



Dorchester Town Council

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13 September 2017

Agenda for the meeting of the **Policy Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 19 September 2017** at **7.00pm**.

Adrian Stuart
Town Clerk

Public Speaking at the Meeting

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

Member Code of Conduct: Declaration of Interests

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

Membership of the Committee

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

1. **Apologies & Signing of Minutes adopted at Council on 25 July 2017**
To sign the Minutes of the meeting held on 18 July 2017
2. **Financial Report 2017-18** A
3. **Corporate Plan Review** B
4. **Sky Lanterns and Helium Balloons Policy** C
5. **Dorchester West Railway Station Access Ramp** D
6. **Public Bodies (Admission to Meetings) Act 1960**
To resolve "That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion".
7. **Affordable Housing Sites** Separate paper

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 19 SEPTEMBER 2017
FINANCE REPORT AT 31 AUGUST 2017

1. Summary of Current Budget 2017/18 Position

- Appendix 1 – as per profile. No major variations at present

2. Cash Position at 31 August 2017

- | | | |
|--------------------------|------------|---------------------------|
| • Lloyds Bank | £435,000 | 0.00% interest |
| • Payden Global | £1,000,000 | 0.75% average return |
| Total Cash & Investments | £1,435,000 | (30 June 2017 £1,690,000) |

3. Debtors & Payments

- Debt outstanding over 30 days at 31 August 2017 is £349 related to 3 debtors (30 June £106, 1 debtor)
- Payments list 1 July – 31 August 2017 on website. Supporting vouchers can be inspected by Members during normal office hours. **RECOMMENDED** that the Payments list, totalling £297,886.60 is approved

4. External Audit of Annual Return 2016/17

- Audit completed, one minor amendment re treatment of Payden Global investment
- The amended Return is available on our website and during office hours
- **RECOMMENDED** to Council that the certificated Annual Return 2017 is approved and accepted

5. Management Committee – Request for Budget Variation

- A budget of £150,000 was allocated to build 2 new tennis courts in the Borough Gardens on the old Bowling Green, to cover archaeology, architects and construction
- The estimate was based on standard construction cost models supplied by the LTA. It was anticipated that this was more than sufficient to meet the cost of the new courts
- A thorough tender exercise for construction was conducted by the project architects. Despite contacting many local and regional construction companies only two quotes were received, the lowest quote being £162,000
- The key cost relates to the removal of materials from the site and introduction of the new materials for the court base and surfacing, as the site has no access on three sides and very poor access from the newly resurfaced West Walks
- Officers conducted an exercise to separate out earth and materials movement elements for pricing by a local contractor, while the architects were asked to consider an alternative construction method of building on top of the current surface to reduce the amount of material being taken from site. The later produced a cheaper outcome but with additional stability risks. Neither produced a more cost effective solution.
- Management Committee therefore wish to proceed with the original plan, but with an increased budget of £177,500, to cover construction, architects and already incurred archaeology costs, retaining any unspent sums for preliminary landscaping of areas adjacent to the tennis courts.

- The additional £27,500 could be met from the Council's Corporate Projects Reserve.
- It is **RECOMMENDED** that an additional £27,500 is allocated from the Corporate Projects Reserve to deliver the Borough Gardens Tennis Courts project

Adrian Stuart
Town Clerk

Appendix 1

MANAGEMENT REPORT AT 31 AUGUST 2017

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	701	270	271	1
Capital Financing	49	17	17	0
Other Payments	512	242	234	-7
To Specific Reserves	141	141	141	0
Income	-204	-76	-70	6
Net Budget	1,198	594	594	0

By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-2	4	1	-3
Parks & Open Spaces	141	90	94	4
Cemeteries	-12	4	10	6
Corp. & Dem. Manage.	36	16	15	-1
Cultural & Twinning	47	27	25	-2
Municipal Buildings	132	99	103	4
Other Services	70	21	22	1
Office Team	367	158	154	-4
Outdoor Services	419	174	170	-4
Net Budget	1,198	595	595	1

