

Dorchester Town Council

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26 November 2014

Agenda for the meeting of the Planning and Environment Committee which will be held in the Council Chamber, Municipal Buildings, Dorchester on Monday 1 December 2014 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

Councillors V. Allan, K. Armitage, C. Biggs, R. Biggs (Vice-Chairman), A. Canning, T. Harries, S. Hosford (Chairman), S. Jones, T. Jones, F. Kent-Ledger, T. Loakes, R. Potter, M. Rennie, D. Roberts, D. Taylor and P. Mann (the Mayor ex-officio)

1. Apologies and Declarations of Interest

2. Minutes

To confirm and sign the Minutes of the meeting of the Committee held on 3 November 2014 (adopted by Council on 25 November 2014).

3. Minute Update Report

To receive and consider the minute updates reported (attached).

4. Car Park Guidance Signs

Further to Minute 14/14 (30 June 2014), Matthew Williams, Traffic Control Manager, Dorset Highways, Dorset County Council will be attending the meeting to update the Committee on the operation of the car parking guidance signs for the Town's car parks.

5. DACP Report

Further to Minute 95/13 (28 April 2014), to receive and consider the update report of the Dorchester Area Community Partnership (enclosed). Representatives of the Partnership will be attending the meeting to answer any questions from Committee members.

6. Bridport Road near Top O'Town Roundabout

A local resident has gathered evidence of support for the provision of a zebra crossing across Bridport Road, in the area of the Top O'Town Roundabout/Dorford Centre, and she requests that the Town Council considers sending a letter of support for this to Dorset County Council. At a recent DTEP Member Working Group, this issue was raised and it was considered to be timely to carry out a traffic count in the area.

7. Planning Applications for Comment

To receive and comment on the planning applications received from West Dorset District Council (list attached).

8. Proposed Changes to the Planning and Environment Committee

The Planning and Environment Committee is asked to consider the changes proposed to the operation of the Committee, as detailed in Appendix 1 of the attached report by the Clerk to the Committee, and to consider supporting implementing these for a trial period (up until April 2015) in the first instance.

9. Decisions on Planning Applications and Withdrawn Applications

To note the decisions made by West Dorset District Council on planning applications (contrary to Dorchester Town Council's comments), withdrawn applications and others of note (list attached).

10. Urgent Items

To consider any other items that the Chairman or Town Clerk decides are urgent.

Planning and Environment Committee – 1 December 2014

Minute Update Report

1. Minute 51/14 Herringston Road Community Speed Watch Scheme (3 November 2014)

- i) Dorset County Council were contacted and asked to provide details of any information they held about traffic in Herringston Road.

The Senior Transportation Technician, Dorset Highways has advised that DCC does not hold any other relevant data for Herringston Road apart from the 2011 survey that has already been provided. This survey was carried out to look at traffic volumes following the opening of the Weymouth Relief Road and although speed data was also recorded, that was not its primary function. The ATC tube was placed in the optimum position for volume data and when this survey is repeated (due in 2016 and 2021), the tube will be deployed in the same place to allow comparative data to be recorded.

DCC are able to carry out additional traffic speed/volume surveys, with the data tube placed at any site, at a cost of £250 - £300.

- ii) There was some discussion in 2011 about considering requesting DCC to extend the 30mph boundary towards Winterbourne Herringston but this did not seem to reach a conclusion. Also in January 2012, the Planning and Environment Committee was advised (by DCC) that an extension to the 30mph speed limit beyond the Town boundary toward Winterborne Herringston did not meet the specified criteria. The Committee also noted that Dorset Police had indicated that they would not support such a measure (at that time) as it would need to be self-enforcing either by the introduction of traffic calming measures or the environment. The Committee resolved to take no further action on this issue at that time.
- iii) The Town Clerk has advised that the Town Council will remain committed to find £1,000 for Speedwatch if it is requested, even if that budget is not spent in the 2014/2015 financial year.



