



Dorchester Town Council

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You are summoned to the **adjourned Annual Meeting** of the **Dorchester Town Council** in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 22 May 2018** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meeting of the Council held on 27 March 2018 (page 3).

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

- a) To receive communications from the Mayor and the Town Clerk
- b) To receive questions from Members in accordance with Standing Order 12(3).

3. **Updates from Partner Authorities**

- a) Verbal update from a Dorset County Council Ward Member (Councillor R. Biggs)
- b) Verbal update from a West Dorset District Council Ward Member (Councillor S. Jones)

4. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	9 April 2018	Page 6
Planning & Environment Committee	30 April 2018	Page 9
Management Committee	8 May 2018	Page 13
Policy Committee	15 May 2018	Page 22

5. **Annual Business**

- a) Committees, Chairmen, Joint Bodies, Outside Body Representatives, Bank. Page 28
- b) It is **RECOMMENDED** that Council reconfirms its eligibility to use the General Power of Competence

Adrian Stuart Town Clerk
16 May 2018

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 of their responsibility to disclose appropriate pecuniary or non-pecuniary interests. A Member who declares a pecuniary interest must leave the room unless a dispensation has been granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Dorchester Town Council

Meeting of the Dorchester Town Council

27 March 2018

Present: Mayor S. Hosford and Councillors B. Armstrong-Marshall, C. Biggs, R. Biggs, A. Canning, G. Duke, T. Harries, J. Hewitt, G. Jones, S. Jones, T. Jones, , F. Kent- Ledger, T. Loakes, R. Potter, M. Rennie, K. Rice, P. Stein and D. Taylor.

Apologies: Councillors A. Chisholm and A. Lyall.

45. Minutes

The minutes of the meetings of the Council held on 30 January 2018 were confirmed and signed by the Mayor as a correct record.

46. Communications & Questions

The Mayor reported her attendance at the launch event for the Dorchester Marathon and invited Members to consider taking on the role of marshal for the event. She also provided details of the Civic Day and her end of year celebration event at Dorset County Museum.

The Mayor also offered the Council's congratulations to Councillor Molly Rennie on the receipt of a national Rotary Community Champion award.

47. Updates from Partner Authorities

Councillors A. Canning and R. Biggs gave an update regarding Dorset County Council activity, acknowledging the current focus on Local Government Reorganisation. They explained the closure of Maumbury House due to increasing costs and the latest position regarding DTEP.

Councillor S. Jones also identified LGR as the priority at West Dorset District Council and identified electoral arrangements for the new Unitary Council. She highlighted a new £4.0M initiative to build 320 affordable homes over the next 7 years and that a recent presentation on the Local Plan Review had identified new preferred options to be consulted on during August - October 2018. Councillor G. Duke identified that the Land Charges search turnaround had now reduced to 9 days.

48. Planning and Environment Committee – 5 February 2018

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 5 February 2018 be adopted.

49. **Planning and Environment Committee – 5 March 2018**

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 5 March 2018 be adopted.

50. **Management Committee – 13 March 2018**

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

Resolved

- a) That the existing policy to allow people to pre-purchase a specific plot in Poundbury Cemetery be discontinued
- b) That the minutes of the meeting of the Management Committee held on 13 March 2018 be adopted.

51. **Mayoral Selection Committee – 20 March 2018**

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

Resolved

- c) That Councillor D. Taylor be invited to fill the office of Town Mayor of Dorchester, and Councillor S. Hosford the office of Deputy Town Mayor, during the 2018-19 Council Year
- d) That Standing Orders be amended to require the Deputy Mayor to report back to a meeting of the Committee before approaching more than ten Members on each Mayoral Selection list
- e) That the minutes of the meeting of the Mayoral Selection Committee held on 20 March 2018 be adopted.

Councillors congratulated David Taylor on his nomination and welcomed Martin Shepherd to the meeting.

52. **Policy Committee – 20 March 2018**

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

Members gave careful consideration to the recommendation regarding the use of recreation sites for affordable housing. They considered a number of amendments to the recommendation received from the Policy Committee, focused on including the land at Elizabeth Place in the recommendation.

Councillors S. Jones and Potter declared that they would not take part in discussions in relation to Elizabeth Place to avoid pre-determining any future planning application received by West Dorset District Council.

Resolved

- a) That, in view of the levels of opposition expressed by local residents to the proposals to explore the development of sites owned by this Council at recent consultation events, this Council takes no further action to bring forward more detailed proposals for the sites
- b) That, should Magna Housing not bring forward proposals to develop Elizabeth Place for affordable housing, the Town Council would wish to enter into a new agreement to manage the site
- c) That Magna be notified of the Town Council's decision to end plans for development of its sites and that Magna be asked for confirmation that they would not proceed to develop Elizabeth Place
- d) That it is recognised that Magna have a wider property portfolio, which they may look to develop in the future

Members considered the remainder of the minutes.

Resolved

- e) That the Council work with Dorchester Municipal Charities to implement an Action Plan as outlined by the Charity in order to properly observe The Social Housing (Influence of Local Authorities)(England) Regulations 2017
- f) That the minutes of the meeting of the Policy Committee held on 20 March 2018 be adopted

The Council rose at 8.00pm.

