCHESTER, DT1 2EF](#)
Erection of side and rear extensions; create additional parking area; alterations to the existing property.
No objection
- S2.** [WD/D/20/001155 77 MELLSTOCK AVENUE, DORCHESTER, DT1 2BH](#)
Demolish existing garage and single storey flat roof extension and build 2 storey side extension in its place forming garage/utility & wc to ground with bedroom/en-suite and dressing room over. Extend main house 2 storey to rear to form dining/living area to ground floor with master bedroom at 1st floor over. Form 2 storey side extension to other side of house forming playroom to ground floor with 2 bedrooms/shower room to 1st floor over. Lean-to rear extension forming dining/living area. Variation of condition 1 of planning approval WD/D/17/001419 plans list.

No objection in principle. The Committee were concerned that the upper floor of the side extension jutted out rendering it extremely close to the boundary which had potential to cause problems for the property in the future.

- S3. [WD/D/20/000765 28 HERRINGSTON ROAD, DORCHESTER, DT1 2BS \(Amended Plan / Description\)](#)
Erection of single storey rear extension and first floor balcony.

No objection

- S4. [WD/D/20/001029 WINTERBOURNE HOSPITAL, HERRINGSTON ROAD, DORCHESTER, DT1 2DR](#)
Erection of single storey extension, alterations to roof, installation of building services plant and external alterations to support a new MRI suite.

No objection in principle. The Committee were concerned about the accuracy of the Noise Emission Statement and felt that it was unreasonable to assume that the neighbouring D'Urberville Close could not be considered as particularly tranquil. The Committee requested that a Noise Emission Study be carried out at the site and that sound proofing measures be implemented as opposed to sound dampening measures.

- S5. [WD/D/18/002594 PHASE 3 BREWERY DEVELOPMENT SITE, WEYMOUTH AVENUE, DORCHESTER](#)
Application for approval of reserved matters for appearance, landscaping, layout & scale of outline planning permission 1/D/13/000999 (196 units) (Amended scheme).

The Committee welcomed and supported the application. The Committee did request that renewable energies such as electric car charging points and solar energy panels where possible be incorporated into the design in this time of climate emergency.

The Committee were concerned that the proximity of the road and parking bays to the proposed play area at Bitter End would pose a danger to children and pedestrians and requested that the concerns be addressed by incorporating a pedestrian crossing from Hancock House to the Play Area and the use of other traffic calming measures be explored.

The committee would like to see a robust landscaping plan to help break up the view of lines of cars parked along the roads.

The Committee also expressed concerns about the vehicular access to Bitter End from Culliford Bridge. The Committee agreed that it was be difficult for pedestrians to anticipate vehicles turning into Bitter End from the junction at Culliford Bridge and requested that measures be implemented to improve pedestrian safety.

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

No applications.

Dorchester Town Council
Planning and Environment Committee

6 July 2020

held via Zoom Video Conferencing

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

Apologies: Councillor T. Harries

Also in attendance: Councillors D Leaper and F Hogwood

1. Declarations of Interest

Councillor Fry stated that as a member of Dorset Council's Area Planning Committee, he would keep an open mind on the planning applications and consider all information available at each stage of the decision process. He would take part in the debate but not vote on planning applications at this meeting.

2. Minutes

The minutes of the meeting of the Committee held on 1 June 2020 were confirmed and approved to be signed by the Chairman at a later date.

3. Dorchester Article 4 Direction

The Committee noted that the Dorchester Article 4 Direction came into effect on 10 June 2020.

4. 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.

5. Minute Update Report

There were no Minute Updates to report.

6. Request for the Alteration of Parking Restrictions in High East Street / High Street Fordington

The Committee considered a request to alter the existing parking restrictions in High East Street / High Street Fordington due to concerns for pedestrians and the road surface due to HGV's using the parking bay at the junction of Fordington High Street to make deliveries to nearby businesses.

The Committee recognised that on occasion when the parking bay was used for deliveries that pedestrians were obstructed from using the footway.

The Committee heard that a resident had complained of the doors of the HGV's hitting their property when the doors were opened.

The Committee considered various options to alleviate the problems experienced and agreed that the Clerk to the Committee should write to the Dorset Council to ask them to look for a solution to alleviate the problems. The Committee also requested that the Clerk to the Committee write to the Head Office of the nearby Majestic Wines business and request that smaller vehicles be used for deliveries to their Dorchester branch.

