



Dorchester Town Council

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14 September 2016

Agenda for the meeting of the **Policy Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 20 September 2016** at **7.00pm**.

Adrian Stuart
Town Clerk

Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate. A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Membership of the Committee

Mayor T. Harries and Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, S. Hosford, G. Jones (Chairman), T. Jones and P. Stein.

1. Apologies, Declarations of Interest & Signing of Minutes

To sign the Minutes of the meeting of 19 July 2016, adopted by Council on 26 July 2016.

2. Financial Report 2016-17

A

3. Corporate Plan Projects Update

B

4. Poundbury Cemetery Capital Infrastructure

C

5. Public Bodies (Admission to Meetings) Act 1960

To resolve "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 representatives of the press be excluded from this meeting during their discussion".

6. Dorchester Tourist Information Centre – Consultation on options presented by West Dorset District Council

Separate report

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 20 SEPTEMBER 2016
FINANCE REPORT AT 31 AUGUST 2016

1. Summary of Current Position

- Month 5 spend v. profile at Appendix 1 indicates underspend of £27,000
- No significant variances to date, however see note 4 below
- List of Revisions to 2016-17 Budget at Appendix 2 (£22,000 net reduction)

2. Cash Position at 31 August 2016

- Lloyds Bank £1,461,000 0.40% interest
- Total Cash £1,461,000 (30 June 2016 £1,618,000)
- Paperwork completed to transfer £1.0M to Payden & Rygel Fund

3. Debtors & Payments

- Debts outstanding over 30 days at 31 August 2016 total £187, related to 4 debtors (30 June £200 related to 2 debtors)
- A list of payments made 1 July – 31 August 2016 available on website. Supporting vouchers can be inspected during normal office hours
- **RECOMMENDED** that the Payments list, totalling £214,985.97 is approved

4. Photocopier Budget

- Annual budget is £6,000, with extra £7,000 allocated in May to buy a new copier
- Typical spend on current photocopier was c. £5,000 pa, slightly below budget
- New copier purchased for £3,500, with annual running costs under £1,000
- **RECOMMENDED** Budget for 2016/17 is reduced by £1,500, the £7,000 one-off budget returned to General Reserve, and that the budget for future years is reduced by £5,000
- The review of Office supply budgets (Postage, Phones Stationery, Copying and Bank charges) is largely completed, with combined savings of £15,000 pa

Adrian Stuart
Town Clerk

MANAGEMENT REPORT TO 31st AUGUST 2016

| By Spend Type | Budget £000 | Profile £000 | Actual £000 | -Under/Over £000 |
|----------------------|----------------|-----------------|----------------|---------------------|
| Staff | 639 | 266 | 267 | 1 |
| Capital Financing | 58 | 17 | 17 | 0 |
| Other Payments | 534 | 259 | 231 | -29 |
| To Specific Reserves | 135 | 135 | 135 | 0 |
| Income | -212 | -81 | -80 | 1 |
| Net Budget | 1,155 | 596 | 569 | -27 |

| By Service | Budget £000 | Profile £000 | Actual £000 | -Under/Over £000 |
|----------------------|----------------|-----------------|----------------|---------------------|
| Allotments | -5 | 1 | 0 | -1 |
| Parks & Open Spaces | 151 | 99 | 92 | -7 |
| Cemeteries | 6 | 22 | 21 | -1 |
| Corp. & Dem. Manage. | 37 | 15 | 14 | -1 |
| Cultural & Twinning | 54 | 30 | 27 | -2 |
| Municipal Buildings | 87 | 62 | 66 | 4 |
| Other Services | 56 | 14 | 7 | -7 |
| Office Team | 353 | 158 | 142 | -16 |
| Outdoor Services | 415 | 195 | 201 | 5 |
| Net Budget | 1,155 | 596 | 569 | -27 |

| Earmarked Reserves | Budget £000 | Profile £000 | Actual £000 | -Under/Over £000 |
|---------------------------|----------------|-----------------|----------------|---------------------|
| Borough Gardens | 25 | 10 | 0 | -10 |
| Municipal Buildings | 5 | 3 | 3 | 0 |
| Play Equipment | 25 | 10 | 0 | -10 |
| Vehicles & Equipment | 10 | 10 | 0 | -10 |
| Depot Loan Reserve | 200 | 0 | 0 | 0 |
| Dorchester West | 10 | 0 | 0 | 0 |
| Maumbury Rings s106 | 14 | 15 | 1 | -14 |
| Walks Resurfacing | 100 | 100 | 1 | -99 |
| Energy & Op. Efficiency | 40 | 40 | 37 | -3 |
| Net Budget | 429 | 188 | 42 | -146 |