Report

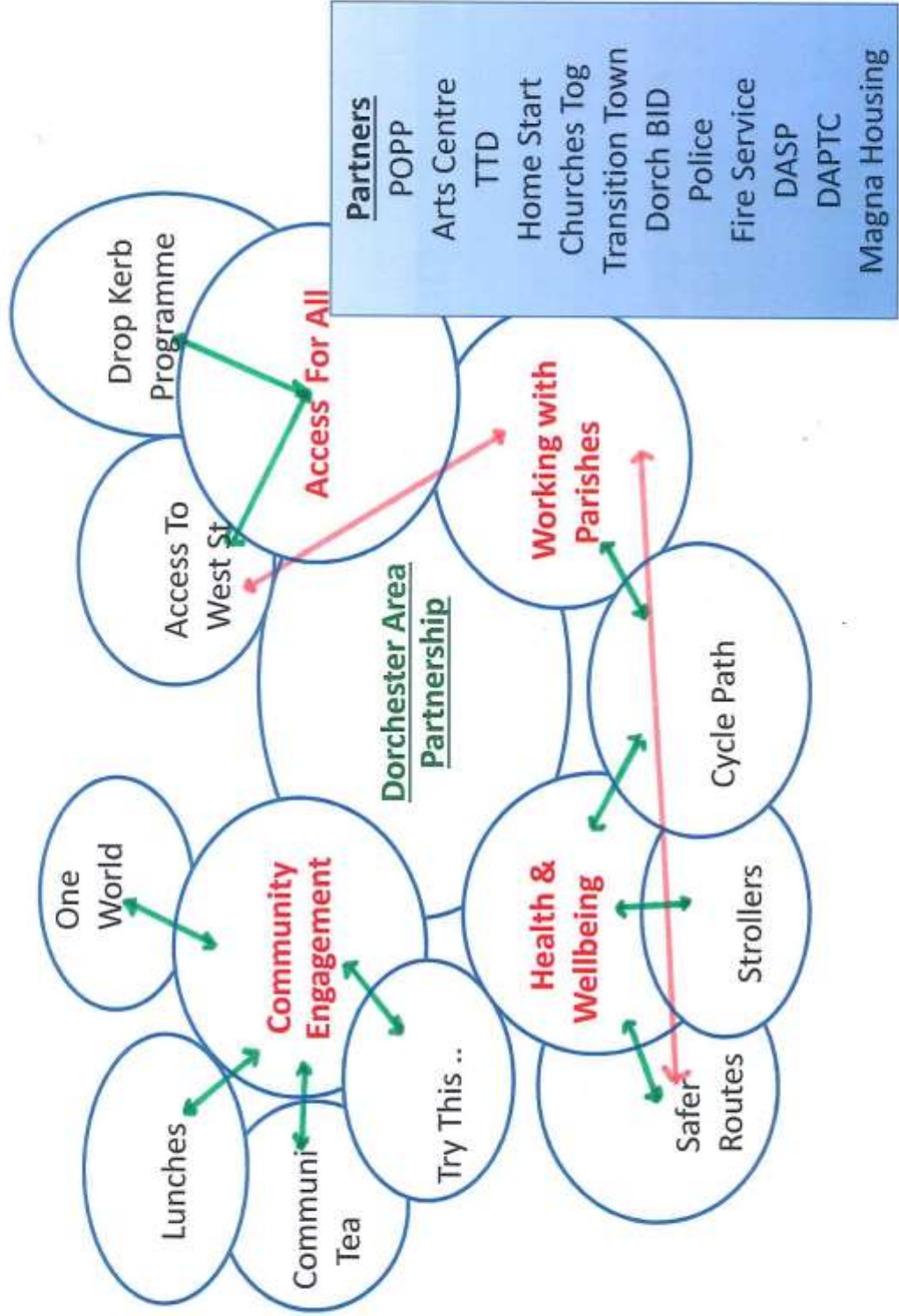
Dorchester Town Council Policy & Environment Committee May – November 2014

