



# Dorchester Town Council

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You are summoned to a meeting of the **Dorchester Town Council** to be held in the Council Chamber, the Municipal Buildings, High East Street, Dorchester, DT1 1HF on **Monday 29 July 2024 at 7.00pm**, to conduct the business set out in the Agenda below.

## AGENDA

1. **Apologies**

2. **Declarations of Interests**

Members are reminded of their responsibility to disclose registerable interests where appropriate. A Member who declares a registerable interest must leave the room unless a dispensation has been granted. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

3. **Minutes**

To confirm the Minutes of the meeting of the Council held on 20 and 21 May 2024 (page 3 and 5).

4. **Police Update**

To receive an update from Dorchester's Neighbourhood Police Sergeant Anneka Stone.

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

- a) The Mayor to present an award to Samuel Craddock.
- b) To receive communications from the Mayor and Town Clerk.
- c) To receive motions and questions received from Members no less than 5 days before the meeting.

6. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:-

Planning & Environment Committee	3 June 2024	Page 11
Planning & Environment Committee	1 July 2024	Page 14
Management Committee	15 July 2024	Page 19
Policy Committee	22 July 2024	Page 24

To note the Minutes of the following Joint body

Dorchester Markets Informal Joint Panel

10 July 2024

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7. **Appointment to Dorchester Markets Informal Joint Panel**

To confirm the appointment of Councillor F. Kent-Ledger to the vacancy on the Dorchester Markets Informal Joint Panel following the resignation from that Panel of Councillor F. Hogwood.

8. **Update from Dorset Council Members**

To receive updates from Councillors A. Canning, S. Jones, L. Fry, R. Biggs and R. Major Dorchester Ward Members of the Dorset Council.



Steve Newman, Town Clerk

24 July 2024

**At the conclusion of the Meeting members of the public will have the opportunity to address the Council or ask questions on matters of local concern.**

# Dorchester Town Council

## Annual Meeting of Dorchester Town Council

20 May 2024

Present: Retiring Mayor A. Chisholm and Councillors R. Biggs, S. Biles, A. Canning, P. Farmer, L. Fry, J. Germodo, W. Gibbons, J. Hewitt, S. Jones, F. Kent-Ledger, D. Leaper, V. Lloyd-Jones, R. Major, R. Potter, M. Rennie, K. Reid, R. Ricardo and D. Taylor.

Apologies: Councillors F. Hogwood and G. Jones.

Attending: Civic Dignitaries, family and friends of the Mayor Elect, and members of the community of Dorchester.

### 1. Election of Town Mayor for the period to the next Annual Meeting of the Council

It was proposed by Councillor M. Rennie, seconded by Councillor D. Leaper and

#### **Resolved**

That Councillor Robin Potter be elected Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

Councillor R. Potter, having accepted the Office of Town Mayor and made the Declaration of Acceptance of Office, took the Chair and thanked the Council on behalf of himself and his Mayoress, Val Potter, for the honour conferred upon them.

### 2. Election of Deputy Mayor for the period to the next Annual Meeting of the Council

It was proposed by Councillor S. Jones, seconded by Councillor R. Biggs and

#### **Resolved**

That Councillor Janet Hewitt be elected Deputy Town Mayor of Dorchester for the period to the next Annual Meeting of the Council.

### 3. Vote of thanks to the retiring Town Mayor

It was proposed by Councillor S. Biles, seconded by Councillor R. Major and

#### **Resolved**

That the thanks of the Council be given to Alistair Chisholm for the open, inclusive and enthusiastic manner in which he has carried out the duties of Town Mayor during the past year.

A. Chisholm was presented with a Past Mayor's Badge by the Mayor, and his Mayoress, Kate Hebditch, was presented with a Past Mayoress Badge.

A. Chisholm addressed the meeting.

4. **Adjournment**

The Council rose at 7.41pm and remains adjourned until 21 May 2024 at 7.00pm.

Mayor

# Dorchester Town Council

## Adjourned Annual Meeting of the Dorchester Town Council

21 May 2024

Present: The Mayor (Councillor R. Potter) and Councillors S. Biles, A. Canning, P. Farmer, L. Fry, J. Germodo, W. Gibbons, J. Hewitt, G. Jones, S. Jones, F. Kent-Ledger, D. Leaper, V. Lloyd-Jones, R. Major, M. Rennie, K. Reid, R. Ricardo and D. Taylor.

Apologies: Councillors R. Biggs and F. Hogwood.

### 5. **Declarations of Interest**

Councillor M. Rennie declared an interest in respect of the Kushti Bok grant application..

### 6. **Minutes**

The minutes of the meeting of the Council held on 25 March 2024 were confirmed and signed by the Mayor as a correct record.

### 7. **Communications and Motions**

The Mayor thanked all those involved in the Mayor Making event on the previous evening.

On behalf of the Council The Mayor presented a small gift to Councillors A. Canning and F. Kent-Ledger in recognition of them both having served the Council for twenty five continuous years.