Budget Changes approved by Policy Committee 2016-17

| | Original £ | | Revision £ | | New £ | Minute |
|---------------------------------------------|---------------|--------|------------------|-------|----------|---------------|
| Revenue Budget | | | | | | |
| 16/17 Original Budget | | | 1,176,893 | | | |
| Parks & Open Spaces | | | | | | |
| Water | 13,000 | - | 5,000 | | 8,000 | 15/48a |
| Municipal Buildings | | | | | | |
| Room Hire | - | | 8,500 | | 8,500 | 15/48a |
| Cultural & Twinning | | | | | | |
| Dorchester Arts | 8,500 | - | 8,500 | | - | 15/48a |
| WW1 Commemorations | 2,000 | | 3,000 | | 5,000 | 15/48a |
| Cemeteries | | | | | | |
| Burial & ERB Fees | - | 25,000 | - | 5,000 | - | 30,000 15/48a |
| Grass Cutting | 16,000 | - | 2,000 | | 14,000 | 15/48a |
| Skip Hire | - | | 1,020 | | 1,020 | 15/48a |
| Outdoor Services | | | | | | |
| Salaries | 254,224 | - | 5,552 | | 248,672 | 15/48a |
| NI | 18,134 | - | 379 | | 17,755 | 15/48a |
| Pension | 43,432 | - | 5,169 | | 38,263 | 15/48a |
| Vehicles & Equipment | 19,200 | - | 4,000 | | 15,200 | 15/48a |
| Waste Collection | 12,800 | | 2,980 | | 15,780 | 15/48a |
| Other Services | | | | | | |
| Community Development | 35,000 | - | 35,000 | | - | 15/48a |
| Youth Centre Support | 0 | | 23,000 | | 23,000 | 15/36 |
| Local Area Partnership | 3,500 | - | 3,500 | | - | 15/48a |
| Additional Pension Catch up | 19,000 | - | 5,000 | | 14,000 | 15/48a |
| Treasury - Pensions cashflow | - | 7,000 | - | 3,000 | - | 10,000 15/48a |
| Market Income | - | 50,000 | | 5,000 | - | 45,000 15/48a |
| Apprentices | 15,000 | - | 7,500 | | 7,500 | 15/48a |
| Offices | | | | | | |
| Salaries | 189,591 | | 15,126 | | 204,717 | 15/48a |
| NI | 17,973 | | 223 | | 18,196 | 15/48a |
| Pension | 31,448 | | 1,801 | | 33,249 | 15/48a |
| Photocopier | 6,000 | | 7,000 | | 13,000 | 15/48a |
| Total Changes | | - | 21,950 | | | |
| Revised Revenue Budget | | | 1,154,943 | | | |
| Changes to Use of Earmarked Reserves | | | | | | |
| Play Equipment, Giant Boulder | | | 15,000 | | | 15/48d |
| Municipal Buildings, Survey | | | 5,000 | | | 15/48e |
| Capital Projectes, County Museum | | | 25,000 | | | 16/3 |

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 SEPTEMBER 2016

CORPORATE PLAN – KEY EVENTS SINCE LAST FULL UPDATE IN MAY 2016

The last update on all projects took place at the 17 May Policy Committee, with the next one due in November. Below are the main changes that have occurred since the July Committee meeting.

1. WORK WITH DEVELOPERS

- Met with Duchy of Cornwall 15 August, key items discussed included
 - Section 106 monies
 - The need for a review of the landscaping plan for The Great Field
 - Lubbecke Way Recreational spaces

2. WORK WITH PARTNERS TO DEVELOP AND DELIVER A HERITAGE TOURISM STRATEGY

- Expression of Interest to Dorset LEP has been rejected
- With partners, investigating Great Places Fund, a joint HLF/ACE initiative

3. EMBED APPRENTICESHIPS

- Major changes to how public sector bodies support apprenticeships, requiring larger bodies to pay a levy towards training and address targets to provide apprenticeships
- Proposal made to West Dorset DC to develop a partnering arrangement
- Discussions continue with existing partners about new apprentices