Mayor

The meeting was followed by the Annual Town Meeting.

Dorchester Town Council

Planning and Environment Committee

9 April 2018

Present: Councillors C. Biggs, R. Biggs, T. Harries, J. Hewitt, R. Potter (Chairman) and D. Taylor
Apologies: Councillors A. Canning, S. Hosford, S. Jones, F. Kent-Ledger and M. Rennie

64. **Declarations of Interest**

Councillor Potter stated that as a member of WDDC's 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.

65. **Minutes**

The minutes of the meeting of the Committee held on 5 March 2018 were confirmed and signed by the Chairman as a correct record.

66. **Minute Update Report**

The Committee Clerk presented the Update Report and also advised that planning application WD/D/17/002887 – 1 Bennetts Court would be considered by WDDC's Planning Committee on 19 April 2018. The Chairman reported that he would not be attending that meeting.

Other updates were given about the timing of the work to connect Lubbecke Way and St George's Road and South Western Trains had advised that, following their recent consultation, they were intending to keep the service of two trains per hour to London.

Resolved

That the Minute Update Report be noted.

67. **Planning Applications**

The Committee considered the planning applications referred to the Council for comment by West Dorset District Council.

Resolved

That West Dorset District Council be notified of the comments agreed on the various planning applications as set out at Appendix 1 to these minutes.

68. **Scaffolding**

Since the agenda had been published, the Town Council had been advised by DCC that

there would be a temporary closure of Durngate Street to allow remedial building work to be carried out on 1A and 1B South Street and this work should be completed by 3 August 2018.

Resolved

That the Planning and Environment Committee considers this item again if the works are not completed by 3 August 2018.

69. **Planning Issues to Note**

The Committee Clerk pointed out that WDDC would be considering its response to the Government's consultation on revisions to the National Planning Policy Framework at its Strategy Committee on 24 April 2018 and she suggested that if Councillors had any comments to make, they should channel these through their District Councillors.

Resolved

The Committee noted the decisions on planning applications and withdrawn applications.

Chairman

Planning Applications considered by Dorchester Town Council's Planning and Environment Committee on 9 April 2018

1. **6 CASTERBRIDGE ROAD, DORCHESTER, DT1 2AQ - WD/D/18/000382**
Erection of two storey rear extension No objection
2. **48 SOMERLEIGH ROAD, DORCHESTER, DT1 1TJ - WD/D/18/000318**
Erection of single storey rear extension. Alterations to second floor to include installation of conservation roof light. No objection
3. **LIDL, THE GROVE, DORCHESTER, DT1 1XU - WD/D/17/003034**
Demolish existing building. New Lidl foodstore (Use Class A1) with highway improvement scheme, associated vehicular access, parking, servicing provisions & landscaping. Relocation of operational parking for Loders servicing/repair garage to land north of Hangman's Cottage - (Variation to condition 18 of planning permission ref 1/D/10/000674 regarding delivery hours)

Recommend refusal. The Committee considered that the extension of delivery hours from 9am to 7am on Sunday mornings would be detrimental to the residential amenities of neighbouring properties particularly in relation to the noise and disturbance created by the delivery lorries and therefore the proposal would be contrary to Policy ENV. 16 of the adopted Local Plan and sections 7 and 12 of the NPPF.
4. **6 TRINITY STREET, DORCHESTER, DT1 1TT - WD/D/18/000074**
Formation of new access door within existing shop front. Fit new enclosed staircase up to existing first floor flat. Remove 3No. windows and replace with new escape type windows. Internal alterations to shop and first floor flat. No objection
5. **3 BABENY WALK, POUNDBURY, DORCHESTER, DT1 3TR - WD/D/18/000322**
Change of use from D1 to a Beautician (Sui Generis) No objection
6. **6 ASHLEY ROAD, DORCHESTER, DT1 2DJ - WD/D/18/000451**
Erection of a first floor rear extension No objection
7. **29-31 DAMERS ROAD, DORCHESTER, DT1 2JX - WD/D/18/000314**
Demolition of existing coach works and replace with 9 flats No objection
8. **9 CASTLE CLOSE, DORCHESTER, DT1 2JE - WD/D/18/000416**
Proposed Change of use from C3 (Residential) to mixed use C3 (Residential) and D1(b) (for use as a creche, day nursery or day centre) No objection

Dorchester Town Council

Planning and Environment Committee

30 April 2018

Present: Councillors C. Biggs, R. Biggs, A. Canning, F. Kent-Ledger, R. Potter (Chairman) and M. Rennie

Apologies: Councillors T. Harries, J. Hewitt, S. Hosford, S. Jones and D. Taylor

70. **Parking Issue – Fordington Green**

The Committee Clerk reported that since the agenda had been produced, DCC had confirmed that the area in question, close to Fordington Green, was categorised as highway and therefore it was their responsibility as the Highways Agency for the Town. DCC would therefore take on the maintenance of the area and could install bollards to prevent parking on the area.

The resident who had reported the issue addressed the Committee and gave a brief summary of the situation. She was pleased to hear that DCC would now be taking responsibility for the area.

Members noted the position and supported the proposal to install appropriate bollards to protect the verge and prevent parking on the area. They asked that DCC confirm that it would add this area into their grass cutting schedule and, if possible, that local residents be informed of DCC's responsibility and intentions for the area.