No motions or questions had been submitted.

### 8. **Acceptance of Office**

The Town Clerk confirmed that all Councillors had signed their Acceptance of Office forms.

### 9. **Police Matters**

There was no report from the Police at this meeting.

### 10. **Planning and Environment Committee – 2 April 2024**

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 2 April 2024 be adopted.

**11. Planning and Environment Committee – 29 April 2024**

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 29 April 2024 be adopted.

**12. Annual Business**

Council considered appointments to Committees, Outside Bodies, its Bank Mandate, whether to adopt the General Power of Competence to the next Annual Meeting and whether to approve the Annual Governance and Accountability Return 2023-24.

Members also considered whether to confirm Darkin Miller Ltd as the Council's Internal Auditor for the 2024-25 Council Year.

The Town Clerk reported that BDO LLP had been appointed as the Council's External Auditor for the forthcoming year and asked that the Council confirm that it had no conflict of interest with BDO LLP.

**Resolved**

- (1) That the appointments to Committees, Joint Bodies, Panels and Outside Bodies as set out in Appendix 1 and 2 be approved.
- (2) That Councillor D. Leaper be appointed Chairman and Councillor F. Kent-Ledger be appointed Vice-Chairman of the Management Committee.
- (3) That Councillor R. Ricardo be appointed Chairman and Councillor R. Potter be appointed Vice-Chairman of the Planning and Environment Committee.
- (4) That Councillor S. Biles be appointed Chairman and Councillor R. Biggs be appointed Vice-Chairman of the Policy Committee.
- (5) That the Council adopts the General Power of Competence for the period to the next Annual Meeting of Council.
- (6) That Councillors P. Farmer, L. Fry, J. Hewitt, S. Jones, M. Rennie and D. Taylor be authorised to operate the Council's bank mandates.

- (7) That the Council approves the Annual Governance Statement for 2023-24.
- (8) That the Council approves the Accounting Statement for 2023-24.
- (9) That the Council appoints confirms the appointment of Darkin Miller Ltd as the Council's Internal Auditor for the 2024-25 Council Year.
- (10) That the Council has no conflict of interest with BDO LLP.

13. **Grant Application**

The Council considered a grant application from Kushti Bok.

**Resolved**

That a grant of £250 be agreed and that a further grant of £250 be paid subject to receipt of information regarding the various costs and following consultation with the Mayor and Chairman of the Management Committee.

14. **Update from the Dorset Council**

Dorset Councillors updated the Council on the following matters:-

- The results of the recent elections and appointments to Cabinet, Committees etc.
- That a list of actions to be undertaken during the first 100 days of the new Council had been drawn up.

The Council congratulated Councillor S. Jones on being appointed Chairman of Dorset Council and Councillor L. Fry on being appointed Vice-Chairman of Dorset Council.

15. **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.

16. **Corn Exchange Front of House Works**

The Council considered the tender analysis in respect of the proposed Corn Exchange Front of House Works. It was noted that alternative parking would be required during the works which were scheduled to last for up to 24 weeks.

**Resolved**

- (1) That, subject to assurances being received from the potential contractor in regard to the points raised in the tender evaluation report, the tender from Greendale Construction Ltd, be accepted.
- (2) That a report on the funding package for the project be presented to the next meeting of the policy Committee.
- (3) That proposed start date for the project of August 2024, be noted.

Council rose at 7.50pm.

Mayor



**APPOINTMENT OF COMMITTEES**

**DORCHESTER TOWN COUNCIL COMMITTEES**

Management Committee (11 and 11 requests)

A. Canning P. Farmer L. Fry W. Gibbons J. Hewitt F. Hogwood S.  
Jones F. Kent-Ledger D. Leaper R. Major M. Rennie

Policy Committee (8 and 8 requests)

R. Biggs S. Biles J. Germodo G. Jones V. Lloyd-Jones K.  
Reid  
R. Ricardo D. Taylor

Planning & Environment (no limit - 17 requests)

R. Biggs S. Biles A. Canning P. Farmer L. Fry J. Germodo J.  
Hewitt  
F. Hogwood S. Jones F. Kent-Ledger D. Leaper V. Lloyd-Jones R. Major  
K. Reid M. Rennie R. Ricardo D. Taylor

*The Mayor (Councillor Robin Potter) is ex officio to the 3 Committees*

**JOINT BODIES**

Dorchester Markets Informal Joint Panel (6 Members, 6 requests)

J. Hewitt F. Hogwood J. Germodo  
S. Jones K. Reid M. Rennie

Dorchester Heritage Joint Committee (5 members, 5 requests)

S. Biles G. Jones S. Jones F. Kent-Ledger D. Taylor

Twinning / Cultural Activities Panel (5 Members plus the Mayor – 5 requests)

