



Dorchester Town Council

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21 March 2017

Agenda for the meeting of the **Policy Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 21 March 2017** 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 17 January 2017, adopted by Council on 24 January 2017.

- | | |
|------------------------------------------------|----------|
| 2. Financial Report at 28 February 2017 | A |
| 3. Corporate Plan Update | B |
| 4. Draft Community Plan | C |
| 5. Community Radio | D |
| 6. Town Centre Wi-Fi | E |

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 21 MARCH 2017
FINANCE REPORT AT 28 FEBRUARY 2017

1. Summary of Current Position

- Month 11 spend v. profile at Appendix 1 indicates underspend of £10,000
- Additional £23,000 for Business Rates at Weymouth Avenue Pavilion (paid but challenge submitted) offset by savings on Walks Cleaning, Office costs and Utilities
- Trees Reserve to be renamed Public Realm Reserve adding first savings (£18,000) from new management arrangements for the Walks. Agreement reached with DCC to fund £17,000 of tree works in 2017/18

2. Cash Position at 28 February 2017

- Lloyds Bank £425,000 0.00% interest
- Payden & Rygel Short Term Fund £1,000,000 c. 0.75% return
- Total Cash £1,425,000 (31 October 2016 £1,559,000)
- Application with Invesco to set up a Money Market Fund to hold most of our short term cash, likely to earn 0.25% - transfer of c. £300,000 anticipated during March 2017

3. Debtors & Payments

- Debts outstanding over 30 days at 28 February 2017 total £5,728, related to 7 debtors (31 January £307 related to 4 debtors). Significantly reduced subsequently.
- List of payments made 1 January – 28 February 2017 available on our website. Supporting vouchers can be inspected during normal office hours
- **RECOMMENDED** that the Payments list, totalling £212,337.59 be approved

4. Internal Audit Report

- Second Internal Audit report for 2016/17 is attached at Appendix 2
- **RECOMMENDED** that the Internal Audit report and our response is noted

5. Minutes of Other Committees

- Planning & Environment Committee – Minute 76 - see Appendix 3
- Management Committee – Minutes 60 and 67 – see Appendices 4 & 5

Adrian Stuart
Town Clerk

MANAGEMENT REPORT AT 28 FEBRUARY 2017

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	639	586	589	3
Capital Financing	58	47	47	0
Other Payments	520	455	438	-17
To Specific Reserves	135	135	135	0
Income	-212	-196	-192	4
Net Budget	1,141	1,027	1,017	-10

By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-5	-5	-5	-0
Parks & Open Spaces	146	124	150	26
Cemeteries	6	8	2	-6
Corp. & Dem. Manage.	37	34	29	-5
Cultural & Twinning	54	43	38	-5
Municipal Buildings	87	84	86	2
Other Services	56	35	28	-7
Office Team	345	320	309	-11
Outdoor Services	415	384	381	-3
Net Budget	1,141	1,027	1,017	-10

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Borough Gardens	25	25	3	-22
Municipal Buildings	5	3	3	0
Play Equipment	25	25	0	-25
Vehicles & Equipment	10	10	14	4
Depot Loan Reserve	200	200	200	0
Dorchester West	10	10	0	-10
Maumbury Rings s106	14	15	3	-12
Walks Resurfacing	100	30	30	0
Energy & Operational Efficiency	40	40	37	-3
Net Budget	429	358	290	-68

Darkin Miller Chartered Accountants
2016/17 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL
DRAFT REPORT VISIT 2 OF 3: 17th JANUARY 2017 - Appendix 1 – Recommendations and Action Plan

No.	Detail	L/M /H	Management Response	Resp Off	Due Date
2.1 – File evidence of payment value in invoice file	<p>I checked a sample of payments made from the Council's bank accounts and from its credit card to ensure that they were supported by invoices, authorised and minuted. I found that 23/24 invoices were supported by appropriate paperwork. The paperwork on file for one sample was the cheque requisition and remittance as no invoice was provided. A copy of the contract for services was subsequently provided.</p> <p>It is recommended that where suppliers do not provide invoice, alternative paperwork (such as a copy of the contract) is appended to the payment request in order to ensure that the correct payment is made and to improve the audit trail.</p>	L	Agreed	SN/ AS	17/1 /17
2.2 – Ensure all invoices are signed to evidence authorisation before payment	<p>23/24 payments were properly authorised (signed off by the Clerk or other nominated officer to confirm that the amount to be paid is correct and relates to a genuine business supply received by the Council). One payment, relating to the purchase of an investment, was not certified by the Clerk. There is a risk that payments made without the appropriate evidence of approval may not have been checked, resulting in the wrong amount being paid, or payment being made for a supply that has not been received.</p> <p>It is recommended that all invoices or other supporting paperwork relating to payments are signed by the Clerk (or nominated officer) to confirm that they have been approved for payment.</p>	L	Agreed	AS	17/1 /17
2.3 – Loan agreement in place before payments are made on behalf of third party	<p>During the year the Council paid a number of invoices on behalf of the Anonymous Festival organisers who were unable to make the payments at the time. Although all amounts were repaid, there was no agreement in place prior to the initial payments being made to protect the Council in the event of default.</p> <p>It is recommended that officers put in place a formal loan agreement in the event of any similar advances being made in future.</p>	L	Agreed	NH	17/1 /17