Resolved

- i) That DCC be advised that the Town Council supports the installation of bollards at the site close to Fordington Green and that DCC be asked to confirm that this area will be added to its grass cutting schedule.
- ii) That DCC be asked to inform immediate neighbours of their responsibility and intentions for this area of highways land.

71. **Minutes**

The minutes of the meeting of the Committee held on 9 April 2018 were confirmed and signed by the Chairman as a correct record.

72. **Minute Update Report**

Resolved

That the Minute Update Report be noted.

73. **Planning Applications**

The Committee considered the planning applications referred to the Council for comment by West Dorset District Council.

Resolved

That West Dorset District Council be notified of the comments agreed on the various planning applications as set out at Appendix 1 to these minutes.

74. **Urgent Item**

Several Members were concerned about the illuminated signage and pole recently installed, without planning permission, at the new barber's at 30B South Street, which is a Grade II Listed Building in the Dorchester Conservation Area. There was also an issue with coloured lighting being left on overnight inside the premises. Members considered that this was a particularly important and sensitive site, being the entrance to South Street and with its proximity to the War Memorial.

Resolved

That the Committee Clerk reports Members concerns about the new illuminated signage at 30B South Street to WDDC.

Chairman

Dorchester Town Council

Planning and Environment Committee – 30 April 2018

1. **88 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PR - WD/D/18/000489**
 Display of 2 no. floodlit BMW & MINI flag poles & flags, 1no. internally illuminated BMW freestanding exclusive pylon sign, 1no. internally illuminated MINI freestanding exclusive pylon sign (existing), 1no. non-illuminated BMW entrance sign & 1no. internally illuminated façade banner sign No objection
2. **ONE STOP SHOP, 1 & 3 KINGS ROAD, DORCHESTER, DT1 1NJ - WD/D/18/000449**
 Display of 1no. non-illuminated fascia sign, 2no. non-illuminated window graphics, 1no. non-illuminated panel & 4no. non-illuminated poster frames No objection
3. **18 ALFRED PLACE, DORCHESTER, DT1 1NW - WD/D/18/000661**
 Installation of flat roof rear dormer No objection
4. **53 SOUTH STREET, DORCHESTER, DT1 1DQ - WD/D/18/000466**
 Internally illuminated with LED aluminium pan

 Recommend refusal. Dorchester Town Council has a policy to object to planning applications for internally illuminated shop signage in South Street, High West Street and High East Street. The aim of this policy to protect and enhance the Conservation Area and Listed buildings as per Policy ENV4 of the adopted Local Plan.
5. **POUNDBURY CEMETERY, POUNDBURY ROAD, DORCHESTER - WD/D/18/000468**
 Erect Boundary Wall to North-West Side Of Cemetery

 No comment as Dorchester Town Council is the applicant.
6. **POUNDBURY PHASES 3 AND 4, PEVERELL AVENUE EAST, POUNDBURY - WD/D/18/000544**
 Approval of reserved matters for access, appearance, landscaping, layout and scale in relation to outline Planning Permission 1/D/09/001363 – 35 Apartments in Blocks 4.05B and 4.05C. No objection
7. **31B HERRINGSTON ROAD, DORCHESTER, DT1 2BT - WD/D/18/000488**
 Alterations to existing dormers No objection
8. **DOMINOS PIZZA, GREAT WESTERN ROAD, DORCHESTER, DT1 1RD - WD/D/18/000464**
 External refurbishment including:- repainting of existing doors and windows; repair and redecoration of existing walls, soffits and fascias; replacement of missing ridge tiles and guttering; replacement external signage. Internal alterations and

refurbishment including:- replacement of counter and staff door; removal of non-original partitions; new partitions; replacement suspended ceilings, lighting and finishes; alterations to first floor to create store and meeting room.

No objection

9. **47 QUEENS AVENUE, DORCHESTER, DT1 2EP - WD/D/18/000513**

Erection of a single storey annexe.

No objection

10. **1 WOODVILLE COURT, POUNDBURY, DORCHESTER, DT1 3TJ - WD/D/18/000683**

Erection of flat roof side extension to ancillary accommodation and associated works

No objection, however, if the application was to be approved, the Committee requested that a planning condition be added restricting the occupation of the building for purposes which form an integral part of the planning unit known as 1 Woodville Court.

11. **55 BALMORAL CRESCENT, DORCHESTER, DT1 2BN - WD/D/18/000638**

Erection of single story annex to existing detached house.

No objection, however, if the application was to be approved, the Committee requested that a planning condition be added restricting the occupation of the building for purposes which form an integral part of the planning unit known as 55 Balmoral Crescent.

12. **20A GLYDE PATH ROAD, DORCHESTER, DT1 1XE - WD/D/18/000640**

Erection of 2 dwellings

No objection

13. **1A LISCOMBE STREET, POUNDBURY, DORCHESTER, DT1 3DF - WD/D/18/000628**

Display of 2no fascia signs, 1no. hanging sign & steel lettering above window displaying

No objection

Dorchester Town Council

Management Committee

8 May 2018

Present: Councillors A. Canning, J. Hewitt, S. Jones, A. Lyall, R. Potter, M. Rennie, K. Rice (Chairman) and D. Taylor.