J. Hewitt F. Hogwood S. Jones R. Major M. Rennie

**APPENDIX 2 - APPOINTMENTS TO OUTSIDE BODIES**

<b>Internal Roles</b>		<b>Appointed for 2024-25</b>
DAPTC Larger Towns Rep		D. Taylor
Municipal Buildings Monitoring Group (3)		R. Biggs / F. Kent-Ledger D. Taylor
<b>Charitable Trusteeships</b>		
Dorchester Almshouses (2)		R. Biggs S. Biles
Ashley Churchill & Thorne Trust (2)		L. Fry M. Rennie
<b>Other Bodies</b>		
Dorchester Arts		D. Leaper
Dorchester Association L. History & Arch.		D. Taylor
Dorchester BID		J. Hewitt
Dorchester Bayeux Society		M. Rennie
Dorchester Lubbecke Society		F. Hogwood
Dorchester Tourism Partnership		R. Potter
Citizens Advice Central Dorset		D. Leaper
Dorchester Youth & Community Centre (2)		P. Farmer / J. Germodo
South Wessex Community Rail Partnership (previously Heart of Wessex Rail Partnership)		F. Hogwood
Thomas Hardy Society		P. Farmer
Transition Town Dorchester (2)		P. Farmer / <u>F. Hogwood</u>
Volunteer Centre Dorchester		J. Germodo
Sawmills Development Association (2 reps)		J. Germodo / K. Reid

**Dorchester Town Council**  
**Minutes of the Planning and Environment Committee**  
**3 June 2024**

**Present:** Councillors R. Potter (the Mayor ex-officio & Vice Chairman), R. Biggs, S. Biles, P. Farmer, J. Germodo, J. Hewitt, S. Jones, F. Kent-Ledger, D. Leaper, V. Lloyd-Jones, R. Major, K. Reid, M. Rennie, R. Ricardo (Chairman) and D. Taylor

**Apologies:** Cllrs L. Fry and F. Hogwood.

**Also in Attendance:** Representatives from Premier Inn

**1 Declarations of Interest**

Councillors R. Major and D. Taylor stated that as members of Dorset Council's Area Planning Committee, they would keep an open mind on the planning applications and consider all information available at each stage of the decision process. They would take part in the debate but not vote on planning applications at this meeting.

**2 Minutes**

The minutes of the meeting of the Committee held on 29 April 2024 were noted by the by the Committee and signed by the Chairman.

**3 Planning Applications for Comment**

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

**4 Minute Update Report**

**1) Dorchester South Mid-Tier Accessibility Scheme (Minute 9 of the Planning and Environment Committee meeting held of 4 July 2022)**

The Committee noted that the Department for Transport had announced that 'Dorchester South Railway Station had been selected for initial feasibility work and if that was successful, would be taken forward as part of the AfA programme.

The Committee requested that the Clerk to the Committee write to the South Western Railway Regional Development Manager on behalf of the Committee to welcome the news but also express the Committee's ongoing concerns and disappointment about the accessibility to the ticket office and facilities due to limited opening times.

**5 Planning Issues to Note**

There were no planning issues to note.

**Dorchester Town Council  
Planning & Environment Committee – 3 June 2024**

**Planning Applications for Comment**

**East Ward (Councillors P. Farmer, S. Jones, F. Kent-Ledger, R. Major and K. Reid)**

**E1. P/VOC/2024/02287 Scout Association Lubbecke Way Dorchester Dorset DT1 1QL**

Change of use from a former scout hut to 1 no. dwelling. Create new vehicular and pedestrian access and 2 no. additional parking spaces. (With removal of Condition No. 8 from Planning Permission P/FUL/2021/02056 to allow permitted development rights permitted by Class E).

No objection.

**E2. P/HOU/2024/02470 58 Casterbridge Road Dorchester DT1 2AG**

Erect rear balcony from first floor bedroom, replace window with french doors onto balcony.

No objection.

**North Ward (Councillors s. Biles, A. Canning, V. Lloyd-Jones & D. Taylor)**

**N1. P/FUL/2024/01302 Palace Court, Flat 10 Durngate Street Dorchester Dorset DT1 1EU**

Replace existing windows to ground floor flat 10.

No objection.

**N2. P/CLP/2024/02687 6 Albert Road Dorchester Dorset DT1 1SF**

Certificate of Proposed Use to confirm that the extant planning permission 1/E/87/137 remains extant. **FOR INFORMATION ONLY**

Objection

The Committee did not agree that the extant planning permission 1/E/87/137 (Make alterations to convert houses to three flats and erect six new flats) – as confirmed under P/CLE/2023/01953 – remains extant regardless of works undertaken that were approved under application P/FUL/2023/01834, as in the time since application 1/E/87/137 was approved the site has changed significantly due to the commencement of works according to application P/FUL/2023/01834 and the trees on the site significantly maturing and being subject to a TPO since.

**N3. P/FUL/2024/02583 48 South Street Dorchester Dorset DT1 1DQ**

Demolish existing building and erect hotel.

No objection. The Committee welcomed the application, design proposals and the additional business that the scheme (if approved) would bring to the Town. The Committee felt that the design complimented the existing street scene.