2.4 – Recode expenditure to ensure correct analysis	<p>I checked a sample of payments made from the Council's bank accounts and from its credit card to ensure that they were correctly coded. I found one sample (for a small bookcase) coded to 'IT equipment and facilities', and another sample (for some desk pedestals) coded to 'repairs and maintenance'. The Financial Controller has advised that the 'repairs and maintenance' code should have been used for both.</p> <p>It is recommended that the expenditure relating to the bookcase is transferred to the 'repairs and maintenance' code in order to ensure that expenditure is correctly analysed.</p>	L	Accepted	NH	17/1 /17
2.5 – Consider name of nominal code 47010199	<p>It is further recommended that officers reconsider the name of code 47010199 'Repairs and maintenance' as the title does not reflect all the types of expenditure currently being coded there.</p>	L	Accepted	NH	17/1 /17
5.8 – DAC Charging	<p>Dorchester Town Council has an agreement with Dorchester Arts Centre which sees the former provide a range of rooms for hire at a discounted rate. Under the terms of the agreement, the Council makes a reduced hire charge to DA partners based on a per capita tariff of £1 including VAT (where the hires are such that the Council does not bear any additional staffing costs to open and close the building). I tested one room hire as part of the detailed income testing and found that it was correctly shown on the schedule of hires for which a charge was levied. However, some charges were made at a rate of 50p per full user and 25p per sibling (being an introductory rate); and £1 per user with 50p per sibling. VAT was added to the charges made. The total net fees were for the period from April to July 2016 were under £700, so the impact on the accounts from the difference is not material.</p> <p>It is recommended that either the amounts charged are made in accordance with the agreement, or that the terms of the agreement are amended to reflect the charges that are being levied in practice.</p>	L	Agreed. The original agreement (£1 including VAT) will be used	NH	17/1 /17
7.2 – Signed contracts of employment	<p>I checked whether signed contracts of employment have been issued to all new members of staff. I found that 4/8 new employees have signed contracts with clear terms and conditions, 2/8 have an unsigned contract in place and 2/8 have no contract in place. There is a significant risk to the Council that, in the absence of signed terms and conditions, the Council and its employees are unclear about the employment terms and conditions (including remuneration and payment of expenses). This could impede management's ability to manage the performance of staff and deal with disputes over</p>	H	Agreed and completed	SN	17/1 /17

	<p>pay or conditions in an effective way.</p> <p>It is recommended that contracts of employment be issued for all staff as soon as possible and that these be signed by both parties, with a copy retained on each staff member's personnel file.</p>				
7.3 – Check pension contribution rates	<p>I checked the pension contribution rates applied to employee and employer contributions to ensure they complied with the LGPS rates and the employer rate agreed with the actuary. I found that 26/29 employee contributions were correct, but that 3/29 employees appeared to be paying over contributions at a higher rate than they should have been. I found that 27/29 employer contributions were consistently applying a 16% contribution rate, but the rate applied in relation to two members of staff was higher. In previous years the Council contribution rate has been 16.5% and the Clerk does not consider that this should have changed.</p> <p>I recommend that the Financial Controller reviews the contribution rates in order to ensure that the correct deductions have been made.</p>	M	Agreed	NH	17/1 /17
7.4 – Check the tax status of allowances	<p>Both the Mayor and the Town Crier receive an allowance. Currently one is taxed and one is not. S.16.31 (ITEPA 2003) gives a specific exemption for the Mayor's allowance so ordinarily it is not subject to tax.</p> <p>It is recommended that the Council seeks clarification from HMRC as to the correct tax treatment of both allowances in order to ensure that they are making compliant deductions</p>	M	Agreed. A report regarding the impact will be prepared for Policy Committee	NH	28/2 /17
9.1 – Review of treatment of investments	<p>During the year the Council bought an investment in a global fund. This is a change from previous years when the Council held cash balances only. Investments have a different accounting treatment under the Practitioner's Guide, with Councils having to account for the funds transferred into an investment in-year as expenditure. The investment itself then needs to be shown on the Fixed Asset register at the year-end at the historic cost value (changes in market value are not recognised until the investment is sold), although it is suggested that a note is made of the market value of the asset each year.</p> <p>It is recommended that the Financial Controller reviews the Practitioner's Guide to ensure that the investment is correctly accounted for in the annual return in June 2017.</p>	L	Accepted	NH	31/3 /17

PLANNING & ENVIRONMENT COMMITTEE – MINUTE 76

WITHDRAWAL OF BUS SUBSIDIES BY DORSET COUNTY COUNCIL

1. At its meeting of 6 February Planning & Environment Committee resolved:

That Policy Committee be requested to consider DCC's decision to withdraw its subsidy for running buses on routes 1, 2 and 6 in the town and to look at whether the Town Council had any role in alleviating the impact and implications of this decision.