Attending: Councillor T. Harries. D. Smith - Minute No. 76.

Apologies: The Mayor (Councillor S. Hosford) and Councillors C. Biggs and G. Duke.

73. Minutes

The Minutes of the Meeting of the Committee held on 13 March 2018, adopted by Council on 27 March 2018, were taken as read and were confirmed and signed by the Chairman as a correct record.

74. Site Visits to Council Owned Properties and Sites

The Committee considered the notes of the site visit, to which all Members of the Council had been invited, held on 10 April 2018 (Appendix 1 to these minutes).

With regard to the stained glass window in the South Chapel at Weymouth Avenue Cemetery Members felt that it would be beneficial if Jon Callan, the Dorchester based stained glass artist who produced a leaflet about the window, be invited to talk about it to a future meeting of the Council.

It was noted that the Council had a number of artefacts, twinning gifts etc, that would benefit from being permanently documented by way of a hard backed book, a copy of which could be deposited at the Dorset History Centre. The previously established Member working group of Councillors S. Jones and M. Rennie volunteered to undertake this work along with any other Members that might be interested.

Resolved

- (1) That the notes of the site visit be received.
- (2) That Jon Callan be invited to attend a future meeting of Council to talk about the importance of the Weymouth Avenue Cemetery South Chapel stained glass window.
- (3) That any interested Members of Council be invited to join the working group to help document the Council's artefacts etc.

75. **Municipal Buildings Strategy Task and Finish Group**

The Committee considered the notes of the Municipal Buildings Task and Finish Group held on 17 April 2018 (Appendix 2 to these minutes).

With regard to the works required in the Municipal Buildings it was reported that the Corn Exchange floor would need attention sooner rather than later.

Resolved

- (1) That the decisions of the Group be supported.
- (2) That the Committee confirms the view of the Group that, in the event The Maltings project does not happen, Dorchester Arts be invited to discussions to identify an alternative way forward for developing the Corn Exchange and ground floor ancillary spaces as an Arts venue, while upstairs spaces remain managed by the Town Council.
- (3) That the development of a proposal to include the Council offices in the Municipal Buildings is considered once the picture regarding Local Government Reorganisation has been clarified.

76. **Request for a Wheelchair Accessible Swing**

Further to Minute No. 65 / 2018 the Committee considered a report from the Deputy Town Clerk on the provision of a swing suitable for wheelchair users. A local resident addressed the Committee in support of the purchase of a swing. A letter of support, which was circulated to Members, had also been received from the Head Teacher at The Prince of Wales School.

Resolved

That the provision of a swing suitable for wheelchair users to be located at Castle Park play area be agreed subject to finalising the funding arrangements and advice on whether the swing should be totally enclosed or not.

77. **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 Outdoor Services Manager responded to Members detailed questions on the report. It was agreed that the bamboo currently growing near to the facilities building should be removed at some stage.

Resolved

That the Outdoor Services Team update be noted.

78. **Biodiversity Statement and Action Plan 2018-2023**

Members considered a draft Biodiversity Statement and Action Plan for the Council to cover the period 2018 – 2023.

The Committee congratulated the Outdoor Services Manager on the plan and supported the action plan contained within it.

It was noted that the wildflower area at Thomas Hardy Gardens needed reviewing and that it would be useful to establish a tree planting plan which aimed to soften some of the Council's open spaces such as Sandringham Sports Centre.

Members were pleased with the number of organisations that the Council was partnering with in respect of certain areas. The Committee felt that it would be beneficial to share the plan with other Dorset town and parish Councils.

Recommended

That the draft Biodiversity Statement and Action Plan 2018 – 2023 be adopted.

79. Borough Gardens – New Tennis Courts

Members were updated with progress in respect of the new tennis courts in the Gardens. The courts were now built and would be painted once the tarmac had cured. It was hoped to get the courts opened by the late May bank holiday.

Resolved

That the update be noted.

80. Borough Gardens Kiosk

The Deputy Town Clerk reported that following consultation with the Chairman and Vice Chairman of the Committee the Borough Garden kiosk had been let to the operators of Café on the Green at Poundbury. The kiosk was to be officially open from the late May bank holiday but 'soft openings' would also be taking place for the rest of the May weekends.

Resolved

That the action taken to re-let the Borough Gardens kiosk be supported.

81. Borough Gardens – Women's Vote Centenary Event

The Committee was informed that Dorchester Youth Council had wished to commemorate the centenary of some women receiving the vote. The Youth Council felt that an event in the Borough Gardens to run alongside the 'opening' of the suffrage shield bed would be ideal. The Youth Council successfully applied for funding to the Women's Vote Centenary fund and was now organising the event which would be held on Sunday 1 July between 12 noon and 3.00pm. The event will include key note speakers, music and talks about the era etc.

Members requested that local Women's organisations should be invited to attend the event.

Resolved

That the Youth Council be thanked for organising this worthwhile event.

82. WW1 Centenary Commemorations

The Committee had before it a report by the Deputy Town Clerk updating it on the forthcoming WW1 centenary commemorations.