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

**W1. P/HOU/2024/02143 9A Garfield Avenue Dorchester Dorset DT1 2EX**

Erect second storey extension and install dormer.

No objection.

**W2. P/HOU/2024/02465 120 Coburg Road Dorchester DT1 2HT**

Erect 2 Storey extension to side and rear of dwelling.

No objection.

**W3. P/HOU/2024/02695 2 Queens Avenue Dorchester Dorset DT1 2EW**

Erect flat roof rear extension & convert existing garage to living accommodation.

No objection.

**South Ward (Councillors R. Potter and M. Rennie)**

**P/HOU/2024/02809 28 Grosvenor Road Dorchester DT1 2BB**

Demolish conservatory, erect two storey front, side & rear extension. Erect single storey rear extensions with roof lights.

No objection.

**Poundbury Ward (Councillors R. Biggs, F. Hogwood and D. Leaper)**

**P1. P/FUL/2024/02274 Unit A & B Crown Hall 1 Crown Square Poundbury DT1 3JH**

Change of use of ground floor commercial shop to coffee shop/cocktail bar (Use Class E).

No objection.

**P2. P/HOU/2024/02469 2 Tyberton Street Poundbury DT1 3RB**

Demolish conservatory and erect single storey rear extension with roof lights.

No objection.

**Dorchester Town Council**  
**Minutes of the Planning and Environment Committee**  
**1 July 2024**

**Present:** Councillors R. Potter (the Mayor ex-officio & Vice Chairman), R. Biggs, S. Biles, P. Farmer, L. Fry, J. Germodo, J. Hewitt, F. Hogwood, S. Jones, F. Kent-Ledger, D. Leaper, V. Lloyd-Jones, K. Reid, M. Rennie, R. Ricardo (Chairman) and D. Taylor

**Apologies:** Cllr R. Major

**6 Declarations of Interest**

Councillors L. Fry and D. Taylor stated that as members of Dorset Council's Area Planning Committee, they would keep an open mind on the planning applications and consider all information available at each stage of the decision process. They would take part in the debate but not vote on planning applications at this meeting.

**7 Minutes**

The minutes of the meeting of the Committee held on 3 June 2024 were approved by the Committee and signed by the Chairman.

**8 Request for Parking Restrictions – Cromwell Road**

The Committee considered a request for double yellow lines in Cromwell Road. The Committee recognised the danger caused by inappropriate parking at the junction but was also concerned about the degree of parking enforcement by Dorset Council and the police. It was proposed that Dorset Council's parking services be invited to present to a future meeting of the committee about its town-wide priorities for parking enforcement and managing residents parking.

**Resolved**

- a) That Dorset Council be asked to enforce existing parking restrictions so that the town council can review the effectiveness before progressing the request for yellow lines.
- b) That the council communicate with local residents to explain the council's stance on this matter.

**9 Proposed Traffic Regulation Orders at Barnes Way (Prohibition of Motor Vehicles) and Mellstock Avenue and Rothesay Road (No Waiting), Dorchester**

The Committee considered the proposed Traffic Regulation Orders for Barnes Way, Mellstock Avenue and Rothesay Road. The Committee

## **Resolved**

That the committee supported the proposed Traffic Regulation Orders for Barnes Way, Melstock Avenue and Rothesay Road.

### **10 Planning Applications for Comment**

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

### **11 Minute Update Report**

There were no minute updates.

### **12 Planning Issues to Note**

There were no planning issues to note.

Dorchester Town Council

Planning & Environment Committee – 1 July 2024

Planning Applications for Comment

**East Ward (Councillors P. Farmer, S. Jones, F. Kent-Ledger, R. Major and K. Reid)**

**E1. P/FUL/2024/03073 Flat 1 1 Kings Road Dorchester DT1 1NJ**

Retain brick wall with brick piers and capping, & insert timber gate into brick wall (demolish existing wall, remove timber fence).

No objection. Although the committee does not wish to formally object to the wall it does express its displeasure that the applicant neither followed proper procedures nor used appropriate materials that would have been sympathetic to the Conservation Area.

**North Ward (Councillors s. Biles, A. Canning, V. Lloyd-Jones & D. Taylor)**

**N1. P/FUL/2024/02931 & P/LBC/2024/02932 Moule House Trinity Street Dorchester Dorset DT1 1TT**

Replacement flat roof deck structure.

No objection.

**N2. P/FUL/2024/03214 44-48 Poundbury Crescent Dorchester DT1 2NX**

Erect bin screens.

No objection.

**N3. P/FUL/2024/03213 Victory Court North Square Dorchester**

Erect bin storage units.

No objection.

**N4. P/FUL/2024/03198 & P/LBC/2024/03197 (Listed Building Consent) 19 North Square Dorchester DT1 1JF**

Installation of 13 solar pv panels on roof.

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

No comment.

**N5. P/LBC/2024/03235 County Hall Colliton Park Dorchester DT1 1XJ**

Demolish and rebuild sections of the boundary walls.