2. Dorset County Council currently operates all three services itself using its own fleet and drivers. As yet they have not contacted us for support or to provide information about the benefits of the services under threat.
3. Some coverage may be replaced by commercial providers changing their services, possibly as a result of up-front investment by DCC. This is most likely to take place to replace the no. 6 service to Poundbury, where existing commercial services already pass through or turn round.
4. The no. 1 and 2 services that provide services to residential areas across the town are unlikely to be replaced without significant subsidy. The best estimate of this at present is in excess of £30,000 a year, although discussions have only been held with one potential operator.
5. Options available to the Town Council include: -
 - Do Nothing
 - Provide up front support for capital bus purchase, then ongoing support
 - Provide ongoing support at a higher level
6. If the Committee wishes to pursue any option other than Do Nothing it is **RECOMMENDED** that the Town Clerk continues to gather further information, primarily from Dorset County Council, and that the issue be given further consideration as part of the review process for the Corporate Plan, to be conducted during the next cycle of meetings.

MANAGEMENT COMMITTEE – MINUTE 67

MUNICIPAL BUILDINGS WORKS

1. At its meeting of 14 March Management Committee resolved:
 - (a) To request the Policy Committee to release £35,000 from the Municipal Buildings reserve.
 - (b) That works to the Town Hall stonework and external woodwork be carried out in 2017-18 following receipt of competitive quotations etc.
2. The Committee were informed of the results of the survey undertaken by Starks and Crickmay, which detailed the current condition of the fabric of the Municipal Buildings. The main works that need to be planned for are as follows:-
 - Corn Exchange roof requires a full re-roof
 - Dressing Rooms and adjoining flat roof requires a full re-roof
 - Repairs to render, decoration and rainwater goods on north façade

 - External timber repair and re-decoration of windows, doors etc
 - Works to stabilise the stone mullion windows in the Town Hall
3. The cost of the work for the timber works and mullion windows is anticipated to be in region of £35,000 including professional fees plus VAT, and can be accommodated from within the Municipal Buildings reserve. There is no benefit in delaying these works.
4. The roofing and rainwater goods works to the Corn Exchange and Dressing Rooms are not urgent, but do need to be monitored and are likely to need to be addressed within the life of the current Medium Term Plan. With £63,000 a year being added to the Reserve there will be sufficient funds added within the next four years. Other issues that affect timing of these works include:
 - Dorchester Arts and others' current use of the buildings
 - The long term use of the buildings should The Maltings project take place
 - Any plans for the relocation of the Town Council's administrative base
5. It is **RECOMMENDED** that £35,000 is released from the Municipal Buildings reserve to undertake external timber repairs, redecorations, and window repairs

MANAGEMENT COMMITTEE – MINUTE 60

REPLACEMENT OF SHREDDER

1. At its meeting of 14 March Management Committee resolved:

That Policy Committee be requested to release £16,700 from the Vehicles and Equipment Reserve for the purchase of a TS Industrie GS/Tiger/25D shredder

2. The Committee heard how the acquisition of a replacement shredder, supplemented by important changes to work practices, would allow the retention of shredded material for reuse in the Borough Gardens and at other locations, would significantly reduce the cost of tipping away green waste, creating both environmental benefits and financial savings
3. When preparing the budget for 2017/18 there had been no plans to replace the 20 plus year old shredder presently owned by the Council, hence the need for the request to release funds from the Reserve.
4. The business case for the shredder identifies a payback within four years from reduced tipping payments, more efficient use of staff and tractor resources, and an anticipated life of the new shredder of 7 – 10 years.
5. It is **RECOMMENDED** that £16,700 is released from the Vehicles and Equipment reserve for the purchase of a new shredder

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 21 MARCH 2017****CORPORATE PLAN – PROGRESS AGAINST STRATEGIC AND OPERATIONAL MILESTONES**

The last full update on all projects took place at the 22 November Policy Committee. Key developments since January are listed below.

1. WORK WITH DEVELOPERS

- One short meeting with Duchy of Cornwall to discuss Lubbecke Way allotments

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

- Deputy Town Clerk preparing second stage application to Dorset Southern Local Action Group (LAG) for funding for new tourism signage project.
- Ongoing discussions with DCM and DA re possible meetings with ACE and HLF regarding future grant funding opportunities in the town

3. AFFORDABLE HOUSING

- Role of possible new CLT v. other governance options reviewed by Member Task Group on 3 February. Chairman's notes attached at Appendix 1
- **RECOMMENDED** that the formation of a CLT to address the housing needs of young Dorchester workers be supported
- Subsequent positive meeting with Stakeholder Group – further meeting planned for April to address governance arrangements
- Informal discussion with Magna re six sites in our ownership – Magna may approach the Town Council formally in due course

4. SUPPORT DTEP PROJECT AND TRAFFIC & PARKING STRATEGY

- Great Western Cross works in progress, relocation of South Walks Road crossing due summer 2017
- Lower South Street paving mid-April to July 2017. Proposals for rejuvenation of Town Pump area to be developed after main works completed
- Presentation re Traffic and Parking strategy to DTEP Panel on 16 Mar.