In respect of the Corn Exchange event it was felt important to keep the 'Welcome Home' message in the publicity for the event. It was also felt that it would be beneficial for Members to have the opportunity to view the film produced by sculpture Mike Chapman regarding the proposed peace and friendship sculpture.

Resolved

That the report be noted.

83. Requests for Financial Assistance

The Committee considered requests for financial assistance from Dorchester Disabled Club, Dorchester and District Gardening Club, Lions Club of Dorchester and Dorchester Food Bank (Lunch Club).

Resolved

- (1) That the grant application from Dorchester Disabled Club in the sum of £100 be agreed.
- (2) That the grant application from Dorchester and District Gardening Club in the sum of £105 be agreed.
- (3) That the grant application from Lions Club of Dorchester be not agreed.
- (4) That the grant application from Dorchester Food Bank (Lunch Club) in the sum of £500 be agreed.

(Councillor T. Harries declared a personal interest in the respect of (3) above.)

84. Cemetery Matters

(a) **Exclusive Right of Burial and Interments and Burial of Ashes**

The Committee had before it a report with details of 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.

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 5002 to 5010 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

85. Buildings Monitoring Reports

The Committee received the monitoring reports for the Municipal Buildings and Borough Gardens House.

It was reported that the defibrillator at the Corn Exchange had recently been successfully used in a cardiac emergency. Members felt that the provision of defibrillators was very important and proposed that an additional one be purchased for the Borough Gardens.

It was noted that South West Ambulance service kept an up to date list of all defibrillators in the Town.

Resolved

- (1) That the Buildings Monitoring Reports be noted.
- (2) That the purchase of an additional defibrillator for the Borough Gardens be investigated.

86. Dorchester Arts

The Committee noted the minutes of the Dorchester Arts Board meeting held on 9 April 2018.

Chairman

Notes of a Site Visit held on 10 April 2018 at 10.00am.

Sites visited – Poundbury Cemetery, Fordington Cemetery, Weymouth Avenue Pavilion (Boxing Club) and Weymouth Avenue Cemetery.

Attending: Councillors T. Harries, J. Hewitt, T. Jones and D. Taylor.

Steve Newman, Deputy Town Clerk.

Carl Dallison, Outdoor Services Manager.

1. Poundbury Cemetery

Members attention was drawn to the surface water running off the road into the cemetery and over the septic tank cover. This resulted in the septic tank being filled with run off water which then needed to be emptied. Members agreed that the area should be redesigned to include the drain cover being built around to prevent water from crossing it.

Those attending expressed concern at the condition of the cemetery walls which were stained and cracked. There was no easy solution to the issue and officers were asked to give some thought as to a cost effective solution.

It was noted that the main projects for the cemetery over the forthcoming year was to build the new wall which had previously been agreed and to layout the remaining path network. It was reported that the path network would be tarmac only.

Members felt that an improvement plan should be created which documented the main structural issues at the cemetery, possible solutions and their estimated costs.

2. Fordington Cemetery

The Group visited Fordington Cemetery which was considered to be in good order. It was noted that a couple of the war graves appeared not to be in good condition and should be reported to the Commonwealth War Graves Commission.

The Outdoor Services Manager reported that there was a watching brief on the tree which was growing up and pushing against the wall on the King's Road side of the cemetery.

3. Weymouth Avenue Pavilion – Boxing Club

The Group visited the newly converted space at Weymouth Avenue Pavilion which had now been occupied by Dorchester Boxing Club. The space had been created by converting the original changing rooms and ref rooms. The space was completely separate to the rest of the building which was now managed by Dorchester Cricket Club. The Boxing Club would pay rent to the Cricket Club.

Members of the Boxing Club addressed Members and thanked the Council for helping the Club find a permanent affordable home.

4. Weymouth Avenue Cemetery

Members viewed the cemetery and were very pleased with the overall condition. The Outdoor Services Manager explained the work that had been undertaken over the past year and what was likely to be proposed as a part of the new biodiversity strategy which was to be considered by Management Committee at its May meeting.

With regard to the North Chapel it was noted that there were some broken panes of glass that required replacing. From the outside of the South Chapel it appeared that there was some sagging to the stained glass window and Members requested that this be investigated further.

It was noted that the South Chapel stained glass window was of great significance and it was requested that the whole Council be reminded of its importance.

Meeting closed 12.08pm.

MUNICIPAL BUILDINGS STRATEGY TASK & FINISH GROUP

TUESDAY 17 APRIL 2018

Attending: G. Duke, S. Jones (Management), T. Harries, S. Hosford (Policy)

Officers: Steve Newman, Adrian Stuart

1. Refurbishment Works

- SN outlined the potential works required on the building

Area	Works	Cost range £k	Possible Timetable
CX, Changing Rms, n. facade	Structural – reroof and water ingress	180 - 250	Summer '19
CX	Flooring repairs	5 - 10	Not urgent
Council Chamber	Lighting and heating	5 - 10	Aut 2018
CX	Non-performance lighting	10 - 20	Not urgent
Overall	Possible replacement boiler system	?	?