No objection.



**N6. P/FUL/2024/02694 Acland Court Linden Avenue Dorchester DT1 1AY**

Erect external storage facility for bins and mobility scooters.

No objection.

**N7. P/FUL/2024/02144 & P/LBC/2024/02145 (Listed Building Consent)5 North Square Dorchester DT1 1HY**

Change of use of non-residential institution Ec (ii) to 3 residential units.

No objection.

**N8. P/PACD/2024/03306 Vespasian House Barrack Road Dorchester DT1 1TS**

*(This is a prior approval application.)*

Change of use from offices (Class E) to 31 no. dwellings (Class C3).

No objection.

**N9. P/PAEL/2024/03391 Verge South of Poundbury Road Dorchester**

*(This is a prior approval application.)*

Install 20m high monopole with 6 No. antennas and 1 No. 300mm dish, 3 No. ground based cabinets, 1 No. meter cabinet and carry out ancillary works.

No objection.

**N10. P/PADD/2024/03355 Vespasian House Barrack Road Dorchester DT1 1TS**

*(This is a prior approval application.)*

Erection of additional storey (4th floor) on an existing building.

Objection. The committee objected to the proposal on the grounds that it additional storey would have an adverse impact on the setting of the adjacent listed building (The Keep) and the committee was concerned that the use of the roofspace for residential conversion would have an adverse impact on air circulation within the building and its 'passive' design.

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

**W1. P/HOU/2024/02986 38 Louise Road Dorchester DT1 2LU**

Demolish Conservatory and Erect Single Storey Rear Extension.

No objection.

**South Ward (Councillors R. Potter and M. Rennie)**

**S1. P/FUL/2022/05673 & P/LBC/2022/05674 (Listed Building Consent) The Maltings and Maltings Mews Pope Street / Eldridge Street Dorchester Dorset**

Change of use & conversion of The Maltings to create flexible commercial (Use Class E)/community (Use Class F2)) uses & parking purposes at basement floor & for residential (Use Class C3) at ground to second floors; with external alterations, extension to existing basement & erection of side extensions up to five storeys (to provide a total of 43 flats). Erection of five-storey building (Malting Mews) with parking at ground floor & residential use (Use Class C3) at first to fourth floors (33 flats).

*Dorset Council have received have amended plans - Previously considered by Dorchester Town Council 2 October 2023 comments can be found at <https://www.dorchester-tc.gov.uk/docs/planning/minutes/231002-Minutes.pdf>*

No objection. The committee welcomed the changes to the design and height of the proposed buildings.

**S2. P/HOU/2024/03128 41 Weatherbury Way Dorchester DT1 2ED**

Erect single story front extension. Demolish conservatory and erect single storey rear extension.

No objection.

**S3. P/HOU/2024/03241 106 Weatherbury Way Dorchester DT1 2EG**

Erect side and rear extension & loft conversion.

No objection.

**S4. P/HOU/2024/03370 8 Herringston Road Dorchester DT1 2BS**

Erect balcony from rear first floor bedroom. Replace existing bedroom window with french doors.

No objection.

**Poundbury Ward (Councillors R. Biggs, F. Hogwood and D. Leaper)**

No applications received to date.

## **Dorchester Town Council**

### **Management Committee**

**15 July 2024**

**Present:** The Mayor (Councillor R. Potter) and Councillors, A. Canning, P. Farmer, L. Fry, J. Hewitt, F. Hogwood, S. Jones, F. Kent-Ledger, D. Leaper (Chairman) and M. Rennie.

**Apologies:** Councillor R. Major.

In attendance:

Councillors J. Germodo and K. Reid.

Officers: Tony Hurley (Assistant Town Clerk – Corporate), Carl Dallison (Assistant Town Clerk – Outdoor Services).

**1. Declaration of Interests**

Cllr Potter with regard to the Dorchester Chaplaincy. Cllr D. Leaper had been a member of People Need Nature. Cllr W. Gibbons knows the director of the Talk About Trust.

**2. Minutes**

The Minutes of the Meeting of the Committee held on 11 March 2024, adopted by Council on 25 March 2024, were taken as read and were confirmed and signed by the Chairman as a correct record.

**3. Outdoor Services – Update Report**

The committee received the update report from the Assistant Town Clerk (Outdoor Services) with highlights including the refurbishment of Borough Gardens House and its imminent reopening as a community facility. Members congratulated the Outdoor Services team on the excellent state of the Gardens. Cllr Jones mentioned that a tree had been planted in the Gardens by the Lord Lieutenant to commemorate the King's coronation. Cllr Gibbons raised concerns about the booking in the Garden's for a Palestinian cultural celebration in August and members discussed risks and benefits of the event. Cllr Jones highlighted the council's general approach to being inclusive with regards to events celebrating other cultures.

**Resolved:**

That the Outdoor Services update report be noted.