5. AUDIT OF COMMUNITY FACILITIES AND SECTION 106 RECREATIONAL MONIES

- Report to WDDC Executive on 14 March, proposes allocations of £1.874M (Appendix 2), plus release of c. £150k for Dorset County Museum via DTC loan
- Most projects involve significant additional fundraising, so some may still not happen
- DTC officers already working closely with 6 of the 8 recipients and will contact Rugby Club and Shire Hall to consider how we might help
- £100k remaining. Review of progress due in September 2017

6. DEVELOP A COMMUNITY PLAN

- See Item 4 on today's agenda

7. DORCHESTER YOUTH CENTRE

- Review meeting with Trustees Chair 28 Feb. Club is financially solvent, adapting its offer to demand, some early wins on lettings
- First year costs lower due to delays in recruitment, so will, at some point, manage our contribution to reflect 50% actual spend
- No progress re taking over site from DCC, but not concerned at this point

8. REFURBISHING AND TRANSFERRING THE WALKS TO DORSET COUNTY COUNCIL

- Agreement reached to contribute £17,000 to DCC for them to carry out tree works, bringing them up to highways standards. Two trees may need to be replaced at additional cost. Funding is already in place for the contribution from the new Public Realm reserve
- Finalising DCC contributions towards our grass cutting, then a final agreement will be drawn up
- Next refurbishment phase (Martyrs to War Memorial) in spring 2018, with £50,000 from Reserve

9. CAPITAL GRANTS FOR CULTURAL FACILITIES

- £33,400 allocated to Maltings and County Museum, £16,600 remains unallocated
- Significant potential for requests from organisations with successful s106 allocations
- This issue needs to be considered as part of the Corporate Plan review

10. RED COW FARM ALLOTMENTS SITE

- Transition Town have decided not to take on management of the site due to other commitments
- Seeking to establish an Allotment Association to take over management, against background of vacancies on other sites that we operate
- Discussed fallback position with Duchy, related to their development of the adjacent paddocks sites

11. COUNTYWIDE GOVERNANCE REVIEW

- Meeting between four Town Councils with WDDC Deputy Leader plus Director of WDDC took place on 31 January – no major outcomes
- Six pro-change Councils awaiting early “minded to” view from Local Government Minister
- Town Clerk to brief Council on 28 March regarding following key issues
 - West Dorset’s Useable Reserves
 - Property assets and liabilities owned by WDDC and DCC in Dorchester
 - Non-statutory services currently provided by WDDC & DCC
 - Working with a new unitary, and with surrounding parishes
- It appears town and parish elections will be integrated with Unitary elections

12. WDDC LOCAL PLAN AND THE POTENTIAL GROWTH OF DORCHESTER

- Held informal discussions with WDDC regarding how the Town Council’s response might achieve the greatest impact. Led to commissioning of Feria Urbanism
- First member meeting on 13 March very useful. Members actively engaged with Feria on developing response to Local Plan Review – to be approved by P&E on 3 April
- Will review Neighbourhood plan options in summer 2017

13. REVIEW OF THE CORPORATE PLAN

- Review delayed due to need to prioritise Local Plan Review
- Will propose date for a Member review meeting in April, leading to formal review in May

Adrian Stuart Town Clerk

Report on Working Group Meeting 3/2/17 to consider Community Land Trust benefits.

Attending:

Councillors Gareth Jones (Chair Policy) , Peter Stein, Stella Jones, Alastair Chisholm, Adrian Stuart, Dorchester Town Clerk. Paul Derrien, Housing Enabling Team Leader, WDDC

Apologies: Councillor Barry Armstrong-Marshall

The background to the meeting lies in the desire of the Council to play a role in meeting demand for housing amongst younger workers in Dorchester. A Community Land Trust has been proposed as a vehicle and Councillors wished to understand the benefits and risks of pursuing that route.

PD was invited to contribute to the group on the basis of his knowledge and experience of CLTs in Dorset.

To reach conclusions of benefits and risks, three questions were posed:

- Does Dorchester need a supply of housing with managed affordability?
- How does a CLT model sit alongside other managed affordability models
- How does the CLT satisfy governance and democratic input

AS observed that in work leading up to our Corporate Strategy it had been shown that a need exists in Dorchester for a supply of housing that is more balanced in being able to meet demand from a wider range of households than is currently provided for.