- **Steering Group Meetings –**
 - 9th June** The main agenda item was a discussion with regards WDDC Community Planning Review. DACP received a presentation from WDDC. Members also agreed that Safer Routes to School should be a priority piece of work for the coming year.
 - 8th September** We received an update report from the Communities Living Sustainably Project and held further discussions with regard WDDC Service Reviews.
 - 10th November** The main items on the agenda were – The cuts to the No 31 bus service, WDDC Service Review, Broadmayne Cycleway and the Chairmans' succession in 2015.
- **DACP Annual Assembly** – The Annual Assembly was held on Tuesday 29th April at The Dorford Centre. It was attended by 32 people and 20 apologies were received. We received presentations from Phil Gordon, Project Director of Dorchester Business Improvement District and Fred Horsington, Cerne Valley Neighbourhood Planning Group.
- **Newsletter** – The DACP annual newsletter was produced and distributed at the Annual Assembly and to our partner groups and local organisations.
- **Cycle Route from Broadmayne** – We continue to work in partnership with Broadmayne PC and West Stafford PC, Kingston Mauward College and DCC. The project has been submitted included in DCC's Transport Plan. We have identified two possible funding opportunities. To progress with the project and secure grants, formal agreement is needed from the landowner, to upgrade the footpath, as part of the proposed route crosses his land,. We understand that the landowner has indicated informally he is in agreement. We are now urging DCC to pursue obtaining the formal agreement.
- **Safer Routes to School** Tess and I met with two officers from Sustrans to agree a way forward with this issue. . We will be inviting Interested parties to attend a discussion session.
In order to also carry this initiative into the rural areas. It has ben agreed that Tess and I will attend a central area DATPC meeting to discuss with parish reps any issues that rural villages and schools have with regards safer routes to school.
- **CommuniTea** – 16 organisations attend with displays. The feedback was very positive about the networking between the different groups and although we did not pick up many casual visitors (possibly because we had to change to a larger venue upstairs because of the number of displays and were therefore less visible) there was a steady buzz of activity throughout the afternoon.
- **Dorchester Community Lunch** – The latest lunch was held 20th November . 32 people attended. The theme for this lunch was Community Safety. We received a presentation from Alan Jenkins about Neighbourhood Justice Panels and Dorset Fire & Rescue with regard the SPARCS project.
- **One World Festival** With a new steering group on board plans moved quickly for a 2014 festival which was held on Sat 9th August in The Borough Gardens. It was a fantastic day with good weather and lots of activities, displays and stalls. The Borough Gardens proved to be a much more suitable venue and the engagement of a part-time paid coordinator was invaluable

to the success. Over 3,000 people attended, feedback has been very positive. The gardens have already been booked for 2015. Planning has begun for 1st August 2015.