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Borough Gardens	20	20	1	-19
Play Equipment	13	9	9	0
Cemeteries	80	0	0	0
Dorchester West Railway Station	10	0	0	0
Maumbury Rings s106	13	13	2	-11
Corporate Projects	410	109	109	0
Net Budget	546	151	121	-30

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 1 SEPTEMBER 2017
CORPORATE PLAN UPDATE

General

1. The Council reviewed key tables within the Corporate Plan in July and, subject to some minor amendments, approved it as a working document. Consultation on the revisions will start shortly.
2. In the meantime Appendix 1 identifies our new Corporate Plan milestones and the progress we are making against them. A smile face success system has been introduced as previously requested.

Updates on specific Issues

Local Economy - Heritage Tourism

3. The current priority is to establish a small steering group to undertake some preliminary work that can then be shared with a wider forum of heritage and tourism organisations. It is proposed to create an officer steering group comprised as follows
 - 3 representatives from the heritage community
 - 3 representatives from the business community covering in particular accommodation, retail and restaurants
 - 1 representative from West Dorset DC (either Economic Development or Tourism) and the Town Clerk
4. The preliminary tasks would be
 - Identify areas of common interest between the heritage and business sectors
 - Promote the potential for co-operation on heritage tourism opportunities to the heritage and local business sectors
 - Develop a brief for a Project Manager role to be employed by the Town Council to develop a Heritage Tourism Strategy for Dorchester that also recognises Dorchester's wider tourism offer
 - Identify potential funding sources for implementing a future strategy and also the longer term development of a Heritage Tourism service
 - Oversee the development of an audit of informal heritage sites in the town
5. At present the primary funder for the initiative is Dorchester Town Council (£50,000 is held for this initiative), but the Steering Group will be encouraged to identify additional resources.

Housing - Dorchester Area Community Land Trust

6. There has been significant progress to establish a Community Land Trust for Dorchester
 - Several meetings of a steering group of around 20 interested residents took place between March – July, supported by Wessex CLT, Hastoe, WDDC and DTC
 - This led to volunteers stepping up to create an inaugural CLT Board and incorporate as a Community Benefit Society. The Board has now met twice.
 - Recognising common interests, the potential growth of the town over time, and the potential for sites to become available outside but accessible to the town, the CLT's

area of operation was agreed as Dorchester and seven adjacent, attached, parishes. The seven parishes have been notified.

- The Trust has so far been allocated £25,000 by West Dorset DC to undertake background studies at the Tennis Courts and engage Thrings as a Solicitor to oversee the legal work to receive the land from the Town Council and transfer management of the site to Hastoe. Separately Wessex CLT are applying to WDDC for a grant to meet the costs of support that they will provide to the CLT.
- The background studies have confirmed the site's heritage, archaeology and trees restrictions. Eleven local, regional and specialist architects were invited to express an interest in a tender to develop the site. It is anticipated that six will do so by the 13 September closing date, three will be interviewed during October and one appointed. An application to Government's Community Buildings Fund will fund the architect to develop a scheme up to planning application stage, by next March.
- A public meeting is scheduled for 18 October to formally launch the CLT and recruit members among the community. There is then a requirement to elect a first formal board within six months of incorporation, by mid-January.

Environment - South Street and Walks Refurbishment

7. The lower South Street Paving project (budget £190,000) is now completed. Final accounts for the project (budget £678k) are awaited and may result in an under spend.
8. The Council also has £70,000 reserved for repairs and repaving of areas of upper South Street, is building a reserve of £50,000 for new street furniture in South Street and on The Walks, and by April 2018 will also have £86,000 available for the next phase of refurbishing The Walks. There is also a £90,000 initiative for signage in the town centre, and West Dorset DC/Dorset CC will undertake paving works outside the Shire Hall (£350,000); in total a further £650,000 of works are planned over the next year.
9. As yet there is no funding to carry out works at Southgate, in the area bounded by Coffee#1, the War Memorial, Weymouth Avenue and Trinity Street. Both Dorset County Council and West Dorset District Council staff have highlighted this area as of poor quality now that the lower South Street paving works have been completed. In the event that there are any further underspends on budgets provided by this Council or West Dorset DC on existing projects the Town Clerk will advocate that these sums are retained to contribute to works in the Southgate area. Members' views are sought on this.