PD confirmed that the latest figures confirm continuing high demand for smaller homes, the greatest need is for 1 bed homes. It is a fairly reasonable assumption that most of this demand is from individuals or couples setting up as newly formed households.

Affordable model: Private sector

Cllrs agreed that the private sector model could provide a form of affordable housing by building homes of a smaller, cheaper end of the market and of a range of types. This would be dependent on the developer being satisfied that the land offered by DTC was suitable to their particular business model. The selling price would be determined by ROi considerations of the developer/investor and may not be initially as affordable to DTC target group of young Dorchester workers as other models. In addition, unless the develop so chose, the property so delivered would still be open to trading at open market conditions and would not necessarily subsequently trade at prices affordable to the follow-on target group. The private sector model is however free of commitment by DTC, is probably constraint-free for occupiers, and does not require and probably not suit the community input model with the volunteer overhead. Homes in this model would be privately funded either on private land or on land currently owned by DTC.

Affordable model: Registered Social Landlord

An RSL like Magna generally supplies property on a rented or rent-to-buy basis. Like a private sector it has to operate profitably and will seek a return of investment of sorts balanced against Social Landlord criteria. It was noted that 1 in 8 homes in Dorchester are provided by RSLs. Although a RSL would probably be able the particular solution to DTC requirements on DTC land as DTC and RSL aims concur, there is no guarantee that the housing so delivered would continue to supply the need in the future. As conditions and National policies change, an RSL can find it needs to shift its strategic focus elsewhere and local properties could be sold to raise capital or match funding irrespective of Dorchester continuing needs. RSLs do maintain tenant associations, but not necessarily have tenant representation on their decision making boards. RSLs are independent from the wider community or Local Authority and can independently make future property and corporate decisions that may not chime with Dorchester' particular community needs and aspirations. Homes in his model would be funded by RSLs, probably on land currently owned by DTC.

Affordable model: Community Land Trust

PD explained that Community Land Trusts are a form of community led housing, where local organisations are set up and run by ordinary people to develop and manage homes. The CLT's main task is to make sure homes are genuinely affordable, based on what people actually earn in their area, not just for now but for every future occupier. Although a CLT is being considered in Dorchester as a housing provider, a CLT can also provide and manage other things apart from housing such as community enterprises, food growing or workspaces, community facilities, and other assets important to that community. In this model homes would be funded by investments by RSLs, probably on land currently owned by DTC, repaid on sale. Grants were available for both set up of the CLT and individual projects.

A CLT requires a Community board which will consist of volunteers, along with key stakeholders. In the Dorchester case DTC would be a key stakeholder. The level of representation can be selected, although Whetstones for example for DCP would not consider support to new CLT in Dorchester unless it had the backing of DTC and other public bodies. Unlike RSL a CLT has the potential to become custodians in perpetuity of a community owned housing or other asset. Two examples of community based housing already exist in Dorchester – Dorchester Municipal Charities and Mill St Housing.

DCP has a fund of £1.3M to support CLTs in W Dorset, DCP would be able to assist with the set up fees through the community led housing scheme, and there are potentially grants from DCLG. DCP would also consider future requests for funding to assist with the development when the CLT has been established and the project has moved forward.

Assessment:

CLTs as a type of housing provider has advantages over other solutions in being able to:

- orchestrate a supply of housing of a particular type designed to match the needs and aspirations of a local community
- operate in a democratic way that includes input from the local community, from occupiers of the housing, and from key stakeholders including DTC.
- become the owner and custodian of property dedicated to, and remaining in, community use in perpetuity.

The risks associated with a CLT are:

- A CLT is a non-profit community-based organisation run by volunteers. This leads to variability in the capability of volunteers and of the CLT to remain properly governed, financially viable and properly managed.
- but it is also a business like any other and faces the same risks and uncertainties operating within the wider rented housing environment.

Finally, the ongoing inputs likely to be required from DTC into a CLT are low consisting of representation on the CLT board, although with an amount of initial work to deliver a supply of land, possibly with enabling funds.

Conclusion

The CLT model has the best potential to meet DTC corporate plan and community housing needs, with an acceptable level of DTC commitment and a manageable level of risk.

Recommendation

DTC Councillors are urged to support the formation of a CLT to address the housing needs of the target group of young Dorchester workers. DTC should facilitate as soon as possible and appropriate the reconvening of the group of volunteers who came forward at the opening public meeting.