- **Try This... (Skills Share Week)** – Sat 27th Sept – Sat 4th Oct 2014. Plans for the 2014 event progressed well. The group agreed to stay under the umbrella of DACP for 2014 and DACP supported the group to draw up terms of reference which reflects DACP's policies and procedures. Over 2,000 leaflets were distributed around the town and surrounding villages. The whole week was as a great success. 40 workshop sessions were held in the Dorchester Area. Over 500 places were booked by approx. 400 people. That is significant increase from 2014, when 251 places were booked by 166 people. At least 3 of this years leaders are planning to organise local groups from their workshop. A big acknowledgement must go to the organising committee, the leaders who volunteered their time and to the local venues who offered reduced price or free hire.
Other towns have shown an interest in replicating Try This.. in their area, the committee are following this up. A full report will be available soon.
- **Crossways** - With the purpose of reaching out to communities outside of Dorchester. We began researching the possibility of organising a community lunch in Crossways this autumn. Simon Thompson and I attended a Magna older resident's community lunch on Thursday 13th November to meet other stakeholders. Arrangements now are being made for an interagency lunch early in the new year.
- **Friends of The West Station** - Work continues every Friday morning. There was a beautiful display of poppies near the seat on the north bound platform over the summer. Most of the Friends Groups on the Heart of Wessex line planted poppies. The group have started to plant more shrubs using a grant obtained from the Dorchester Car Boot. Their "office" has been cleared out and re-organised. Two of the Friends have come to Dorchester specially and painted the walls. Cowden Care Farm has made further white wooden fencing to replace another area of rotten fencing. The group have just started a project to install large historical pictures of the station on a blank wall at the station.
- **Dorchester West Station Access.** – After a very long protracted wait, at last some good news. Andrew Bradley, Management Engineer, with Dorset County Council has very recently reported as follows – 'Network Rail have replied, after some high level intervention from one of their own senior managers, they have said they can build the ramp for about 165K. This is more or less what we budgeted for, but I need to sit down with other officers and our Legal Department to decide how to work out setting up terms and agreements. I don't think it's time to start popping corks but this is a major move forward after all these years!'. Councillors from the three local authorities involved have been notified as well as the DACP Access Group.
- **Dorchester Access for All Group** – The group were invited to carry out an access audit of Hardy's Cottage Visitor Centre and the Shire Hall Proposals. The Access group remain in contact with DCC project management during the building phase of Hardy's Visitor Centre to monitor the implementation of recommendations made by the group. Similarly, the group will keep a watching brief on developments concerning the Shire Hall. The group continue to liaise with the community and DCC regards the Drop Kerb programme in Dorchester.
- **Dorchester Strollers.** - Has just received its re-accreditation which lasts for two years. From 1 April 2015 all Walking for Health Groups must be accredited. The average numbers per walk each month are now around 25. In addition to their regular walks on Mondays and Tuesdays, they have had several special walks each month. The group were pleased to welcome the Mayor and Mayoress to their AGM in October. They were also joined by Lucy Street from Macmillan and the group hope to have more contact with her team at Dorset County Hospital.

- **WDDC Service Review (Community Planning)** Earlier in the year Tess, Cllr Peter Stein I attended a meeting with Jane Nicklen at WDDC. She explained the scope and time scale of the review and how it might impact on DACP. An extensive annual report was submitted to WDDC in July, this will be used in part to inform the review. Members of the steering group have also responded to the initial consultation regarding the review.
Tess and I drafted a letter, laying out DACP concerns and issues as a result of a proposed reduction in financial support to Community Planning, the letter was agreed and sent to Cllr Robert Gould, cc to Matt Prosser and Cllr Flower cc to Debbie Ward.



Dorchester Town Council

Planning and Environment Committee – 1 December 2014

Planning applications to be considered

Applications can be accessed via:

dorsetforyou.com/Home/Environment and Planning/Planning/Planning Applications/Planning Application Search/West Dorset District Council, or

<http://webapps.westdorset->

[dc.gov.uk/PlanAppsWDDC/\(S\(zI0g3h55hwqigt55gp32yuqy\)\)/pages/ApplicationSearch.aspx](http://webapps.westdorset-dc.gov.uk/PlanAppsWDDC/(S(zI0g3h55hwqigt55gp32yuqy))/pages/ApplicationSearch.aspx)

1. **25 SOUTH COURT AVENUE, DORCHESTER, DT1 2BY**
WD/D/14/002679
First floor extension to provide additional bedroom
2. **23 BUTTERMARKET, POUNDBURY, DORCHESTER, DT1 3AZ**
WD/D/14/002234
Change of use of commercial unit from approved Retail/B1 Use to D1 (Physiotherapy Practice)
3. **49 SOUTH STREET, DORCHESTER, DT1 1DW**
WD/D/14/002756 Listed Building Consent
WD/D/14/002711
Conservation Area and Grade II Listed Building
Installation of the following external shopfront signage after the removal of signage instiu: 2no. 350mm high fascia with 2no. set 245mm internally illuminated NatWest lettering and chevron logo. 1no. 500mm high externally illuminated heritage style hanging sign. 2no. 420mm high vinyl ATM tablets. Other permitted signage: 1no. Nameplate 1no. Web/Tel vinyl.
4. **16 NORTH SQUARE, DORCHESTER, DT1 1HY**
WD/D/14/002687 Listed Building Consent
Conservation Area and Grade II Listed Building
Internal alterations/repair and repair/replacement ground floor front and rear windows
5. **20 HIGH EAST STREET, DORCHESTER, DT1 1HH**
WD/D/14/002557 Listed Building Consent
WD/D/14/002556
Conservation Area and Grade II Listed Building
To carry out internal alterations, provide new shop front onto Church Street and use property for A1, A2 and A3 as defined by the Use of Classes Order.
6. **1 ST HELENS ROAD, DORCHESTER, DT1 1SD**
WD/D/14/002742
Conservation Area
Replace an existing garage with a new dual pitched detached garage and removal of section of boundary wall to create a new adjacent off road parking bay
7. **UNIT 1, 43 SOUTH STREET, DORCHESTER, DT1 1DH**
WD/D/14/002782
Conservation Area and Grade II Listed Building
Change of use from A3 to A4 with variation of condition 3 of planning permission 1/D/13/000365 to allow a change in opening times to 08.00 - 00.00 with the exception of New Year's Eve 08.00 - 00.30 and Christmas Eve 08.00 - 00.30.

