



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/89162056809> on **Monday 23 November 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 28 September 2020.

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

a) To consider the following motion proposed by Councillor Alistair Chisholm

That Dorchester Town Council, as a levy payer itself, calls on the Dorchester Business Improvement District (DBID) to arrange an independent review and evaluation of its governance, impact and engagement with both its levy payers and the wider community.

b) To receive communications from the Mayor

3. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	5 October 2020	Page 7
Planning & Environment Committee	2 November 2020	Page 11
Management Committee	9 November 2020	Page 16
Policy Committee	16 November 2020	Page 20

4. **Dorset Council Matters**

To receive updates from Dorchester Ward Members of the Dorset Council

5. **To consider a request regarding absence from Council (Page 25)**

Adrian Stuart Town Clerk
18 November 2020

Public Questions will be taken on the conclusion of the Council Meeting. If you wish to participate please see the note on the next page.

Public Speaking during the formal part of the Council 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.

Public Questions after the Council Meeting

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.

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
28 September 2020

The meeting was conducted using Zoom videoconferencing.

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

Apologies: Councillors A. Canning, T. Harries and A. Lyall.

Present: Richard Brown and Zoey Ingarfield of the A National Park for Dorset team.

18. Minutes

The minutes of the meeting of Council held on 27 July 2020 were confirmed and will be signed by the Mayor as a correct record at the next opportunity.

19. Presentations, Communications, Questions and Motions

Richard Brown and Zoey Ingarfield gave a short presentation on behalf of the “A National Park for Dorset” team. In response to Member comments and questions across a range of issues they provided views regarding democratic representation, the strategic and development planning processes, affordable housing, tourism and the wider benefits to the Dorchester economy, the likelihood of Dorchester’s inclusion in the park boundary and the experiences of towns in other National Park areas.

Resolved

That the Town Clerk be invited to prepare a report to the next meeting of the Policy Committee considering the impacts of a National Park for Dorset on Dorchester.

The Mayor passed on thanks received from the Lord Lieutenant to the townspeople and the Town Council for the support offered during the recent Covid 19 lockdown. The Mayor also thanked those involved in the recent virtual Heritage Open Day. He advised of his attendance at an opening event for the Kings Arms Hotel, which will employ over 30 staff, and at a socially distanced event hosted by Weldmar Hospicecare.

The Town Clerk confirmed discussions were taking place regarding plans for Remembrance Sunday.

20. Planning and Environment Committee – 3 August 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 August 2020 be adopted.

21. Planning and Environment Committee – 7 September 2020

With one minor amendment it was proposed and seconded that the minutes of the meeting be adopted.

In response to questions the Chairman confirmed that an update would be provided regarding minute 28 Dorchester South Station, and that the CPRE document would be taken account of in formulating the response to the Government White Paper on Planning at the next meeting of the Committee.

A Member thanked the Chairman and Committee Clerk for the time invested in the response to the first Government consultation document.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 7 September 2020 be adopted.

22. Management Committee – 14 September 2020

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

A Member provided a further update regarding Minute 10 Bowling Alley Walks wall, noting a further time delay due to the need to source specialist bricks.

Resolved

That the minutes of the meeting of the Management Committee held on 14 September 2020 be adopted.

23. Policy Committee – 21 September 2020

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

A Member raised a question regarding inviting the Dorchester BID to seek accreditation to evidence its effectiveness.

A Member noted that a recent Dorset Council Local Planning document did not include a vision for the town. The Clerk agreed to follow this item up.

A Member advocated that the Town Council determine its position on development to the north of the town in advance of the Dorset Council Local Plan consultation exercise in Spring 2021.

A Member reflected on the need for a wider vision for the town, developed with the community.

Resolved

- a) That the proposed redraft (Appendix 1 to the Minutes) is adopted as a new High Level Focus for the Corporate Plan, and that the document is issued for consultation
- b) That the minutes of the meeting of the Policy Committee held on 21 September 2020 be adopted

24. Update from Dorchester Ward Members of the Dorset Council

Councillor Rennie reconfirmed arrangements for informing the Dorset Council regarding rough sleeping. She also confirmed the distribution of car boot grants taken place and responded to a question regarding the lack of meetings of the Markets Informal Joint Panel.