**4. Funding request from People Need Nature**

The committee received a report from the Assistant Town Clerk (Open Spaces) on a funding request from the organisation People Need Nature to help it with the cost of maintain the swale area of The Great Field. The specialist expertise and capacity of People Need Nature was discussed and members agreed support the request for funding and refer to Policy Committee for it to be considered as part of the annual review of revenue grants in September.

**Resolved:**

That a recommendation be made to September's Policy Committee that an annually renewable grant of £4,000 is awarded to People Need Nature to help it with operational, project and developmental cost for the management of the swathe at The Great Field.

**5. Storage unit on The Great Field for Parkrun**

The committee received a report from the Assistant Town Clerk (Open Spaces) regarding a request from the local organisers of Parkrun to place a shed on The Great Field for the storage of equipment. Cllr Kent-Ledger was concerned about the security of the shed and that it should be in a visible location. In general, members were supportive of the shed in principle but were undecided on the most appropriate location. It was proposed that the decision on the exact location be delegated for officers to decide in consultation with the chairman and vice chairman of the committee.

**Resolved:**

That the committee supports the installation of a secure storage unit for Parkrun at The Great Field and that the decision on its exact location and appearance be delegated to Assistant Town Clerk (Outdoor Services) in consultation with the Chairman and Vice-Chairman of Management Committee.

**6. Railings on Frome Terrace**

The committee received a report from the Assistant Town Clerk (Open Spaces) on a request from the owners of River View for the stone wall to be inspected and repaired and, if necessary, for the adjacent railings adjacent to Frome Terrace to be removed to enable proper maintenance of the wall. The Assistant Town Clerk explained that the maintenance of the wall might be the responsibility of the council and that removal of the railings would require consultation with Dorset Council as they are within a Conservation Area. Members also requested that the Dorchester Joint Heritage Committee be consulted.

**Resolved:**

That the ivy be severed and other shrub clearance along the garden wall in order that there can be a specialist inspection of the wall to decide on appropriate maintenance actions and for the metal railings to be removed subject to consultation both with Dorset Council's conservation officer and the Dorchester Joint Heritage Committee.

**7. Resurfacing of Borough Gardens' tennis courts**

The committee received a report from the Assistant Town Clerk (Corporate) on the imminent resurfacing of the older tennis courts in Borough Gardens funded by a grant from the Lawn Tennis Foundation.

**Resolved:**

That the report on the resurfacing of Borough Gardens' tennis courts be noted.

**8. Grant Applications**

The Committee considered various requests for financial assistance and also noted Dorchester Youth Council's comments on the applications. The following was decided:

- (a) That the decision on the award of a £500 grant to Mosaic for bereavement counselling sessions for young people be delegated to the Assistant Town Centre in consultation with the Committee Chairman subject to the receipt of additional information on the scope of the service.
- (b) That the request from Dorset Food & Drink for a grant of £500 for young people's cooking workshop be declined.
- (c) That Dorchester Town Chaplaincy be awarded a grant of £500 for the purchase of seasonal gifts for local shops.
- (d) That Mid Dorset Mencap be awarded a grant of £500 towards the cost of ASDAN training.
- (e) That the Talk About Trust be awarded a grant of £500 towards the cost of free music entertainment and family activities at The Great Field and that there be discussions between the Chairman and Vice Chairman of the committee with the Trust regarding use of The Great Field area.
- (f) That the Dorchester Baptist Church be awarded a grant of £500 towards the cost of a Ukrainian Independence Day celebration event in Borough Gardens in August.

**9. Minutes of Dorchester Arts board meeting**

The minutes of the Dorchester Arts board meeting were considered by members. Cllr Jones considered that the programme could be more inclusive, with broader appeal, and that some ticket prices were too high.

**Resolved:**

That the minutes of the Dorchester Arts board meeting minutes be noted.

10. **Notes of Member Site Visit**

The committee considered the Town Clerk's notes of the recent member site visits.

**Resolved:**

That the minutes of the recent member site visits be noted.

11. **Cemetery Matters**

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

The report which detailed the Grants of Exclusive Right of Burial for grave spaces and the number of interments and burials of ashes, and the use of the South Chapel, at Dorchester Cemetery since the last meeting of the Committee had been circulated with the agenda.

**Resolved:**

That the report on the Grants of Exclusive Right of Burial and Interments and Burial of Ashes since the last meeting of the Committee be noted.

**(b) Headstones and Inscriptions**

The Committee received and noted applications for the design of headstones and inscriptions.

**Resolved:**

That the action of the Town Clerk in approving designs numbered 5406 to 5432 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

12. **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 press representatives be excluded from this meeting during their discussion.

13. **Boxing Club - Weymouth Avenue Pavilion**

The committee considered a confidential report from the Town Clerk. Members recognised the town council's significant investment in setting up the boxing club and were keen for a similar purpose to be found in order to make best use of the

equipment.