8. **DOUGLAS JACKMAN HOUSE, 1 WEYMOUTH AVENUE, DORCHESTER, DT1 1QR**
WD/D/14/002707
Conservation Area
Proposed change of use from nursing home to two dwellings
9. **18 PRINCES STREET, DORCHESTER, DT1 1TW**
WD/D/14/002638
Conservation Area and affects the setting of a Listed Building
Use of ground floor of building for A3 cafe and cellar as D2 fitness suite
10. **SCATS COUNTRYSTORE, GROVE TRADING ESTATE, DORCHESTER, DT1 1ST**
WD/D/14/002776
Erection of 1no. monolith sign (repositioning of approved sign ref. WD/D/14/001595)
11. **15 CORNHILL, DORCHESTER, DT1 1BJ**
WD/D/14/002689
Conservation Area
Installation of new external ATM to replace existing
12. **33 GROSVENOR ROAD, DORCHESTER, DT1 2BD**
WD/D/14/002800
Porch, internal alterations and single storey rear extension
13. **101 WEATHERBURY WAY, DORCHESTER, DT1 2EE**
WD/D/14/002616
Two storey side and single storey rear extension
14. **DORCHESTER RUGBY FOOTBALL CLUB HEADQUARTERS, COBURG ROAD, DORCHESTER, DT1 2HX**
WD/D/14/002748
Removal of 5no. existing 16metre high flood lighting columns to pitch 3; installation of 6no. 15metre high flood lighting columns and lamps to serve pitch 3; installation of 8no. 10metre high flood lighting columns to serve pitches 1 and 2, together with the installation of lamps to these columns and new lamps to be fitted to 4no. existing 10metre high columns with variation of Conditions 5, 6 and 7 of planning approval
WD/D/14/001227 to allow use of flood lighting for a non sporting event on 5th November each year; extend operation of flood lighting to 10.30pm on 5th November each year; and install and use flood lighting on pitches 1 and 3 and retain existing light fittings to pitch 2 until funding is available.
15. **UNIT D2, MARABOUT INDUSTRIAL ESTATE, DORCHESTER, DT1 1YA**
WD/D/14/002701
Erect 3 signs on north (gable) and west (front) elevations

Dorchester Town Council

Report to Planning and Environment Committee – 1 December 2014

Proposed changes to the operation of the Planning and Environment Committee

Introduction

Following concerns about the heavy workload of the Planning and Environment Committee and to try and improve its efficiency and effectiveness, the Chairman of the Committee has discussed possible changes to the operation of the Committee with the Town Clerk and the Committee Clerk and members of the Committee have also been asked for their suggestions for possible change.

Recommendations

That the Planning and Environment Committee considers the changes proposed to the operation of the Committee, as detailed in Appendix 1, and supports implementing these for a trial period (up until April 2015) in the first instance.

Background

The Planning and Environment Committee regularly has a very full agenda, with meetings sometimes requiring the suspension of Standing Order 40 to allow the meeting to continue beyond two hours to complete the agenda. There are frequently a large number of planning applications for the Committee to consider and these take some time to explain and discuss even though the Committee only makes comment on a small percentage of these.