Councillor Fry highlighted the outcome of the Dorset County Hospital Car Park planning application. He also reported issues with a recent meeting of the Audit and Governance Committee.

Councillor Biggs provided an update regarding the Joint Archive service, as well as representation on the Fire Authority.

The Clerk highlighted that Dorset Council were now proceeding with the review of the Voluntary Grant scheme, which included funds provided to, among others, Citizens Advice, Dorchester Arts and the Dorset County Museum.

Mayor

Council rose at 8.30 pm.

At the conclusion of the meeting a Member asked that the Public Question time be restored. The Clerk confirmed receipt of a question from a resident regarding works at the Municipal Buildings. The Chairman of Policy Committee would circulate a written response to all present.

REVISED HIGH LEVEL FOCUS OF THE CORPORATE PLAN

AFFORDABLE HOUSING

- Focus resources and effort into working with key partners on a programme of unlocking and developing sites across the town for affordable housing

COMMUNITY, CULTURE, HEALTH AND WELLBEING

- Working with other agencies and community partners, develop our understanding of the general needs of our community and the specific needs of vulnerable groups, in particular as a result of changes brought about by the Covid 19 pandemic
- Maintain and, where appropriate, adapt the Council's Community, Sports, Cultural and Health & Wellbeing service delivery to meet the requirements of the town's residents and visitors, either directly or working with local partners
- Resolve the future of the Municipal Buildings to make a relevant and environmentally efficient contribution to the town's community

THE ENVIRONMENT

- In response to the declared Climate Emergency, proactively support practical steps to reduce the impact that the Council and the town's community has on its environment
- Focusing in particular on the Town Centre, introduce sustainable practices to assist the town's community and key partners to improve the town's appearance

LOCAL ECONOMY, TRANSPORT AND PARKING

- Working with other agencies and business representatives, develop our understanding of how the town's economy can be strengthened and reshaped, with a particular focus on supporting recovery of the town centre following the Covid 19 pandemic
- Working initially with the town's Heritage and Tourism sectors, develop a holistic strategy to maximise the benefits of tourism to the town
- Work with Dorset Council to agree and implement a Transport and Parking strategy that resolves the competing demands of residents, workers and visitors to the town

FUTURE GROWTH OF DORCHESTER

- Develop the Town's existing response to the pressure for development of new housing emerging through the Local Plan process

GOVERNANCE AND ADMINISTRATION

- Ensure that the Council's governance, communication and administration arrangements remain relevant to the needs of the town and are delivered efficiently and effectively
- Ensure that the Town Council's Medium Term Financial Strategy recognises the direct and indirect impacts of the Covid 19 pandemic

Dorchester Town Council

Minutes of the Planning and Environment Committee held via Zoom Video Conferencing

5 October 2020

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

Apologies: Councillor T. Harries and J. Hewitt.

Also in attendance: Councillors S. Biles and F. Hogwood

27. **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.

28. **Minutes**

The minutes of the meeting of the Committee held on 7 September 2020 were confirmed and approved to be signed by the Chairman.

29. **White Paper: Planning for the Future**

The Committee considered the draft response to the Ministry of Local Housing, Communities and Local Government's Consultation the White Paper, Planning for the Future and agreed on various points to submit.

Resolved

That the Clerk to the Committee in consultation with the Chairman submit the Committee's response (Appendix 1 is available from the Clerk) to the Ministry of Local Housing, Communities and Local Government's Consultation on the White Paper, Planning for the Future.

35. **Planning Applications for Comment**

The Committee considered the planning applications referred to the Council for comment by Dorset Council (Appendix 2).

36. **Minute Update Report**

There were no minute updates to report, however a member of the Committee raised concerns about Minute 14 of the Planning and Environment Committee held on 6 August 2018, application WD/D/18/000622. The Committee heard that the then West Dorset District Council had refused planning permission for the Erection of raised decking area (Retrospective) on 3 October 2018, yet the decking remained in place.

The Committee requested that the clerk to the Committee contact the Dorset Council to request that the decision be enforced.

Resolved

That the clerk to the Committee contact the Dorset Council to request that the decision to refuse application WD/D/18/000622 be enforced.

37. Planning Issues to Note

1) The Committee noted that the Dorset Council had appointed a company called Terraquest on a temporary basis to assist with clearing a backlog of planning applications that were awaiting validation. The Committee expressed its disappointment that a local company had not been employed.