**Resolved:**

1. That the boxing club space in Weymouth Avenue Pavilion be re-let for use as a gym or for boxing subject to:
  - a) a rent review;
  - b) discussions with the Cricket Club (as an adjoined neighbour) as to any restrictions that might be placed in an agreement so as to enable both parties to enjoy peaceable occupation;
  - c) the advertising of the opportunity on the Town Council website;
  - d) a scoring matrix be established for any interested parties to be judged against.
  
2. That a working group be established to oversee the process comprising the Chairman, Vice-Chairman, Cllr R. Major and Cllr L. Fry.

Chairman.....

# Dorchester Town Council

## Policy Committee

22 July 2024

**Present:** The Mayor (Councillor R. Potter) and Councillors R. Biggs, S. Biles (Chairman), V. Lloyd-Jones, K. Reid and R. Ricardo.

In Attendance

Councillors W. Gibbons, J. Hewitt, S. Jones and D. Leaper.

**Apologies:** Councillors J. Germodo and D. Taylor.

**1. Minutes**

The Minutes of the Meeting of the Committee held on 18 March 2024, adopted by Council on 25 March 2024, were taken as read and were confirmed and signed by the Chairman as a correct record.

**2. Declaration of Interests**

There were no declarations of interest.

**3. Finance Update**

Members considered a report by the Finance Officer which updated them on the financial position of the Council as at end of June 2024, the level of debt over 30 days and gave details of the payments list from 1 March 2024 to 30 June 2024.

The report also included details of the Council's third and final internal audit held in April 2024. The recommendations of the internal auditor and officers responses to them were noted.

The Committee was pleased to note that the Municipal Buildings Business Rates had been refunded as a result of the revised lease with Dorchester Arts.

**Resolved**

- (1) That the payments list, totalling £782,463.93 be approved.
- (2) That the report of the internal auditor and officer responses to them be noted.

**4. Sustainable Lifestyles Project**

The Committee considered a report by the Town Clerk on a sustainable lifestyles project being run by the Duchy of Cornwall using Giki a Social Enterprise company.



The proposed plan included launching the project at Anonymous festival on Bank Holiday Monday and involving as many community groups as possible.

Members noted that the data collection was via an App and felt that it would be helpful if non IT users could be involved somehow, maybe via the library service.

**Resolved**

That the project be supported.

5. **Municipal Buildings Front of House Project**

The Committee considered a joint report by the Town Clerk and Responsible Finance Officer which set out proposals for funding the Municipal Buildings Front of House project.

Members expressed their disappointment that the application to the Shared Prosperity Fund had been unsuccessful. It was noted that Dorchester Arts may be able to apply for some grant funding towards the project.

**Resolved**

- (1) That £209,000 be allocated to the project from the Corporate Projects reserve.
- (2) That a £30,000 opportunity wins budget be allocated from the Corporate Projects reserve with any payments from that reserve being first approved by the Chairman and Vice-Chairman of the Committee.

6. **Corporate Plan Update**

The Committee considered a report by the Town Clerk which enclosed an updated version of the Council's approved high level Corporate Plan.

The Town Clerk responded to Members detailed questions.

**Resolved**

That the updated high level Corporate Plan be approved.

7. **Corporate Plan 2025-29**

Members considered a report by the Town Clerk which set out a process for developing a new Corporate Plan for the period 2025-29. The Committee felt that consideration should be given as to where the Affordable Housing priority should sit within the new Plan.

### **Resolved**

- (1) That the process and timeline for developing a new Corporate Plan for the Council, as set out in the report of the Town Clerk, be agreed.
- (2) That a Task and Finish group be established to include the Mayor plus four or five Members to be chosen at the next Full Council meeting.

## **8. Corporate Gifts / Tokens**

Members had before them a report by the Town Clerk setting out proposals for a three tier system of corporate gifts as follows:-

- Level 1 – The existing Town Seal pin badge.
- Level 2 – A metal token / coin with the Town Seal on the front with the words ‘The Seal of the Bailiffs of Dorchester’ ‘Dorchester Town Council’ on the reverse. Approximately 40mm in diameter.
- Level 3 – Reintroduce the aluminium cast medallion of the Town Seal. This can be standalone but could also be used mounted in a frame. Approximately 78mm in diameter.

The Committee agreed that 200 of the level 2 gifts and 100 of the level 3 gifts should be purchased.

### **Resolved**

That 200 of the level 2 gifts and 100 of the level 3 gifts be purchased.

## **9. War Memorial – Additional inscription**

The Committee considered a report by the Town Clerk on a request from a member of the public for Captain L.E. Queripel’s name to be added to the town’s War Memorial. Captain Queripel had been killed in action at the Battle of Arnhem in 1944 and was awarded a posthumous Victoria Cross. He had been born in the manor house at Winterborne Monkton on 13 July 1920 and spent the first six years growing up in Dorchester.

### **Resolved**

That a plaque be erected on the War Memorial in respect of Captain L.E. Queripel VC.

10. **Town Pump Project**

The Committee had before it a report by the Town Clerk on a proposal from the Civic Society to restore a water supply to the Town Pump.