- SN identified the need for a Mechanical and Electrical report to identify how heating and lighting works might be introduced
- GD asked for a solar/battery storage system to be considered to reduce utility costs
- SN noted that the reroofing works must be done within the next 3 years and that this would inevitably impact on Dorchester Arts and other regular hirers. The impact was unquantified
- SN also identified the need to separate out reroofing CX from the Changing Rooms, due to uncertainty re future of changing rooms

2. Future of the Building

- AS identified two possible scenarios, anticipating a clearer picture by September this year
 - Dorchester Arts go the Maltings in the medium term (3-5 years' time)
 - Dorchester Arts wish to stay long term, and the Council agrees to their request
- AS also identified that either scenario might accommodate the relocation of DTC's offices to the rear of the building, probably in the current Dressing Rooms
 - This would release a significant capital sum from the sale of 19 North Square but would also necessitate works to remodel the rear of the Corn Exchange.
 - Leaving 19NS would save c. £12k a year in supply costs but would also create operating efficiencies
 - It might also facilitate the delivery of 4 - 6 affordable flats in the 19NS building

- The two scenarios would impact on
 - Works on the building which go beyond keeping the building structurally sound
 - Future management and use of the building, including staffing and hiring
- Members recognised that until the position regarding The Maltings became clear it would be difficult to plan for some of the works identified at 1 above. AS anticipated that a clear picture might emerge re The Maltings by the end of the summer

3. Decisions and Recommendations

- It was agreed that
 - SN will approach Starks to understand the potential to separate works to the CX roof and the N. façade from those to the roof of the Dressing Rooms, and will investigate the cost of an M&E survey
 - Ideas for improved heating and lighting of the Council Chamber, for implementation before next winter, will be developed
- **It is Recommended to Management**
 - Management Committee be invited to confirm the view of the Group that, in the event The Maltings project does not happen, Dorchester Arts be invited to discussions to identify an alternative way forward for developing the Corn Exchange and ground floor ancillary spaces as an Arts venue, while upstairs spaces remain managed by the Town Council
 - That the development of a proposal to include our offices in the Municipal Buildings is considered once the picture regarding Local Government Reorganisation has been clarified

AS

18 April 2018

Dorchester Town Council

Policy Committee

15 May 2018

Present: Councillors R. Biggs, A. Chisholm, T. Harries, S. Hosford, G. Jones (Chairman) and T. Jones

Apologies: Councillors B. Armstrong-Marshall and P. Stein

Also present: Councillors J. Hewitt and M. Rennie

34. Minutes

The Minutes of the Committee of 20 March 2018, adopted by Council on 27 March 2018, were taken as read and confirmed and signed by the Chairman as a correct record.

With regard to Minute 32 the Town Clerk provided an update regarding the ownership of Elizabeth Place play area. He confirmed that it had now been established beyond doubt that Dorchester Town Council had received the site from Magna in 2011. Members asked that this information be made publicly available by a range of media.

35. Financial and Performance Year End Report at 31 March 2018

The Town Clerk reported a £72,000 underspend versus budget, which will be allocated to the Corporate Projects Reserve, bringing the total unallocated Reserve to £328,000. Members sought information regarding the future use of the reserve.

An end of year internal audit was received, with nil recommendations.

The Town Clerk also identified progress against the Corporate Plan milestones, with 17 tasks being completed satisfactorily, while 2 related to affordable housing had been aborted.

A Member requested that a review of the Council's strategy for contributing to the delivery of affordable housing be undertaken, collecting the views of all Members. The Committee discussed the role of other agencies and private owners in delivering affordable housing.

A Member sought further information regarding the planned meeting with West Dorset DC to discuss project management of a Heritage Tourism strategy for the town. Questions were also asked about progress on the Allotment site at Lubbecke Way and on the delivery of the digital mapping exercise.

Recommended to Council

That the Annual Governance and Accountability Return 2017/18, as laid out in Appendix 1 to these minutes, is adopted

Resolved

- a) That the third and final internal audit report for 2017/18 is noted

- b) That a review of Affordable Housing strategy is undertaken, with a view to reporting back to the next meeting of the Committee

36. Financial Report 2018-19

The Town Clerk provided an update covering the Council's Month 1 spend in relation to the budget, as well as its cash position and current debt and payments position.

Resolved

That the Payments list totalling £465,161.56 is approved

The Town Clerk provided an update regarding a successful rating appeal lodged by the Council in respect of the Weymouth Avenue Pavilion, plus an update relating to works to the Pavilion.

The Town Clerk responded to a request from a Member to consider solar panels on the Weymouth Avenue Pavilion.

Resolved

That of the £30,000 rates refund which the Council should now receive

- a) £7,000 is used to meet the net cost of converting the Pavilion for use by the Boxing Club
- b) £5,000 is reserved to undertake works to improve the efficiency of the Pavilion
- c) c. £18,000 is added to the Corporate Projects Reserve for future use

37. Local Government Reorganisation and Cuts to Services

The Town Clerk updated the Committee on the reaction of West Dorset District Council to the Town Council's proposal to transfer a significant package of assets and service delivery prior to reorganisation. He updated the Committee regarding discussions about possible packages of services that negotiations might be based on.

Members expressed concerns about the lack of progress made during discussions, the modest ambitions of the District Council relating to the transfer of assets and services and the imminent imposition of constraints by a new Shadow Authority.