2) A member of the Committee raised concerns about the recent flooding on the A35 from the Stadium Roundabout to the turning to the A352. The Committee heard that on a number of occasions the road had been closed and a number of restrictions had been imposed due to flooding, causing increased volumes of traffic in Dorchester Town Centre. The Committee requested that Highways England identify a suitable diversion should the road be closed again in the future due to flooding.

The committee also expressed concerns that the flooding experienced at the nearby Max Gate Roundabout had possibly contributed to the problems experienced on the A35. The Committee requested that the Clerk to the Committee contact both Highways England about the A35 and the Dorset Council about the Max Gate Roundabout as a matter of urgency to request that works be completed on the A35 to improve the drainage and alleviate the problems experienced.

Resolved

- I. The Clerk to the Committee contact both Highways England about the A35 and the Dorset Council about the Max Gate Roundabout as a matter of urgency to request that works be completed on the A35 and the Max Gate Roundabout to improve the drainage and alleviate the problems experienced.

Chairman

Dorchester Town Council - Planning and Environment Committee 5 October 2020

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

E1. WD/D/20/001839 LAND AND GARAGES REAR OF, 13-19 EDDISON AVENUE, DORCHESTER

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

No objection.

E2. WD/D/20/001905 15 GARLAND CRESCENT, DORCHESTER, DT1 2SX

Replace existing rear conservatory with single storey pitched roof extension.

No objection.

E3. WD/D/20/001960 4 FORDINGTON GREEN, DORCHESTER, DT1 1LU

Replace existing timber garden room with new timber garden room.

No objection.

E4. WD/D/20/001961 4 FORDINGTON GREEN, DORCHESTER, DT1 1LU (Listed Building Consent)

Replace existing timber garden room with new timber garden room.

No objection.

North Ward (Councillor A. Canning)

N1. WD/D/20/001875 11 CORNHILL, DORCHESTER, DT1 1BQ

Installation of 2.no non illuminated panel signs.

Objection.

The Committee felt that the advertising boards were not appropriate for a Conservation Area, contravening ENV4 of the adopted local plan and would also contravene ENV14 of the adopted local plan as they they were not compatible with and would not respect the building's surroundings in terms of size, proportions, form, design, materials, and use of colour and level of illumination.

N2. WD/D/20/001840 GARAGE SITE OPPOSITE, 30-44 CHESTNUT WAY, DORCHESTER

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

No objection subject to an up to date drainage and water enquiry. The Committee expressed concerns about reports from nearby residents of flooding and sewage being a

part of the floodwaters and requested that a full survey be conducted and that the problems be addressed.

N3. WD/D/20/001885 UNIT B, ST MARTINS PLACE, BRIDPORT ROAD, DORCHESTER, DT1 2FB

Demolition of the existing buildings and redevelopment of the site for a part two and part three storey building comprising shops (Class A1) at ground floor and 24 residential apartments at first and second floor, along with separate vehicular access and parking for the commercial and residential uses, and related hard and soft landscaping - **Variation of condition 6 of planning approval 1/E/07/000896 - create 3.no units.**

No objection.

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

W1 WD/D/20/001799 79 CAMBRIDGE ROAD, DORCHESTER, DT1 2JG

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Erect two storey side extension.

No objection.

W2 WD/D/20/002112 49 QUEENS AVENUE, DORCHESTER, DT1 2EP

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Convert existing garden room into annexe.

No objection. The Committee requested that a planning condition be added that the annexe be an ancillary to 49 Queens Avenue, Dorchester, DT1 2EP.

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

No applications received.

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

P1. WD/D/20/000596 POUNDBURY PHASES 3 AND 4, PEVERELL AVENUE EAST, POUNDBURY

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

No objection.

Dorchester Town Council

Minutes of the Planning and Environment Committee held via Zoom Video Conferencing

2 November 2020

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

Apologies: The Mayor, Councillor R Biggs and Councillors T. Harries and G. Jones

Also in attendance: Councillors S. Biles and F. Hogwood

38. **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.

39. **Minutes**

The minutes of the meeting of the Committee held on 5 October 2020 were confirmed and approved to be signed by the Chairman.