RECOMMENDATIONS TO BE CONSIDERED BY THE WDDC EXECUTIVE COMMITTEE
APPENDIX 2

Project & Applicant	Total £000	Bid £000	Recommend £000	Comments
Maltings Arts/Dorchester Arts The Maltings at Brewery Square	11,600	1,000	1,000	Significant need for match-funding - Councils, lottery and private sources Includes £2.4M project to refurb linked building to generate rental income in lieu of public sector support Still requires £50k public support pa, similar to current levels Once operational = 4.5M uplift to local economy
Dorchester Town Community FC The Avenue Stadium 3G Pitch	505	252	252	Balance of match-funding from a number of sources, fall-back position is a loan against income Turnover £90k pa, surplus £30k, half used for community benefit Stadium use goes from 6 to 60hrs pw, new hub for community football
Duchy of Cornwall The Great Field and Western Gateway Sculpture	700	600	221	Pavilion/Hall and Sculpture not supported Support for Outdoor facilities inc Skate-park Opportunities for match-funding need to be investigated
Dorchester Rugby Club Clubhouse extension	609	300	150	No plan for match-funding and no operational plan to explain knock on benefits of investment Sum reserved pending further discussions with WDDC & DTC
Dorset County Museum Museum of the Future	13,200	180	134	Additional to £175k from P'bury Ph 3/4 and other s106 Significant need for match-funding - Councils, lottery and private sources
Shire Hall Trust Shire Hall project	3,180	374	84	Gap of £374k exists between overall project costs and funds raised Construction already started
Dorchester Boxing Club Clubhouse at Saw Mills	250	125	25	Sawmills proposal not supported Smaller sum reserved to allow DTC to explore alternative option
Dorchester Town Council Bor. Gdns Climbing Boulder	16	8	8	DTC to accept responsibility for operation
TOTAL			1,874	c. £120k remaining to be allocated in September 2017

Projects not supported

Thomas Hardy School Indoor/Outdoor Tennis Courts

St Osmunds CSC Gym Room

Dorchester Community Church Youth Rooms

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 21 MARCH 2017
DRAFT COMMUNITY PLAN

Overview

1. The Town Council recruited a Community Development Officer in August 2016, in order to enhance the support it gives to the community. Key aims for the postholder include supporting individual organisations and projects, fundraising, creating opportunities for conversations with and within the community and documenting, through a community plan, the ambitions that the community is trying to achieve.
2. Involving local people in the planning and management of their local community and of their local environment and services helps to ensure that communities become safer, stronger, wealthier and more sustainable because:
 - Community plans can help spotlight local priorities and inspire people to work cooperatively towards them.
 - With reduced resources, working with partners to achieve outcomes can maximise local achievements and reduce inefficiency and replication.
 - Working together and speaking with one voice can give local communities a stronger voice to meet district, regional and national bodies to influence policy and strategy.
 - Community plans can also be used as evidence of a local communities' priorities which can help to leverage in economic investment and funding and be used to lobby for more local resources.
3. The Dorchester community is incredibly diverse and very active. There is a risk that our limited resource will be swamped with requests and expectations that we are not able to deliver against. Having an agreed Community Plan reduces that risk.
4. At the same time a Community Plan necessarily belongs to the community, not the Town Council, although any plan that expects to use our resource has to be acceptable to the Town Council. Many of the items included in the plan will involve other tiers of government, local community organisations and groups. There is potential for conflicting aspirations from different parts of the community and there is certainly the potential for conflict between parts of the community that are looking for enhanced service provision and cash-strapped public sector bodies withdrawing from providing valued services. It risks becoming unwieldy, unfocused, or a recipe for conflict.
5. As a consequence many past efforts have overemphasised the role the public sector play, becoming a rehash of many corporate plans, and underemphasise what the community can do for itself without the intervention of the public sector.
6. Writing a Community Plan that balances all of the issues above is therefore not easy. We have had several discussions about the structure and content of a document and are still trying to develop a "document" that encompasses all of the aims and aspirations of the community, identifies those that would deliver the greatest benefit and should receive

additional focus, ensures these have buy in from the community, and properly recognises what the community is doing for itself.

Process to date

7. With regard to the development of a Community Plan the Community Development Officer has carried out a number of steps so far:-
 - A full review of previous Community Plans and the Corporate Plans of several public sector bodies, identifying previous aims and unfinished projects that may be relevant going forward
 - Over 40 face to face meetings with representatives of community organisations (see Appendix 1), which have already generated over 80 actions and future aspirations (for the moment called the Dorchester Community Actions and Aspirations list, running to 17 pages), some of which have been repeated by more than one organisation. These have been grouped into 7 different areas (see Appendix 2). A full list can be obtained from e.scott@dorchester-tc.gov.uk
 - The Actions and Aspirations list was tested out with 40 organisations at a Community Lunch on 16 December (also see Appendix 1). A simple voting system was used to identify the priorities of these representatives. Appendix 2 summarises the themes that emerged as priorities from this audience

Next phases of the process

8. The “Dorchester Community Actions and Aspirations list” and the “Priorities emerging from the Community Lunch” will now be shared with a database of around 200 organisations, with a request for feedback, in order to generate validation and buy in.
9. Following receipt of feedback both pieces of work will be refined, and further thought will be given to the format of a Community Plan document. As a minimum the document is likely to include: -
 - Background to the development of the Plan,
 - Reference to the Community Actions and Aspirations list, which, as a dynamic document, will continue to evolve as a document
 - A Key Priorities table, being a mix of targets and milestones for public sector and community organisations
 - A separate key Priorities table for Community Groups to deliver themselves
 - A n explanation about how the Community comes together; forums, lunches and other governance arrangements
 - A directory of Community Groups
10. Consideration will be given to future Community Lunch events, which will be theme based, to seek validation and development of particular parts of the Actions and Aspirations list.