4. AFFORDABLE HOUSING

- See Appendix 1 for update on Trinity Street
- Expression of Interest to Dorset LEP has been rejected
- Informal discussions with Magna HA about future working, particularly on council-owned sites which are adjacent to their properties

5. SUPPORT DTEP PROJECT AND TRAFFIC & PARKING STRATEGY

- Still awaiting feedback from the Western Dorset Growth Corridor Traffic and Parking Studies. Next DTEP meeting is on 20 September
- South St Paving – See Appendix 2

6. AUDIT OF COMMUNITY FACILITIES AND SECTION 106 RECREATIONAL MONIES

- West Dorset DC has set up a 17 member panel to advise on the allocation of monies
- Further briefing session for West Dorset DC Dorchester members took place 10 September
- Currently working with two projects (The Maltings and Avenue Stadium 3G) to develop their business plans – would the Committee like a presentation from them?
- £8,400 to be made available to The Maltings, towards £25,000 Architectural Study (Policy minute 16/6). Considering validation process for their proposed Revenue budget

7. DEVELOP A COMMUNITY PLAN

- Community Development Officer (Emma Scott) in place early August
- Immediately working on grant applications for several Corporate Plan projects. Supported

3 bids to the DCC Community Innovation Fund, deadline 12 September

- Currently reviewing Dorchester Local Area Partnership Plan and our Corporate Plan and considering process for engaging community to develop a new plan
- £6,000 received from West Dorset DC towards our costs, possibly for one year only

8. DORCHESTER YOUTH CENTRE

- Trust is leasing building and employing staff wef September, so is operationally active
- Key post of Youth Centre Leader/Manager/Fundraiser is actively being recruited
- Currently supporting their fundraising efforts
- Focus will progressively move to longer term issues of sustainability and service development

9. REFURBISHING AND TRANSFERRING THE WALKS TO DORSET COUNTY COUNCIL

- Phase 1 of the Walks refurbishment was completed in June and inspected by the Committee in July
- Patching works at Northernay were missed from the planned programme by the contractor. We have requested that these be expedited, funded through DCC Highways Maintenance budget
- Originally £100,000 was set aside for Phase 1. For various reasons the actual cost is £30,000, creating a £70,000 windfall. Options for this windfall include accelerating the refurbishment programme and using the funding on another project
- Officers have walked the remaining parts of The Walks, which are due to be refurbished over the next 7 years in three further phases. Properly managed the current surfaces will survive until each is scheduled to be resurfaced. The next phase would be in late 2017, or spring 2018 when a stretch similar in length to Phase 1 could be resurfaced. There is no overriding need to accelerate the programme
- An alternative use of the £70,000 available is identified in Appendix 2 to this report

10. CAPITAL GRANTS FOR CULTURAL FACILITIES

- The Maltings - See note 6 above

11. RED COW FARM ALLOTMENTS SITE

- Awaiting meeting with Duchy and Transition Town Dorchester re development of the Garden Plots site

12. NEW PROJECTS

Our Corporate Plan recognised but did not set milestones this year for 3 projects, but where work needs to commence ahead of March 2017

- County wide governance review – a briefing is being prepared for September Council to allow the Council to respond to the current consultation exercise
- Neighbourhood Planning – the Planning & Environment Committee will need to develop its view on the benefits and costs of developing a Plan.
- Future Housing allocations in the Dorchester area – Council will need to develop its approach to the District Council's review of housing site allocations in West Dorset's updated Local Plan

Adrian Stuart
Town Clerk

Affordable Housing in Trinity Street

1. Informal discussions with West Dorset DC indicate that, should the Town Council wish to release the Tennis Courts site to a CLT at a low value, the District Council will waive its rights to receive 75% of any proceeds. This opens up the opportunity to build new tennis courts on the Bowling Green at no cost to local taxpayers, with the existing Tennis Courts site being sold to a CLT at a price of £100,000, c. £5,000 per unit.
2. Organised by WDDC's Housing Enabling Officer, we are due to meet Wessex Community Land Trust Project, who support the creation of Community Land Trusts in the area, on 21 September. The legal costs associated with setting up a CLT are around £10,000. The CLT would take ownership of this site and any future sites to be released and would take on the development of the site for young people who work but cannot afford to live in the town. Both WDDC and the Town Clerk will investigate grant funding for the creation of the CLT.
3. Hastoe HA will price up the cost of surveys for the tennis courts site (c. £5 - £10,000) and we will collectively look at where these might be funded from in the short term before becoming a deductible cost from any project.
4. Once setting up the CLT has been investigated and the surveys completed formal discussions will take place about land transfer, a project team to develop plans for the project, a process for identifying potential owners/tenants. Informal discussions continue with both WDDC and Dorchester Municipal Charities about the size and siting of the scheme.
5. The project is now developing a momentum. The Committee may wish to nominate two Members to liaise with the Town Clerk during the next stages, possibly in anticipation that those Members play a role as Trustees of the CLT if it is created.