40. **Developer's Comment**

The Committee heard comments from Robert Ackland, Director of the Brewery Square Development Company Ltd regarding application WD/D/20/002561 BREWERY SQUARE, DORCHESTER and noted that Hancock House would consist solely of discounted to market dwellings which would be provided by Footstep Living, The Draft 5 Affordable Housing Scheme would replace the Draft 4 Affordable Housing Scheme and that some minor amendments to the terminology of the agreement had been made.

The Committee considered the application and raised no objection to the amendments.

41. **Dorset Council Car Parking Charges**

The Committee discussed the proposed changes to the existing car parking charges across Dorset and expressed their disappointment at the proposal and that the Committee had not been consulted.

The Committee expressed their frustration that despite previous assurances which dated back a number of years, that a complete review of the parking strategy for Dorchester would be completed, progress had not been made. The Committee opposed the increased charges and were concerned that the increased charges would deter people from visiting the Town, cause additional parking problems in nearby residential streets, be detrimental to the night time economy and would not achieve the Dorset Council's desired outcome of increased income.

The Committee requested further information on the proposed changes to the parking charges.

Resolved

That the Clerk to the Committee write to the Dorset Council to request further information on the proposed increased parking charges.

42. Department for Transport Consultation on Pavement Parking: Options for Change

The Committee considered a report by the Chairman of the Planning and Environment Committee on the Department for Transport's consultation on Pavement parking: options for change.

The Committee considered the three options proposed and agreed that the third option of a national pavement parking prohibition would be more preferable as it would be easier to understand and easier to enforce.

The Committee agreed to authorise the Committee Clerk, in consultation with the Chair to make response based on the Committee's comments and preferred option.

Resolved

That the Committee Clerk, in consultation with the Chair to make response based on the Committee's comments and preferred option.

43. The County of Dorset (Various Roads in the District of West Dorset) (Consolidation of Orders made for the Regulation of Traffic) Order 2014 (as amended), (Amendment Order No. , 20') Various Roads, Dorchester – Prohibition and Restriction of Waiting – Coburg Road

The Committee considered the revised proposal that the restrictions be no waiting Monday to Friday 8am to 9am and 3pm to 4pm and agreed to support them.

Resolved

That the Committee Clerk notify the Dorset Council of the Committee's support to the revised proposal.

44. Judge Jeffery's 6 High West Street Dorchester

The Committee heard that a number of complaints had received regarding the condition of the Judge Jeffery's building. The Committee felt strongly that action should be taken to prevent the building from falling into further disrepair which would result in a loss of heritage to the Town. The Committee requested that the Clerk to the Committee write to the Conservation Officer at the Dorset Council, English Heritage and the property owners to request that the building be brought up to repair as a matter of urgency. The Committee requested that the issue be brought to the attention of the Full Council.

The Committee also agreed that it would be advantageous to invite the Dorset Council's Conservation to a future meeting of the Planning and Environment Committee to outline the remit of the Conservation Officer's position and the perimeters of their responsibilities.

Recommended to Council

That the condition of the Judge Jeffery's building be brought to the attention of the Full Council.

Resolved

That the Clerk to the Committee invite the Dorset Council's Conservation Officer to attend a future meeting of the Planning and Environment Committee.

45. Wessex Water Refill Point Installation

The Committee noted that the Wessex Water Refill Point would be installed in lower South Street subject to authorisation from Dorset Council.

46. Planning Applications for Comment

The Committee considered the planning applications referred to the Council for comment by Dorset Council (Appendix 1).

47. Minute Update Report

The Committee noted the Minute Update Report.

Minute 28 (7 September 2020) Dorchester South Station

Committee requested that the Clerk to the Committee write to Network Rail and reiterate the request for a site visit and to clarify the location of the damaged wall.

Minute 37, 2 (5 October 2020) Planning Issues to Note

The Committee noted Highway England's response to the request for urgent works to be carried out on the A35 to alleviate the flooding. The Committee felt that the stated timescale for improvements to be made detailed in the response was unacceptable and requested that the Clerk to the Committee request further information on the proposed works.

Resolved

- I. That the Clerk to the Committee write to Network Rail to reiterate the request for a site visit.
- II. That the Clerk to the Committee respond to Highways England and request further details on the proposed works to alleviate flooding on the A35.

48. Planning Issues to Note

The Committee noted the Planning Issues reported.