Adrian Stuart
Town Clerk

List of groups/organisations consulted	I to I	Comm Lunch
Age UK Dorchester	x	
Cent Dorchester Scout Group	x	
Churches Together	x	x
Citizens Advice Bureau	x	
Civic Society	x	x
Climate Change Group	x	
Democracy Day - Dorch Middle/St Osmunds Middle	x	
DHUFT - NHS	x	
Domestic Violence & Abuse Forum		x
Dorchester Arts	x	x
Dorchester BID	x	
Dorchester Car Share		x
Dorchester Chamber of Commerce		x
Dorchester Dementia All.	x	
Dorchester Disabled Club		x
Dorchester Family Partnership Zone	x	
Dorchester Heritage Cttee	x	x
Dorchester Islamic Centre		x
Dorchester Men's Shed		x
Dorchester Opportunity Gp	x	
Dorchester Round Table		x
Dorchester Social Stroke Club		x

Dorchester Trust for Counselling & Psychotherapy		x
Dorchester Youth Association	x	
Dorchester Youth Extra	x	
Dorchestra		x
Dorset Community Action	x	x
DCC - Partnerships and Co-Production	x	
Dorset County Museum	x	x
Dorset Forest School		x
Dorset Museums Advisory Service	x	
Dorset Poverty Action Group	x	
Dorset Youth Association	x	
Durnovaria Silver Band Trust		x
First Dorset Credit Union		x
Friends of Riverside Nature Reserve	x	x
Hilfield Friary		x
Home-Start West Dorset		x
Kingston Maurward College	x	
Lübbecke Society		x
Magna Housing Association		x
Mid Dorset Mencap		x
Monday Club		x
Natterjacks		x
One World Festival		x
Parkour – Train-hard	x	

APPENDIX 1

POPPs - Community Development	x	
POPPs- Community Transport	x	
POPPs - Director	x	
POPPs - Isolation & Loneliness	x	x
Poundbury Residents Assoc	x	x
Red Cross	x	x
Remap		x
Restore Support		x
Ridgeway Radio	x	
Royal Voluntary Service	x	
Shire Hall	x	x
SW Dorset Branch, Multiple Sclerosis Society		x
South West Dorset Multicultural Network		x
S. Dorset Local Action Group	x	
Strollers		x
The Arts Development Co	x	
The Keep Military Museum	x	
The Thomas Hardy Society		x
Transition Town Dorchester	x	
Volunteer Centre Dorset	x	
WDDC - Community Planning	x	x
WDDC - Economic Dev.	x	
WDDC - Sports Development	x	

Groupings used for the Community Actions and Activities List

1. Culture, Heritage, Tourism & Leisure
2. Transport and Accessibility
3. Community
4. Health, Well Being and Safety
5. Housing
6. Environment
7. Economy, Training/Education and Volunteering

Priorities emerging from Community Lunch on 16 December 2016

- Developing a heritage-tourism strategy for Dorchester with a joint interpretation and marketing plan
- Working with DCC, WDDC and transport providers to maintain and improve transport access to town including better parking & cycle friendly schemes
- Involving local communities better – in planning and running services – help them to network & coordinate rather than replicate provision
- Support for young people - with housing, jobs/training and activities and emotional well-being
- Encourage more affordable housing and good quality rented accommodation and support people in housing difficulty
- Encourage civic pride in open spaces e.g. developing nature walks, open garden schemes, improving town décor
- Support for older people particularly to reduce isolation, e.g. social eating projects, IT projects
- Support for vulnerable people – e.g. developing foodbank services, offering advice and support

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 21 MARCH 2017
COMMUNITY RADIO

1. Following a request from Ridgway Radio (RR), at Council on 24 January, draft Minute 43 read as follows:

The Mayor outlined a communication regarding Ridgeway Radio’s application for a community broadcasting licence. Members agreed to offer in principle support of the Council and invited officers to provide a detailed report to the Policy Committee regarding how the Town Council could offer practical support.