South Street Paving Scheme

1. A scheme to pave the area from New Street down to Nappers Mite and along to Direct Moves is scheduled for implementation in Spring 2017. The cost is c. £650,000, being primarily funded by West Dorset District Council but with a £190,000 contribution from Dorchester Town Council. The work is being overseen as part of the DTEP programme.
2. Funding will support a good quality finish to the area specified. However in recent months informal discussion has also taken place regarding: -
 - Supplementing the design of lower South Street through an Arts project
 - Paving works between Right Moves and Trinity St, the curve adjacent to South Walks Road
 - Refreshing the appearance of the existing paving in upper South Street
3. Paragraph 9 of the main report identifies that there is a saving of £70,000 on The Walks refurbishment project and that at present there is no urgent requirement to accelerate the project.
4. **RECOMMENDED** that an additional £70,000 is made available to progress one or more of the options at 2. above, and that DCC Highways are commissioned to prepare a proposal for its use, through the DTEP Steering Group.
5. The Committee may wish to prioritise the projects above as the £70,000 would be insufficient to deliver all 3 projects.

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 SEPTEMBER 2016

POUNDBURY CEMETERY CAPITAL INFRASTRUCTURE

1. The Town Council was granted a 999 year lease on the site in 2002. The first burial took place in 2002, with 200 having taken place thusfar, currently averaging 20 full burials, plus ashes internments, a year. The cemetery is now well established and, with Fordington and Weymouth Avenue now closed, the site will be our primary cemetery for the next 50+ years.
2. The plan was to deliver Cemetery infrastructure in several phases
 - Phase 1 (completed) – staff facilities and workshop, northern wall and gate, central temple and first internal circulation road and pathways
 - Phase 2 (due soon) – additional circulation road, north-western wall, additional pathways
 - Phase 3 (long term) – optional cemetery extension with additional circulation road and pathways
3. The Revenue budget includes an annual contributions to Reserves of c. £30,000, with the Reserve reaching £100,000 in 2017/18. This may be sufficient to complete the phase 2 works. The need to contribute £30,000 to Reserves annually is likely to reduce once Phase 2 is completed, an issue which will be considered during the 2017/18 budget exercise.
4. Several factors now support the need to undertake the phase 2 works, including
 - Works commencing on the residential site to the north west of the cemetery
 - Agreeing the appearance of the wall before this work commences and possibly involving the developer in construction may save us money
 - It presents an opportunity to dispose of a significant amount of spoil that has accumulated as an informal boundary for the cemetery but which sits on future grave spaces
 - Plotting graves within the cemetery with no fixed marker positions is becoming more difficult as new burials south of the existing road take place.
 - The previously designed roadway and pathway is inefficient and results in the loss of significant grave space. Early redesign and construction will remove this problem
 - An early implementation of benches and other visitor infrastructure will reduce current informal arrangements becoming permanent
5. Members who attended the recent site visit opportunity will be aware of some of the practical issues that need to be resolved. The notes of the meeting are attached to the Management Committee agenda of 13 September 2016 and were accepted by the Committee.
6. **RECOMMENDED that a procurement process is undertaken to engage an Architect to revise the original plans to make the layout more efficient, obtain any required planning approval by West Dorset DC, develop a contract specification and tender for the infrastructure works to be carried out to deliver phase 2, prior to formal receipt of contract tenders by this Committee.**

7. Following appointment of an Architect and letting of a contract the current plan would be for start on site in spring 2017 with construction expenditure taking place during the 2017/18 calendar year.
8. The Outdoor Services Manager is conducting an overall review of outdoor staff workloads, to identify the most efficient way of delivering the work. This review includes the single cemetery attendant operating from Poundbury Cemetery, and may change the way the workshop and storage space on the site is used.

Adrian Stuart
Town Clerk