Resolved

- 1) That the Clerk to the Committee write to the Dorset Council to request for them to look at options to alleviate the problems experienced by local residents and pedestrians when HGV's used the parking bay at the junction of Fordington High Street to make deliveries to nearby businesses.
- 2) That the Clerk to the Committee write to the Head Office of the nearby Majestic Wines business and request that smaller vehicles be used for deliveries to their Dorchester branch.

7. Puddletown Neighbourhood Plan

The Committee noted that Puddletown Parish Council had submitted their Neighbourhood Plan to the Dorset Council for examination.

9. Planning Issues to Note

Members noted the Planning Issues reported.

10. Urgent Items

i) WDDC Consultation on the Local Plan Preferred Options – Policy DOR15

The Chairman reminded the Committee of the Town Council's recommendation to object to the WDDC Local Plan Preferred Options (October 2018) - Policy DOR15 as per minute 29 of the special Planning and Environment Committee meeting held on 10 September 2018 and adopted by the Town Council at the Full Council meeting held on 25 September 2018.

ii) Reloved

The Committee heard that alterations had been made to the shop frontage of Reloved in South Street without relevant planning permissions. The Committee were concerned that the alterations were out of character for the Conservation Area within it sits. The Committee requested that the Clerk to the Committee notify the Dorset Council's Enforcement Officer of the alterations.

Resolved

That the Clerk to the Committee notify the Dorset Council's Enforcement Officer of the alterations to the shop frontage of Reloved, South Street.

Chairman

Dorchester Town Council Planning and Environment Committee 6 July 2020

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

- E1. [WD/D/20/000202 FLAT 5, THE MALTHOUSE, HIGH STREET FORDINGTON, DORCHESTER, DT1 1LA](#)

Replacement of 4.no windows on first floor.

No objection.

- E2. [WD/D/20/001028 10 FORDINGTON DAIRY, ATHELSTAN ROAD, DORCHESTER, DT1 1FD](#)

Installation of an air brick accommodate a flueless fire place.

No objection.

North Ward (Councillor A. Canning)

- N1. [WD/D/20/001137 31B GREAT WESTERN ROAD, DORCHESTER, DT1 1UF](#)

Change of use of Retail and Ancillary Accommodation (A1) to Dwellings (C3) to provide 9 residential units.

No objection.

However the Committee had concerns regarding the parking in the area. The Committee were of the opinion that the resident's parking scheme for the area (Zone C) was already over subscribed and queried if it would be possible for the Dorset Council to consider including use of the Council operated car parks within the Town Centre to Town Centre Resident Parking permit holders. (Item to be added to a future agenda of the Dorchester Town Council Planning and Environment Committee).

- N2. [WD/D/20/001242 FORMER TENNIS COURTS EAST OF, WEST WALKS, DORCHESTER](#)

Erection of 15no. one bedroom affordable flats, including one wheelchair accessible dwelling (revised scheme). As Dorchester Town Council is the landowner, no comment will be made on this application.

- N3. [WD/D/20/001253 39-40 HIGH WEST STREET, DORCHESTER, DT1 1UR](#)

Repair rear wall of the property and repaint the exterior walls.

No objection.

- N4. [WD/D/20/001254 39-40 HIGH WEST STREET, DORCHESTER, DT1 1UR \(Listed Building Consent\)](#)

Repair the rear wall of the property and repaint the exterior walls.

No objection.

- N5. [WD/D/20/001241 44 SOUTH STREET, DORCHESTER, DT1 1DQ](#)

Replace existing windows to first and second floor with UPVC double glazing.

No objection.

- N6. [WD/D/20/001290 28 HIGH WEST STREET, DORCHESTER, DT1 1UP \(Listed Building Consent\)](#)

Remove modern rear (southern) extension, excavate to form amenity space for basement and regularise openings on southern elevation including all associative works. All details of timber joinery to match the existing. Remove concrete infill to entrance steps and provide and build in stone to match existing nosing detail.

No objection.