2. Ofcom’s expectations of a community radio station include:
 - Its programming will reflect the needs and interest of its audience, and the station should become a central part of it, creating direct links with listeners, offering training opportunities to allow the community to get involved
 - It will typically provide 93 hours of original and distinctive output a week, mainly locally produced, operating with 87 volunteers giving 209 hours of time a week
 - It will be operated by a single purpose registered company operating on a not for profit basis
 - It can generate some, but not all of its income from sponsorship and advertising, often with a £15,000 maximum
 - Licences will be awarded for 5 year periods
3. The Town Clerk and Community Development Officer met with RR members on 14 March, and gained the following understanding of the present situation
 - Late last year Ofcom invited expressions of interest from areas of the country, to test where interest might exist to take on a community radio licence if offered out. RR responded in the Dorchester area
 - Ofcom may, at an unknown future date, offer a licence for community radio in the Dorchester area. RR would apply for that licence but so might other organisations
 - RR would like to know whether the Council’s support might extend beyond a letter of support, so that they can take that into account in any application if it arises
4. RR is a small hospital radio station with a long history and appears well regarded in the community. They actively seek opportunities to provide local content and work with the Town Council and others to broadcast local events, including Remembrance Day, Borough Gardens events, Carol services etc. Their initial aim has been to provide a service to patients at Dorset County Hospital, but they have been using the internet to enable access from outside the hospital. They operate on a very low budget, with DCH meeting building costs, while they fundraise for equipment. There are no salary costs.
5. If successful in achieving a community radio licence, RR would look to occupy town centre premises, but continue to operate as a volunteer led organisation operating on a low

budget which focuses on meeting the cost of licences, including for music, and equipment. Their preference would be to remain advert free, preferring donations and sponsorship to fund the service. Their aim would still be to run a very low cost radio station focused on serving the community.

6. Our discussions have covered the practical support that the Town Council might offer in the event that they are able to secure a community radio licence. Support could include one or more of the following: -
 - Promotion of a new radio station through our newsletter
 - Support from the Community Development Officer to establish governance arrangements and identify fundraising – the requirement is reduced as RR are already well established and know of several possible funding streams
 - A grant contribution towards set up costs, likely to be in the region of £5 - 10,000
 - A contribution towards running costs, estimated at £5 - 10,000 a year
 - A room, free of charge or at a very low rent, in the town centre – we have a number of buildings, although there are opportunity costs and lost income associated with all of them
7. RR would like to know what support they might be able to get from the Town Council. The Committee's view is sought.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 21 MARCH 2017
TOWN CENTRE WI-FI

1. Dorchester BID has long had an aspiration to deliver free public wi-fi in the town centre. It can help shoppers and visitors connect with one another, quickly and easily find specific outlets, provide information about essential facilities (car parks, toilets, etc) and increase awareness of what a town has to offer - shops, cafes, restaurants, attractions, events, town trails and more. It attracts peoples and keeps them for longer. Visitors increasingly expect wi-fi. For the most forward looking locations, allowing people to get online is now an important part of the shopping and visitor experience.
2. As importantly, businesses and other organisations benefit from the added draw that free Wi-Fi provides and the potential advertising and information opportunities that it presents. Instant matching of a wi-fi user’s social media “likes” with similar businesses or attractions can drive economic activity. Additionally, in Dorchester phone and mobile data coverage in some areas of the main shopping areas is very poor.
3. The arrival of Superfast broadband to Dorset towns overcame one of the key barriers to public wi-fi. As a result in January DCC organised a conference for towns interested in developing a public wi-fi offer.
4. Since the meeting discussions have continued between officers representing DCC, WDDC, DBID, and including the Town Council, regarding a possible project to bring forward a public wi-fi solution, the project being broadly as follows: -
 - A capital infrastructure project, which installs network access points on existing highways infrastructure, would be specified and procured. The first plan for this covered from Top o’ Town Car Park, down High West St, along South St, Weymouth Ave and into Brewery Square. The area covered is the key influence on cost, with other areas such as Fairfield and the Borough Gardens being possible locations
 - One partner acts as client/administrator, matching ongoing costs for licences and equipment with income from advertising and ongoing partner support, and maintaining content on the connection page for the site. They also monitor and report usage
 - Access to the site is promoted on noticeboards, street furniture and town literature
 - The project would have a five year life, by which point technology will probably require a new investment
5. Informally, other Councils are keen to progress the project and would consider contributing towards capital funding, provided a partner is willing to take on the management once the scheme is operational. DBID have indicated they are willing to consider this role, although there is some risk related to the BIDs long term future. Local Town Council involvement in sharing the funding of capital is seen as important to the other Councils.

6. To date the Town Council has no formal position on public wi-fi. Options are:-
 - The Town Council is not able/willing to provide grant support for a project – there would be no further discussion and the project is unlikely to move forward
 - The Town Council is willing to discuss grant support but does not wish to take a lead in procuring and managing the project – it is probable
 - that both grant funding and management offers will come forward to make the project happen
7. Free wi-fi would have some important benefits to one particular Corporate Plan objective, being to promote the town as a Heritage and Cultural Tourism destination. Heritage and cultural content is increasingly being delivered through apps, backed up by more in-depth web content, and is a cost effective and unobtrusive means of providing information.
8. The Committee is invited to consider whether it wishes to support the initiative.

Adrian Stuart
Town Clerk