Chairman

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

E1. [WD/D/20/002387 32 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PW](#)

Convert and extend existing dwelling to provide 17 supported living apartments with communal facilities and associated landscaping.

No objection.

The Committee were minded to stress that the existing boundary walls should remain as they are a defining characteristic of Prince of Wales Road.

E2. [WD/D/20/002159 15 STONEHOUSE COURT, POUND LANE, DORCHESTER, DT1 1LP](#)

Replace existing window with UPVc french door.

No objection.

E3. [WD/D/20/002042 7 SOUTH WALKS ROAD, DORCHESTER, DT1 1ED](#)

Change of use from (A3) private garage to a (A1) Delicatessen.

The Committee considered the application, however they were unable to draw a conclusion as the plans submitted do not indicate if the frontage would be changed (Councillors were concerned as it is in the conservation area), the Committee queried if the delicatessen would be operating as a café as the plans that have been submitted suggest a seating area. The Committee expressed concerns for the separate dwelling above and queried if sound proofing and insulating measures would be implemented.

The Committee request an extension on commenting and have requested that the additional information be provided.

North Ward (Councillor A. Canning)

N1. [WD/D/20/002160 DORCHESTER TOWN HALL, HIGH EAST STREET, DORCHESTER, DT1 1HF](#)

Erection of Two storey extension and internal and external alterations. New bio-mass boiler installation in new extension.

As Dorchester Town Council is the landowner, no comment will be made on this application.

N2. [WD/D/20/002161 DORCHESTER TOWN HALL, HIGH EAST STREET, DORCHESTER, DT1 1HF \(Listed Building Consent\)](#)

Works to facilitate internal and external alterations.

As Dorchester Town Council is the landowner, no comment will be made on this application.

N3. [WD/D/20/002067 DORCHESTER TOWN COUNCIL MUNICIPAL BUILDINGS, THE CORN EXCHANGE, HIGH EAST STREET, DORCHESTER, DT1 1HF](#)

Essential re-roofing to the Council Chamber and Stair Hall roof.

As Dorchester Town Council is the landowner, no comment will be made on this application.

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

W1. [WD/D/20/002138 32 OLGA ROAD, DORCHESTER, DT1 2LX](#)

Erection of Single storey rear extension.

No objection.

W2. [WD/D/20/002218 10 ROMULUS CLOSE, DORCHESTER, DT1 2TH](#)

Installation of Cedral shiplap cladding over cement render at first floor on north, south, east and west elevations.

No objection.

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

S1. [WD/D/20/002561 BREWERY SQUARE, DORCHESTER](#)

Modification of Section 106 agreement dated 9th November 2015 (planning approval 1/D/13/000999).

No objection.

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

P1. [WD/D/20/002108 UNIT 1 AND UNIT 2, PARKWAY FARM BUSINESS PARK, MIDDLE FARM WAY, POUNDBURY, DORCHESTER, DT1 3AR](#)

Change of use of building 1 from D1 (non-residential institutions) to E (Commercial, Business and Service) B2 (General Industrial) and B8 (Storage or distribution) and change of use of building 2 from B2

(General Industrial) to E (Commercial, Business and Service) B2 (General Industrial) and B8 (Storage or distribution).

No objection.

Dorchester Town Council

Management Committee held via Zoom Video Conferencing

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

In Attendance

Councillors S. Hosford, G. Jones and F. Hogwood.
N. Mason, Public Health Dorset (Minute No 18).

17. **Minutes**

The Minutes of the Meeting of the Committee held on 14 September 2020, adopted by Council on 28 September 2020, were taken as read and were confirmed and signed by the Chairman as a correct record.

18. **Community Food Fridge Project**

The Committee welcomed Naomi Mason, Public Health Dorset, to the meeting. Naomi then gave a presentation to Members regarding the community food fridge project the summary of which is set out below:-

- Community Fridges were a way to address food waste
- There was strong evidence to suggest that food insecurity was an issue in Dorset
- Food insecurity was a multidimensional problem, this was not the total solution
- Community Fridges were part of a larger 'food picture'
- There were many other benefits to running fridges
- Working together there was potential to make a difference

The Committee was very supportive of the project and noted that it was ready to proceed subject to finding a suitable location for the fridge. Members discussed various potential locations and agreed to forward any ideas or suggestions direct to Naomi.

Resolved

That the Community Food Fridge Project be supported.