- N7.** [Amended Plan/ Description WD/D/19/001123 8 GLYDE PATH ROAD, DORCHESTER, DT1 1XE](#)
 Rebuild/repair chimney (retrospective). Installation of flue outlet for Aga (retrospective). Reinstatement of original window opening on west elevation. Remove existing render & re-render with lime render. Erection of boundary fence and greenhouse.
 No objection.
- N8.** [Amended Plan/ Description WD/D/19/001124 8 GLYDE PATH ROAD, DORCHESTER, DT1 1XE \(Listed Building Consent\)](#)
 Rebuild/repair chimney (retrospective). Installation of flue outlet for Aga (retrospective). Reinstatement of original window opening on west elevation. Remove existing render & re-render with lime render. Erection of boundary fence and greenhouse.
 No objection.
- West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)**
- W1.** [WD/D/20/001201 23 JAMES ROAD, DORCHESTER, DT1 2HB](#)
 Erect new front porch.
 No objection.
- W2.** [WD/D/20/001208 DORSET COUNTY HOSPITAL, WILLIAMS AVENUE, DORCHESTER, DT1 2JY](#)
 Relocation of existing decontamination unit and installation of a modular unit to supplement unplanned healthcare services.
 No objection.
- W3.** [WD/D/20/001260 10 OLGA ROAD, DORCHESTER, DT1 2LX](#)
 Alterations to chimney.
 No objection.
- W4.** [WD/D/20/001399 20 LOUISE ROAD, DORCHESTER, DT1 2LT](#)
 Raise roof by 1m and add dormers to front and rear.
 No objection.
- South Ward (Councillors G. Jones, R. Potter and M. Rennie)**
- S1.** [WD/D/20/000498 44 MELLSTOCK AVENUE, DORCHESTER, DT1 2BQ](#)
 Erection of two storey rear extension & front porch.
 No objection.
- S2.** [WD/D/20/001047 WEYMOUTH AVENUE RECREATION GROUND, WEYMOUTH AVENUE, DORCHESTER](#)
 Display of 6 no advertising banners to railings.
 As Dorchester Town Council is the landowner, no comment will be made on this application.
- S3.** [WD/D/20/001250 32 MELLSTOCK AVENUE, DORCHESTER, DT1 2BQ](#)
 Erection of single storey rear extension.
 No objection.
- Poundbury Ward (Councillors R. Biggs and S. Hosford)**
- P1.** [WD/D/20/000674 LAND AT PARKWAY FARM BUSINESS PARK, MIDDLE FARM WAY, POUNDBURY](#)
 Display of 1 no. non-illuminated estate agents hoarding sign.
 No objection.

Dorchester Town Council

Management Committee

13 July 2020

held via Zoom Video Conferencing

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. Major, R. Potter, M. Rennie, R. Ricardo and D. Taylor

In Attendance: Councillor F. Hogwood.

1. Minutes

The Minutes of the Meeting of the Committee held on 4 May 2020, adopted by Council on 18 May 2020, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. 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 that following a tree inspection six trees would need to be felled in the Borough Gardens. It was requested that the Clerk to Whetstones be informed when the work was to be undertaken. It was reported that the new gate was still not open into the Gardens and that the lifebelt had been removed from the Local Nature Reserve.

The Outdoor Services Manager also responded to Members other detailed questions The Committee agreed that the staff should be thanked for all of their work over the past few months.

Resolved

That the Outdoor Services Team update be noted.

3. Salisbury Fields

The Committee considered a report by the Deputy Town Clerk on a proposed community project to undertake some perimeter planting at the southern end of Salisbury Fields.

Resolved

That the community project to undertake some perimeter planting at the southern end of Salisbury Fields be supported.

4. **Municipal Buildings Roof Work**

Members had before them a report by the Deputy Town Clerk which proposed that the already agreed roof works to the Corn Exchange be brought forward and suggesting that the re-roof of the Council Chamber also be undertaken at the same time. It was noted that this would mean that the Building would remain closed until around March 2021. It was reported that the cost of the works was estimated at £490,000 plus fees of up to £74,000.

The Committee supported undertaking the work to both roofs and requested that any insulation or carbon reduction works that could be incorporated at the time also be undertaken.

Resolved

(1) That the Buildings remain closed until around March 2021 so as to allow the roof works to go ahead.

(2) That the Policy Committee be requested to consider allocating the additional funding required so as to enable the works to both the Corn Exchange and Council Chamber roofs to be undertaken as soon as possible.