The Town Clerk highlighted discussions with key grant recipients to attempt to clarify future funding levels from the new Unitary Council.

A Member highlighted that the Town Council's position regarding the Market Charter needed to be reinforced to the District Council to avoid misunderstandings. The Town Clerk agreed to circulate a Position Statement developed by Town Council Members of the Joint Markets Panel for formal adoption by Council.

The Committee noted that there may be a need for an urgent meeting should negotiations with the District Council result in a firm proposal.

Recommendation to Council

That the Position Statement developed by Town Council Members of the Joint Markets Panel, at Appendix 2, be debated and formally adopted

38. Community Plan

The Committee received feedback from a Task and Finish Group exercise to review the Plan. The Committee noted the report, including one further meeting of the Task and Finish Group in six months to evaluate how the Plan was being delivered and monitored.

A Member expressed frustration regarding the lack of progress towards the delivery of an access ramp at Dorchester West Station. The Town Clerk agreed to investigate a recent decision by Network Rail that planning permission was now required due to the imposition of new legislation.

39. West Dorset DC Car Parks – Free Days

The Committee received a report on the use of District Council car parks for free parking.

Members recognised the opportunities presented by the offer and endorsed the action taken by the Town Clerk to request free parking on 16 June for Midsummer Madness Day.

A Member raised concerns regarding how such an offer could be misused by regular users of parking facilities in the town. Another Member sought confirmation that community events would be given a chance to benefit from the District Council offer.

Resolved

That, with regard to 2018/19 events, the Town Clerk, following liaison with the Chairman of the Policy Committee, makes requests to West Dorset District Council for the remaining four days available.

40. Public Bodies (Admission to Meetings) Act 1960

Resolved

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion

41. Staffing Issue

The Town Clerk presented a short report relating to the Community Development Officer post, which had initially been appointed on a three year fixed basis.

Resolved

That the post of Community Development Officer is made permanent and that the current postholder is given a permanent contract of employment.

Chairman

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Dorchester Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

_____ dated _____

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

Chairman _____

Clerk _____

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address _____

Section 2 – Accounting Statements 2017/18 for

Dorchester Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	1,365,515	420,769	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,251,000	1,296,336	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	311,949	224,878	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	644,297	654,742	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	254,528	47,406	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,608,870	874,082	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	420,769	365,753	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	399,652	338,400	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	7,629,538	7,646,278	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	264,000	230,000	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

DORCHESTER TOWN COUNCIL'S PANEL MEMBERS' POSITION ON DORCHESTER MARKET

- West Dorset District Council will cease to exist in April 2019
- Dorchester Town Council should receive the Market Charter – it should be returned to Dorchester's control
- There needs to be certainty over where the Wednesday Market and Sunday Car Boot Sale will operate from during the transition and longer term. Our assumption is that current arrangements will stay in place until the end of the current agreement with Ensors in 2026
- We therefore do not support any attempts focused on bringing legal agreements with Ensors to an end or forcing them to relocate against their will in the short term
- Equally we do not support the extension of the Ensors agreement in exchange for their investment in the Fairfield site. At present there is no clear understanding of how this would support the long term vitality of the Wednesday Market or wider retail in the town
- If and when the Town Council receives the Market Charter we would want early discussions with Ensors to establish a shared vision for Dorchester's Wednesday Market and Sunday Car Boot Sale

AS

27/3/18

DORCHESTER TOWN COUNCIL

COUNCIL APOINTMENTS

22 MAY 2018

1. The Council appoints its Committees and Outside Body Representatives annually, routinely by recommendation from the Selection Committee. The potential changes this year are sufficiently small to not necessitate a separate meeting of the Selection Committee.
2. Appendix 1 considers appointments to the Council's three Committees and two Partner bodies. The issues that need to be determined are highlighted in black.
3. The following Councillors have indicated a willingness to serve in the role of Chairman or Vice Chairman of Council Committees, if nominated and seconded. Other nominations may be made at the meeting of Council.

Committee	Chairman	Vice-Chairman
Policy	G. Jones	B. Armstrong-Marshall A. Chisholm
Management	S. Jones	G. Duke K. Rice
Planning & Environment	R. Potter	R. Biggs

4. Appendix 2 considers appointments to Outside Bodies.
 - A nomination is requested for the Citizens Advice Bureau
 - Additionally the Dorchester Bayeux Society have requested the appointment of a Councillor to act in a liaison capacity.
5. The Council appoints Councillors as signatories for its banking arrangements, with two signatories required to validate any payment from the Council's bank account. The following are the Councils current signatories

Councillors T. Harries, S. Jones, R. Potter, M. Rennie, D. Taylor

Council is requested to appoint signatories for 2018-19.
6. Attendance at Committees during the 2017-18 civic year are summarised at Appendix 3. The Council's website provides details of payments made to Councillors during 2017-18.