19. **Management Arrangements – Outdoor Services**

The Committee considered a report from the Outdoor Services Manager updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee.

The Deputy Town Clerk reported that the allotment representative from Herringston Road allotments was giving up his plot at the end of the year, he had been the allotment representative since the Town Council came into being. The Committee

felt that it was important to thank him and gave some consideration as to how best this could be achieved.

Members were also informed of the Town Council facilities that had been closed as a result of the latest Government Covid 19 lockdown.

Resolved

That the Outdoor Services Team update be noted.

20. Borough Gardens Rose Garden

The Committee considered a report from the Outdoor Services Manager regarding the creation of a scented rose garden on the grass strip between the new tennis courts and the greenhouses. The rose garden was to be funded largely from donation and would include two commemorative benches. The idea for the garden originally came from Councillor R. Major who identified that David Austin Roses had bred new varieties named after Thomas Hardy characters.

Members felt that it would be a good idea to invite members of the public to suggest names for the rose garden with the donators agreeing the final name. With regard to relocating the existing sculpture, located between the new tennis courts and Bowling Alley Walks, to the rose garden the Committee felt that it might be better to consider a whole new sculpture for the rose garden.

Resolved

That, subject to the comments above, the creation of a rose garden as described in the report be agreed.

21. Weymouth Avenue Recreation Ground

The Committee considered a report by the Deputy Town Clerk which updated it on a meeting with the Chairman and Deputy Town Clerk and representatives of the Cricket Club to discuss the design and location of the proposed sponsorship board.

Members thanked the Chairman for resolving the matter with the Club and suggested that further regular meetings might be beneficial. The Mayor suggested that the provision of electric car charging facilities might be an option for the Club to consider in the future as an income generator.

Resolved

That, subject to receiving the necessary consents, the Cricket Club be authorised to erect a new sponsorship board at Weymouth Avenue Recreation Ground as set out in the report.

22. Allotment Fees 2021

The Committee considered a report by the Deputy Town Clerk which set out the cost of the various elements of the allotments service and gave recommendations for fee increases in 2021.

Resolved

(1) That, as from 1 January 2021, the allotment rent and the water fee both be increase by £1.00 each no matter the size of the allotment plot.

(2) That there is no increase in the administration charge in 2021; the fees will therefore be:-

Rent - Full plot on any site £38.00

Rent - Half plot on any site £22.00

Water Charge – Full plot £10.50

Water Charge – Half plot £8.50

(excludes Frome Terrace – no water)

Administration Fee for new tenants £50.00

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

23. Grant Applications

The Committee considered two requests for financial assistance.

Resolved

(1) That the grant application from South West Multicultural Network (SWMN), in the sum of £300, be not agreed in the first instance but that discussions be held with SWMN with a view to a revised application being submitted to the next meeting.

(2) That the grant application from Light Up Dorchester Window Wanderland, in the sum of £150, be agreed and that further discussion be held with the group to establish if there were any further specific items that the Council might be able to contribute towards other than revenue costs.

24. 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 5150 to 5164 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

25. **Municipal Buildings Monitoring Reports**

The Committee received the Municipal Buildings monitoring report which included a report by the Deputy Town Clerk on the activity of the Town Hall Keepers over the past two months.

Members stressed the importance of not disposing of anything which might have a historic value.

Resolved

That the Buildings Monitoring Reports be noted.

Chairman

Dorchester Town Council

Policy Committee

16 November 2020

held via Zoom Video Conferencing

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

10. Minutes and Declarations of Interest

The Minutes of the Committee of 21 September 2020, adopted by Council on 28 September 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.

11. Financial Update at 31 October 2020

The Committee received the Town Clerk's report on the month 7 financial position, noting actual spending at £5,000 below profile. The Clerk responded to a question regarding cash flow and the precept.

Resolved

- i) That the Payments list, totalling £260,012.13, is approved.

The Clerk noted receipt of signed Returns for 2019/20 from the External Auditor.

Recommended to Council

- ii) That the certified Annual Governance and Accountability Return for year ended 31 March 2020 is approved and accepted

12. Municipal Buildings Works and the Relationship with Dorchester Arts

The Town Clerk provided an update regarding work on Council minute 2020/15, related to project work to both improve the Municipal Buildings and the implications for the future of 19 North Square. He advised that a detailed report on tenders received for the Municipal Buildings works would be provided to Council. Several Members advocated the reuse of 19 North Square as affordable housing, while also recognising the difficulties in adapting the building.