5. **Tree Planting at King's Road and Commemoration**

The Committee considered a report by the Town Clerk which informed it of a proposal to plant trees at King's Road. Some of the trees would be funded via Dorset County Hospital to mitigate works it was undertaking on its site in relation to a proposed Multi-Storey Car Park. The Town Council had also reserved £5,000 in its budget for the purchase of new trees.

The report also proposed that a suitable tree planting event be developed at Kings Road Playing Field to commemorate the community response to the Covid 19 outbreak. It was hoped that this could be undertaken at the start of tree planting season in December 2020.

Resolved

That the proposed tree planting be supported and that a suitable event be developed at Kings Road Playing Field to commemorate the community response to the Covid 19 outbreak.

6. **BBQ's on Council Owned Land**

Members considered a report by the Deputy Town Clerk which informed them that the Council had byelaws in place which banned the lighting of fires or anything else that might cause a fire, including BBQ's, on all of the Council's land.

Resolved

That the report be noted and that the no BBQ's, sky lanterns or helium balloon message be promoted through the Council's social media and other publicity.

7. **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 5127 to 5135 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

8. **Buildings Monitoring Reports**

The Committee received the Municipal Buildings monitoring reports which included a report by the Deputy Town Clerk on the activity of the Town Hall Keepers during the Covid-19 lockdown.

Members were pleased with the good work being undertaken in the Municipal Buildings and in particular the recent work to the Corn Exchange floor. The Committee wished to pass on their thanks to the Town Hall Keepers and also suggested a formal public re-open at the appropriate time.

Resolved

That the Buildings Monitoring Reports be noted.

Chairman

Dorchester Town Council

Policy Committee

20 July 2020

held via Zoom Video Conferencing

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

Attending: Councillors J. Hewitt, D. Leaper and M. Rennie

1. **Minutes and Declarations of Interest**

The Minutes of the Committee of 11 May 2020, adopted by Council on 18 May 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.

2. **Financial Update at 30 June 2020**

The Committee noted the Town Clerk's report on the month 3 financial position, noting actual spending at £16,000 below profile.

Resolved

That the Payments list, totalling £190,302.02, is approved.

The Clerk also reported on the budget impacts of the Covid 19 outbreak, noting that the overall outcome was unlikely to require use of the Council's General Reserve. The Clerk answered questions relating to funding for Dorchester Arts and the Council's ineligibility for the national Furlough scheme.

3. **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 lockdown, covering support during the recovery period for the local economy, community and cultural groups.

A Member noted the appreciation of the Dorchester BID Executive for the work undertaken by the Council's staff on the Love Dorch campaign.

The Clerk outlined discussions with a number of community groups, which was helping to build a picture of support that will be needed by the town's more vulnerable residents over the next year as a result of the impact of the lockdown. An analysis will be reported to the September Committee. A Member asked that contact be made with the local Hospital Cars team.

Members considered the impact of the lockdown on the town's cultural offer and encouraged officers to explore opportunities to work with local musicians to provide entertainment safely.

4. **Municipal Buildings Projects**

The Town Clerk reported on four separate projects relating to the buildings.

The Committee considered the opportunity to accelerate plans to reroof four different parts of the building. Members expressed support for the opportunity to accelerate the reroofing elements of the work. A request was made that procurement frameworks operated by other Councils be explored.

The report provided options for the implementation of the biomass boiler heating scheme, with a choice between a single storey and two storey extensions, plus other climate emergency interventions in the building. A Member raised concerns regarding the availability of financial and risk information relating to this and the related offices project. Members reconfirmed their wish to achieve their carbon neutral goal and understood the urgency to act associated with Low Carbon Dorset grant and Renewable Heat Incentives.

The Committee then considered the potential to reconfigure spaces at the rear of the building to provide upstairs and offices and ground floor multi-use space. It was noted that at this time the Council had not formally committed to relocating from its office at 19 North Square.

Finally the Committee considered the long term future use of the building and the relationship with Dorchester Arts.