Alongside the regular agenda item of planning applications, the Committee often receives presentations from outside bodies, considers requests from residents for on street parking restrictions, makes comment on external consultations/strategies/policies, considers specific town issues and receives items from individual Members.

A Traffic Panel was established to deal with traffic related issues but this Panel has not met since September 2013 and traffic issues have been incorporated into the regular Planning and Environment Committee agenda. The minutes and recommendations of the Traffic Panel have to be passed back through the Planning and Environment Committee for approval and this often involves a second discussion.

A number of minor changes have been made to the structure and content of the Planning and Environment Committee agenda over the last year or so, including consideration of tree works applications by exception only and the introduction of a Minute Update Report.

The Committee Chairman, Town Clerk and Committee Clerk have considered ways in which the workload of the Committee could be moderated to allow more focussed discussion on all agenda items. A few Members also made comment on areas where they thought changes could be made. The proposals for change are given in Appendix 1.

Key Issues

The terms of reference for the Planning and Environment Committee are:

Constitution: Up to 19 Members and the Mayor ex-officio.

Delegated Powers: The powers, duties and functions of the Council relating to:
Consideration of Planning Applications and the submission of observations on them to the Local Planning Authority.
Observations (as necessary) to the responsible Authority on matters affecting the environment, traffic management and public transport in the Town.
Footpaths, bridlepaths and rights of way.

Street Naming.

Referred Business: To consider and report to the Council on:
All major development proposals affecting the environment of the Town.
Developments which, in the opinion of the Committee, would be of benefit to the Town.

The terms of reference of the Traffic Panel are:

Responsible to - Planning and Environment Committee

Membership - 7 Members of the Planning and Environment Committee (plus the Mayor)

- To analyse and report on Dorset County Council's Traffic Management Plan for Dorchester
- To make recommendations for the extension of 20mph zones, both with and without traffic calming, and to prioritise these proposals if necessary.
- To make recommendations for the extension of residents parking schemes and to prioritise these proposals if necessary.
- To examine methods of improving enforcement of existing speed limits and traffic restrictions.
- To liaise with the appropriate officers of the County Council, District Council and Dorset Police when drawing up recommendations.
- To work with the appropriate officers and members of these authorities to enact the agreed traffic policies and priorities of the Planning and Environment Committee.

Training for Members who sit on a planning committee is not mandatory at Town Council level but it is good practice and is compulsory in many authorities at district level and above. It is important for Members new to a planning committee to have a knowledge of planning policies and material planning considerations and all Committee members should have regular updates on planning law and practice and changes in planning legislation.

Some of the proposals will not be for implementation until the 2015/2016 municipal year

Louise Dowell, Clerk to the Planning and Environment Committee

Dorchester Town Council**Report to Planning and Environment Committee –1 December 2014****Proposed changes to the operation of the Planning and Environment Committee****1. Limit the number of planning applications considered by the Planning and Environment Committee**

- All planning applications to be sent to all Members (through the weekly planning list) to filter and assess which should go to Committee – an application can be put on the agenda at the request of 2 members of the Committee with the rationale for its consideration - (if no request for Committee consideration then ‘no objection’ will be submitted to WDDC).
- The Chairman and Clerk (with the Chairman’s approval) can put planning applications on the agenda.
- Filtering and therefore reducing the number of planning applications will make more efficient use of committee and officer time – with more time to discuss applications of importance.

2. Revise the size of the Planning and Environment Committee

- Currently membership is 16, with the maximum being 19 + the Mayor (ex officio), which equals the whole Council.
- Reduce to 10 after the May 2015 elections? (+ the Mayor ex-officio – but see item 4. below), being 2 per South/East/West ward and 4 for North ward to allow full ward participation.
- Members of West Dorset District Council’s Development Control Committee should not be members of the Committee as they are unable to play a full role in the work of the Committee.
- Such large membership can make the Committee unwieldy and prolongs discussion.
- Any Member can attend the Committee and speak with the Chairman’s approval.
- This change will need the approval of Council and would not be implemented until the 2015/2016 municipal year.