A resident asked questions regarding the additional carbon emissions likely to be generated in constructing the new rear extension and invited the Council to consider whether a previously explored option to build a smaller extension might be more carbon neutral. The Town Clerk provided a response to the questions and Members reaffirmed their commitment to the current proposed rear extension.

The Committee discussed draft heads of terms for the transfer of the operational management of the Municipal Buildings to Dorchester Arts, seeking clarification

regarding the legal nature of the agreement and how it would be monitored, the internal appearance of the front of the building, the use of the Council Chamber and the continuing role of the Task Group. A Member requested that the benefits of the agreement, particularly in relationship to a wish to see greater community use of the building, be incorporate into the agreement.

Recommended to Council

- i) That a full report regarding tender submissions, circulated prior to Council, is considered by Council
- ii) That the future disposal of 19 North Square is confirmed; that the Town Clerk seek opportunities to work with partners to develop the building as affordable housing; and that should a suitable scheme not be identified within a maximum of 12 months the property be disposed of on the open market
- iii) That, with the inclusion of a section identifying the aims of the parties signing the agreement, in particular referencing the increased use of the building for community purposes, the Draft Heads of Terms of the agreement with Dorchester Arts (Appendix 1) be approved
- iv) That, to enable continuity, the current Dorchester Arts Task Group members remain in place for the remainder of the implementation period and for the first year of monitoring of the agreement

13. Tourism Service Delivery

The Clerk provided a report covering the Tourism service historically operated in Dorchester, noting that consultation had commenced regarding the future of the TIC service in the town. He also provided a summary of the work of the Heritage Joint Committee to develop a Tourism Strategy based initially on the town's heritage offer.

The Committee considered its response to the Dorset Council consultation. Members advocated a range of different approaches to the future delivery of an information service including a volunteer led approach, a professional approach, specific TIC provision and a network of properly trained and co-ordinated providers, as well as the importance of proper signing.

Members recognised that in the current climate it was appropriate for the Town Council to take a lead in developing an alternative service, but this should be on the understanding that the business community will make contributions at a later date.

Recommended to Council

- i) That the Town Clerk, in consultation with the Chairman of the Committee, write to Dorset Council acknowledging the likely loss of the Dorchester TIC, but seeking financial support for a transition to a new model of tourism information delivery to be co-ordinated by the Town Council

- ii) That the Town Clerk prepare a report identifying costed options for future delivery of local tourism information services within the town, including the co-ordinator/partnership approach advocated by the Tourism Strategy developed by the Dorchester Heritage Joint Committee

14. **Strategic and Operational Risk Registers**

The Committee considered a report of the Deputy Town Clerk relating to the Council's Risk Registers. The Town Clerk suggested that Members may wish to recognise a new risk related to the reputational damage that the Council would suffer should it not play its part in a co-ordinated response to the longer term impact of the Covid 19 lockdown. Members discussed the social, business and health impacts of the lockdown.

Recommended to Council

- i) That the assessed high level strategic and operational risks be approved
- ii) That an additional risk related to the reputational damage that the Council would suffer should it not play its part in a co-ordinated response to the longer term impact of the Covid 19 lockdown be added to the register
- iii) That the Strategic and Operational Risk Registers, as a whole, be approved

Chairman

DRAFT HEADS OF TERMS OF AN AGREEMENT BETWEEN DORCHESTER TOWN COUNCIL (DTC) AND DORCHESTER ARTS (DA) FOR MANAGEMENT OF THE MUNICIPAL BUILDINGS

Reason for this Agreement

The two parties share a mutual interest in developing cultural and community services in and around Dorchester. In particular the parties jointly wish to

- Present a diverse and inclusive programme of Performance Arts events for people of the area
- Support and develop opportunities for all sectors of the community to actively participate in Arts related activities, wherever these might take place in Dorchester
- Increase the use of the Municipal Buildings for a diverse range of community purposes, not solely restricted to Arts-related activities
- As a product of all of the above, create wider economic, social and health benefits to the people of Dorchester and the surrounding area