Recommended to Council

- a) That the Council develops an implementation programme to include
 - Procurement of the reroofing of the Council Chamber, Corn Exchange and apse (cost estimate £820,000)
 - To include discussions with users to keep the building closed to deliver these works at the earliest opportunity
 - More detailed development of the Offices over Biomass option, being
 - Submission of a planning application to Dorset Council for a two storey extension into the Car Park (cost estimate £460,000)
 - The conversion of the upper space into offices, on the assumption that once completed, the Town Council would move into this space, possibly with other community partners
 - The conversion of the ground floor into a multi-use space, specifically meeting the needs of groups to meet, for food preparation for casual hires, and dressing room space for performers, as well as facilities for disabled staff and users (cost estimate for these two parts £520,000)
 - Preparation of a loan request for up to £1.4 Million from the Public Works Loan Board, to supplement the use of existing Earmarked Reserves totalling £400,000

- b) That a Task and Finish Group is established, consisting of the Mayor, Chairs of Policy and Management Committee and the relevant Outside Body Representative, to discuss options for the future involvement of Dorchester Arts in the operation of the building

5. **Climate Emergency Projects**

The Town Clerk provided an update identifying that Bioheat had been appointed to carry out the Ground Source Heat Pump contract at Weymouth Avenue Pavilion, being the main part of a £53,000 package of works. A £20,000 grant had been received from Low Carbon Dorset using ERDF funding, while the balance will be met by the Town Council, who will also receive Renewable Heat incentive payments for the next 20 years.

The Clerk also discussed green options relating to keeping the South Chapel at Weymouth Avenue Cemetery damp free. While acknowledging that planning permission would be difficult to obtain, the Town Clerk will explore options to use wind energy to supply power, alongside the reconsideration of the current system for maintaining a damp free environment.

The Committee considered a request for support for a tree planting programme from Transition Town Dorchester.

Resolved

That £500 is granted to Transition Town Dorchester, with no requirement to match fund on this one occasion.

6. **Corporate Plan**

A Member asked for an update regarding the Corporate Plan. The Town Clerk agreed to produce a report for the next meeting of the Committee, to include a preliminary evaluation of longer term issues that might emerge as a consequence of the lockdown.

Chairman

DORCHESTER JOINT HERITAGE COMMITTEE
HELD VIA THE ZOOM VIDEO CONFERENCING PLATFORM

26 MAY 2020

At a virtual Meeting of the Dorchester Joint Heritage Committee held on 26 May 2020:

PRESENT:

Dorchester Town Council

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

Officers: S. Newman, T. Hedger

Dorset Council

Councillors: R. Biggs, A. Canning, L. Fry, S. Jones

Non-Voting Members:

Ancient & Honourable Guild of Town Criers	A. Chisholm
Blue Badge Tourist Guides	T. Loasby
Dorchester Association	M. Rice
National Trust (for Max Gate and Hardy's Cottage)	M. Stephen

32. **APOLOGIES**

Apologies for absence were received from Councillor D. Taylor (Dorset Council), A. King (Shire Hall Museum), L. Gardner (The Keep Military Museum) and M. Woodgate (Dorset Chamber for Business).

33. **MINUTES**

The minutes of the meeting held on 21 April 2020, a copy of which had been circulated, were confirmed and signed.

34. **DECLARATIONS OF PRE-DETERMINATION**

There were no declarations of pre-determination.

35. **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.

36. **APPOINTMENT OF CONSULTANTS**

(i) References – Members noted the satisfactory references that had been received which had previously been circulated to the Committee.

(ii) Presentation – The Committee welcomed Sarah Douglas and Bernard Lane from Red Kite Environment who gave a presentation to Members regarding their proposal and the methodology to be used to undertake the work to both review the heritage tourism offer and suggest opportunities for improving the contribution of heritage assets to the overall visitor experience through a Heritage Tourism Audit.

Red Kite Environment responded to Members detailed questions about themselves and the work to be undertaken.

During the discussion the following matters were highlighted:-

- That the 'Final Audit' mentioned in the presentation should read 'Draft Final Audit'.
- There were some excellent resources already available regarding the town such as the seven community play books, the Lets Explore Dorchester publication etc.
- The amount of accommodation available for visitors.
- The need to link the Red Kite Environment work to the overall emerging Heritage Tourism Strategy.
- The need to identify what Heritage means to the whole community – make it fun, possible competition.
- Key milestones for the work required.
- The need to think outside of the town boundary.
- With the ongoing Covid-19 pandemic the benefits of an 'open air' heritage plan.

The Committee thanked the Red Kite Environment representatives who then left the meeting.

(iii) Appointment – Having heard the presentation and questioned / tested Red Kite Environment it was

RESOLVED

That Red Kite Environment be appointed to undertake the Heritage Tourism Audit in accordance with the quotation submitted.

Chairman