3. Remove the Traffic Panel from the Council’s list of Panels

- Schedule consideration of traffic items once or twice a year at Planning and Environment Committee (timetable to be checked and confirmed with Dorset County Council to coincide with their consideration of requests for new parking restrictions) and prioritise the Town Council’s requests.
- Draw up a proforma for residents to use – this would standardise the information given to Committee and ensures fair consideration of each item (advice to be sought from Dorset County Council as to the key issues for inclusion in the proforma).
- Its irregular pattern of meetings does not allow for prompt consideration of items.
- The Panel creates double handling of items and duplication of discussion.
- Some items included within the terms of reference of the Panel may no longer be relevant.
- This change would need approval of Council and would not be implemented until the 2015/2016 municipal year although on a practical basis it could be achieved during the trial period.

4. Training for Planning and Environment Committee members

- All Members on the Planning and Environment Committee must undertake training, initially when they join the Committee and on a regular basis after that.
- This is good practice and is important to the perception of the public.
- The Town Council needs to give credible and well reasoned responses to WDDC.
- This allows for informed, reasoned and focused discussion in Committee meetings.
- This would include the Mayor if they wanted to take part in a Planning and Environment Committee meeting as an ex-officio member.
- For implementation as from the 2015/2016 municipal year.

5. Consultation Documents

- Delegate consideration of these to the Chairman in the first instance – Planning and Environment Committee members will also be circulated with such documents via email and be given the opportunity to submit comments/responses to the Chairman by a deadline.
- The Chairman to refer consultation documents to the Committee if necessary and response time allows.

6. Corporate/Strategic Policy Items

- Appropriate policy issues (to be identified) to be considered by Policy Committee.
- It could be more appropriate for Policy Committee to consider such issues from a whole Council perspective.

7. Individual Member issues

- Members to have support from 2 Committee Members to get an item onto a Committee agenda with the Chairman's approval.

Dorchester Town Council

Planning and Environment Committee – 1 December 2014

Decisions on planning applications (contrary to Dorchester Town Council's comments)/ withdrawn applications and others.

1. **WD/D/14/001915**

Damers First School, Liscombe Street Dorchester

New build First School (20 classrooms) with hall, meeting rooms, parking church and associated landscaping

Planning application approved.

Dorchester Town Council comment: The Committee were particularly concerned that the hall on the site should be fully available for community use as detailed in the Supplementary Planning Document – Poundbury Development Brief – December 2006. With these points in mind, the Committee recommended that a planning condition be added to any approval, through a Section 106 agreement, that no unreasonable restrictions shall be placed on hirers of the community hall space and that arrangements shall be put in place to ensure that there is sufficient availability of the community hall space for adequate and open community use.

Planning condition 10 approved:

Community Use Management Plan

10. Prior to the occupation of the development hereby permitted, a Community Use Management Plan shall be submitted to and approved in writing by the County Planning Authority. The Plan shall include proposed hours of use and detail arrangements for community use. Unless otherwise approved in writing by the County Planning Authority, community use of the development shall be in accordance with the approved Management Plan.

Reason:

Having regard to the Poundbury Development Brief and Policy EA17 of the adopted West Dorset District Local Plan.

2. **2 CLARENCE ROAD, DORCHESTER, DT1 2HZ**

WD/D/14/002177

Demolish rear lean-to. infill extension to side. Internal alterations. Raise roof and form new bedrooms to roof area with dormers to the front elevation

Planning application withdrawn.

Dorchester Town Council comment: Recommend refusal. Having regard to its overall density and resulting prominence within the street scene at the corner junction of Coburg Road and Clarence Road, the development will be detrimental to the character of the area and the street scene. This development would be contrary to the objectives of Policies DA5 and DA7 of the WDDC Local Plan (2006).

3. **FLATS 57-74 CHRISTCHURCH COURT, THE GROVE, DORCHESTER, DT1 1TD**

WD/D/14/002644

Clad the walls with external insulation finished with real brick slips of colour to match existing
Planning application withdrawn.

Dorchester Town Council comment: No objection