A lease for the Municipal Buildings specifically cover

The Municipal Buildings Structure

- Maintenance of the fabric of the building will remain with DTC. Fabric includes all external walls and roofs, all internal walls, the lift, all fire and safety equipment, alarms, boiler servicing, gates equipment, clock servicing and window cleaning as well as any long term decorations to the heritage parts of the building; and insurance of the building
- DTC will be responsible for a number of capital investments in the building at the point of transfer
 - Roof works to the Corn Exchange and Apse, Council Chamber and Rear extension
 - Installing a biomass system and other equipment to reduce the carbon footprint of the building
 - The creation of a first floor office space to be used by Town Council and Dorchester Arts staff
 - The refurbishment of the ground floor spaces at the rear of the building to create a multi-purpose space for food preparation, dressing room, meeting and storage facilities
 - Upgrade of the current lighting, sound, AV and seating provision within the Corn Exchange
 - Upgrade of the bar infrastructure at the front of the building
 - The opening up of the front of the building to create improved circulation space, necessitating the relocation of the existing toilet facilities
- To fund improvement works DTC will use its own funds plus s106 funds and any other external funding secured in partnership with DA

- DA may not alter the external or internal appearance of the structure without the permission of DTC, permission not to be unreasonably withheld

Use of the Building

- DA will be responsible for all bookings at the Municipal Buildings. Bookings made will be consistent with DTC's policy on openness and equal access for all groups and individuals with a link to Dorchester. DA will enjoy all income from bookings
- DA will be responsible for all utilities and business rates, and for the cost of routine maintenance and cleaning and waste removal at the building
- DTC will have free access to the Council Chamber for its meetings and the meetings of partner organisations. It will have first choice of any bookings of this space and may exclude uses which it feels are inappropriate for the Chamber
- DTC will have free access to use the building's facilities for a fixed number of events each year (to be defined), to include the civic activities of DTC and of the Mayor. Ad hoc events will also be supported, provided there is no implication for DA income generation
- DA will meet the costs of serviced office space on the first floor of the rear extension of the building to meet the needs of DTC staff, and to DTC partners to whom a fee may be charged
- DTC will provide 2.85fte Town Hall Keeper staff to support the operation of the building, such staff to be supervised and instructed by DA. Responsibility for disciplinary and grievance of the staff will remain with DTC
- For the first 12 months of operation (and thereafter by mutual agreement) DTC will make available staff currently engaged in bookings and finance activities related to the Municipal Buildings

Financial Arrangements

- At the point of transfer DTC enjoyed income of c. £45,000 from DA (£11,000) and other hirers (£34,000)
- At the point of transfer DTC incurred costs of c. £51,000 for Utilities, Business Rates, routine maintenance and cleaning materials and equipment
- For the duration of the lease DTC will pay DA a grant of £6,000pa to support their delivery of performance arts and community space hire at the Municipal Buildings (indexed annually to CPI for the 5 years of the first agreement and reviewed at that point)
- Should DTC reduce the number of Town Hall Keeper staff it employs, it will provide a cash equivalent grant to DA
- DA will pay a fixed lease of £1 pa for 5 years, with an option to renew the lease contingent on successful delivery of an arts and community based programme at the building

DORCHESTER TOWN COUNCIL

23 NOVEMBER 2020

ABSENCE FROM COUNCIL

1. s85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of, but not after, the six month period expires.
2. Members will be aware that Councillor Tim Harries has been suffering from ill health during 2020; it is understood that there is unlikely to be any change that would enable him to attend meetings for some time to come.
3. Councillor Harries last attended a meeting on 20 July, at Policy Committee. Our next Council meeting will take place on 25 January, after the six month period has elapsed. A request has been received to waive the six month rule for Councillor Harries and it is within the power of Council to do so.
4. s61 of the Coronavirus Act 2020 gave the Secretary of State power to delay all elections, including those relating to casual vacancies, until 6 May 2021; thus even if a disqualification took place there would be no opportunity to hold an election until after that date.
5. The meeting of Council which next takes place after 6 May 2021 is the Annual Meeting of Council, which takes place soon afterwards on 25 May 2021.
6. It is **RECOMMENDED**

That the Council approves Councillor Harries non-attendance at meetings of the Council due to ill health for the period up to the next Annual Meeting of Council on 25 May 2021, at which point a review of the waiver should take place.

Adrian Stuart
Town Clerk