Adrian Stuart
Town Clerk

APPOINTMENT OF COMMITTEES

If appointed as Mayor, Cllr D. Taylor will be ex officio to all Town Council Committees

Requests have been received as follows: -

DORCHESTER TOWN COUNCIL COMMITTEES

Management Committee (12 Members, 11 requests)

C. Biggs	A. Canning	G. Duke	J. Hewitt
S. Jones	F. Kent-Ledger	T. Loakes	A. Lyall
R. Potter	M. Rennie	K. Rice	

Policy Committee (7 Members, 8 requests)

B. Armstrong-Marshall	R. Biggs	A. Chisholm	T. Harries
S. Hosford	G. Jones	T. Jones	P. Stein

- **Options regarding appointments**

- Change the number appointed to Policy Committee to 8 and Management Committee to 11 – based on increase in Committee workload due to Local Government Reorganisation
- Appoint 1 member preferring the Policy Committee to the Management Committee

Planning & Environment (no limit, 11 requests)

C. Biggs	R. Biggs	A. Canning	J. Hewitt
T. Harries	S. Hosford	S. Jones	F. Kent-Ledger
T. Loakes	R. Potter	M. Rennie	

- **Two members attended less than 50% of meetings in 2017/18. No other issues arising**

JOINT BODIES

Dorchester Markets Informal Joint Panel (6 members, 8 requests, new requests in italics, members serving longer than 4 years in bold)

A. Chisholm	J. Hewitt	<i>S. Hosford</i>	T. Jones
<i>A. Lyall</i>	R. Potter	M. Rennie	D. Taylor

- **Options regarding appointments**

- Remove 1 or 2 of the current 6 members (3 have served longer than 4 years), replacing them with either 1 or 2 new members (in italics)
- Recognise that Market operations continue to go through a period of change, possibly during the final year of the Joint Panel governance format, and maintain current membership to allow continuity

Heritage Committee (3 members, 3 requests)

C. Biggs	G. Jones	T. Loakes
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- **No Issues arising – 1 member was unable to attend any meetings in 2017-18**

OUTSIDE BODY REPRESENTATIVES

APPENDIX 2

Outside Body	Representative 2017/18	First appoint.	Expression of Interest	
			From existing Representative	New Expression
Internal Roles & Charitable Trusteeships				
DAPTC Larger Towns Rep	R. Potter	2012	R. Potter	
Ashley Churchill & Thorner Trust	C. Biggs G. Duke	2009 2016	C. Biggs G. Duke	
Dorchester Municipal Charities	S. Hosford (to May 2019) J. Hewitt (to May 2020)	2011 2016	S. Hosford J. Hewitt	
Bodies we work with regularly				
Dorchester Arts	F. Kent-Ledger	2015	F. Kent-Ledger	
Dorchester BID	S. Hosford	2016	S. Hosford	
Dorchester Bayeux Society	-	-		NOMINATION REQUESTED
Dorchester Lubbecke Society	T. Harries	2011	T. Harries	
Dorchester, Sherborne & N. Dorset CAB	D. Taylor	2016		NOMINATION REQUESTED
Dorchester Sports Centre Liaison Group	C. Biggs	2016	C. Biggs	
Dr. Ass'n .Local History & Archaeology	D. Taylor	2016	D. Taylor	
Dorchester Youth & Community Centre	K. Rice	2015	K. Rice	
Heart of Wessex Rail Part.	G. Jones	2015	G. Jones	
Maltings Arts	B. Armstrong-Marshall	2017	B. Armstrong-Marshall	
St Osmund's Community Sports Centre	S. Jones	2011	S. Jones (?)	
Thomas Hardy Society	A. Chisholm	2015	A. Chisholm	
Transition Town Dorchester	T. Loakes	2011	T. Loakes	
Volunteer Centre Dorset	J. Hewitt	2015	J. Hewitt (?)	

(?) Willing to step down or continue as required

COMMITTEE ATTENDANCE 2017-2018 (COVERING THE PERIOD 22 MAY 2017 – 15 MAY 2018)

APPENDIX 3

Councillor	Council		Planning & Environment		Management		Policy		Markets		Heritage		Overall	
B. Armstrong-Marshall	7	88%					5	83%					12	86%
C. Biggs	8	100%	9	75%	4	67%					4	100%	25	83%
R. Biggs	7	88%	10	83%			5	83%					22	85%
A. Canning	5	63%	6	50%	6	100%							17	65%
A. Chisholm	5	63%					6	100%	3	100%			14	82%
G. Duke	3	38%			5	83%							8	57%
T. Harries	8	100%	8	67%			5	83%					21	81%
J. Hewitt	7	88%	8	67%	4	67%			2	67%			21	75%
S. Hosford	8	100%	6	50%	2	33%	5	83%					21	66%
G. Jones	8	100%					5	83%			2	50%	15	83%
S. Jones	4	50%	7	58%	5	83%							16	62%
T. Jones	5	63%					5	83%	2	67%			12	71%
F. Kent-Ledger	6	75%	7	58%	4	67%							17	65%
T. Loakes	4	50%	1	8%	2	33%					0	0%	7	23%
A. Lyall	3	38%			4	67%							7	50%
R. Potter	7	88%	11	92%	6	100%			2	67%			26	90%
M. Rennie	7	88%	10	83%	6	100%			3	100%			26	90%
K. Rice	7	88%			6	100%							13	93%
P. Stein	6	75%					3	50%					9	64%
D. Taylor	6	75%	5	42%	4	67%			1	33%			16	55%
No. Meetings/Avg%	8	76%	12	61%	6	74%	6	83%	3	72%	4	50%	-	70%