Members supported the proposal for a water supply, tap and basin being attached to the Town Pump (subject to the necessary permissions) and for the Town Council being responsible for its ongoing maintenance and testing.

**Resolved**

- (1) That the project for a water supply, tap and basin being attached to the Town Pump be supported with the Town Council being responsible for its ongoing maintenance and testing.
- (2) That a further report be presented to the Committee in due course with design proposals and funding arrangements.

11. **Community Implementation Plan**

Members considered a report by the Community Development Officer which gave a six month review of progress against the priorities set out in the Plan.

The Committee felt that there was a juxtaposition within the Housing section of the plan in regard to providing local housing and supporting the STAND campaign. Members felt that some further explanation would be helpful.

**Resolved**

That the review be noted.

12. **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 press representatives be excluded from this meeting during their discussion.

13. **Dorchester Ballet and Dance**

The Committee considered a report by the Town Clerk.

**Resolved**

That the proposal set out in paragraph 4 of the report be agreed.

Chairman.....

**DORCHESTER MARKETS INFORMAL JOINT PANEL**

**MINUTES OF MEETING HELD ON WEDNESDAY 10 JULY 2024**

**Present:** Cllrs Piers Brown, Simon Christopher, Jed Germodo, Janet Hewitt, Sally Holland, Rob Hughes, Stella Jones, Kate Reid, Molly Rennie and Sarah Williams

**Apologies:** Cllrs Dave Bolwell

**Officers present (for all or part of the meeting):**

Kevin Evans (Senior Accountant (Place)), Graham Duggan (Head of Community & Public Protection), Joshua Kennedy (Democratic Services Officer), Hannah Massey (Lawyer - Regulatory), Steve Newman (Town Clerk) and Christopher Peck (Principal Transport Planner)

**28. Election of Chair**

Proposed by Cllr Sarah Williams and seconded by Cllr Janet Hewitt.

Decision: That Cllr Molly Rennie be elected as Chair.

**29. Election of Vice-Chair**

Proposed by Cllr Janet Hewitt and seconded by Cllr Stella Jones.

Decision: That Cllr Sarah Williams be elected as Vice-Chair.

**30. Apologies**

Apologies for absence was received from Cllr Dave Bolwell.

**31. Minutes**

The minutes of the last meeting held on 31 January 2024 were confirmed and signed.

**32. Declarations of Interest**

No declarations of interest were made at the meeting.

**33. Public Participation**

There were no public questions or statements.

**34. Urgent Items**

There were no urgent items raised at the meeting.

**35. Fairfield Road Project Update**

A verbal update on the progress of the Fairfield Road project was provided by the Principal Transport Planner. A summary of the works that had been completed to date was provided and the Principal Transport Planner discussed the aims of the improvement works, which were hoping to be started once full funding had been secured for the works.

In response to questions from members, the Principal Transport Planner assured the panel that the planting would be low maintenance and that archaeological surveys would be completed, if digging was required for the works.

**36. Dorchester Artisan Market Report**

The Dorchester Town Council Town Clerk provided a brief verbal update on the status of the Dorchester Artisan Market, that had taken place on a monthly basis since April and had been successful. There was a plan in place to gradually increase the number of traders at the market due to its success.

**37. Appointments to the Car Boot Grants Panel**

Proposals were made by Cllrs Stella Jones and Sarah Williams to nominate Cllr Janet Hewitt from Dorchester Town Council and Cllr Sally Holland from Dorset Council to the Car Boot Grants Panel.

Decision: That Cllrs Molly Rennie, Sarah Williams, Janet Hewitt and Sally Holland make up the Car Boot Grants Panel.

**38. Update On Future Fairfield Market Operator**

The Head of Community and Public Protection provided a verbal update on the status of the panel regarding the future operator of the Fairfield Market. The current contract with Ensors was set to run out in 2026 and the process was underway for establishing a new operator of the market to take over after the contract ends. Members were informed of the two options available to them, the first being Dorchester Town Council taking over operation of the market and the other being to seek open market procurement for a third party to operate the market.

Following previous meetings of the Panel where this issue had been discussed and members had expressed a preference for Dorchester Town Council operating the market, officers had been exploring the necessary route for this option.

The panel established a working group made up of the Chair, Vice-Chair and one member from each respective Council, to be decided following the meeting, to work with officers during this process.

**39. Budget Outturn Report 2023-24**

The Senior Accountant presented the report for the budget outturn figures for 2023-24. It was explained that there was an overspend against the expenditure budget, due to higher than expected utility costs. There was also lower than expected income, due to shortfalls from the market and Sunday car boot. Income from Ensors was higher than the previous year, but still came in under budget. Members were informed that the reserve sums remained at a healthy level.

The panel approved of the budget outturn figures for 2023-24.

**40. Exempt Business**

There was no exempt business.

**Duration of meeting:** 5.30 - 6.43 pm

**Chairman**

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