Adrian Stuart
Town Clerk

CORPORATE PLAN MILESTONES WORKING WITH PARTNERS

Project	Cttee	Milestone	Anticipated Outcome	Current Progress	Success ?
Local Economy					
Work proactively with developers	Pol	Quarterly meetings	Better understanding of emerging issues	Duchy – regular contact BreweryPrison – no recent contact	☺
Develop shared vision for future of Wednesday Market	Pol/ DMJP	Strategy in place to revitalise Wednesday Market Mar 18	Vibrant Market contributing to town’s attractiveness & retail offer	Ensors implementing quick wins. Strategy now dependent on WDDC plans for retail	☺
Develop & Implement Heritage Tourism strategy	Pol/ HerJ	Steering Group in place Sep 17 Preliminary strategy shared with wider Forum Mar 18	Increased tourism visits to Dorchester -	Report re composition of Steering Group on agenda	☺
Housing					
Develop our Housing sites					
• Trinity St site with Dorchester CLT	Pol	Planning application Dec 17	20 1bed flats for sale to young workers	CLT formed. Architect recruitment in hand. Grant rec’d from WDDC	☺
• Other possible sites	Pol	Sites agreed Nov 17 First site to planning application Mar 18	3-5 sites, 20-70 units for sale/rent to young families and workers -	Report on agenda	☺
Debate future housing need and possible locations	P&E	See Local Plan Review (Democracy etc)	Positive contribution influencing WDDC Local Plan	-	

Traffic & Highways					
Support DTEP project	Pol	South St paving works Phase 1 completed Aug 17 Phase 2 completed Mar 18	Improved appearance of main shopping street	Works completed, likely to be under budget Prelim discussions taking place	😊 😊
Influence Traffic & Parking Strategy development	Pol	Role on Steering Grp agreed Dec 17	Cohesive strategy to manage competing parking needs in town	Discussions with WDDC & DCC have recognised need for Steering Group, including DTC	😊
Agree interest in DCC H'ways Working Together	Pol	Decision on expanding role agreed Sep 17	Worst impacts of DCC budget cuts mitigated	Agreed. Need to work on policy and budget by Jan 18	😊
Support continued Bus provision across the town	Pol	Understand current usage & re-provision Aug 17	Continued delivery of relevant service	No need for involvement of DTC in short term. Will maintain watching brief	😊
Community Wellbeing and Cultural					
Develop and support implementation of Community Plan	Pol	10 new community led initiatives underway Mar 18	Increased opportunities for all sectors of the community	Range of projects identified, grant support made available, e.g RR, School Holiday meals. Structure required.	😊
Support Dorchester Town CFC to implement a 3G pitch	Pol	Decision made re level of capital support Nov 18 Funded plan in place for new pitch Mar 18	Better use of private football assets, creating opportunities to reuse our existing assets	Working with DTFC re their submission for funding -	😊
Support Maltings Arts to deliver The Maltings	Pol	Decision made re level of capital support Nov 18	Improved Arts facilities in town	Working with Maltings Arts re their submission for funding	😊

Support groups to develop Recreational, Cultural and Community infrastructure	Pol	Decisions re levels of capital support on demand Mar 18	Community groups delivering extra operational infrastructure	Supporting Groups to report to Oct WDDC s106 meeting. Boxing Club project contract let.	☺
Environmental & Heritage Refurbish parts of the Town Walks, upper South Street and Southgate	Pol	Phase 2 Walks project agreed Jan 18 Also see Traffic & H'ways DTEP	Improved appearance of The Walks -	Early discussions with DCC	☺
Engage with Heritage and Business partners to create shared tourism vision	Pol/ HerJ	See Local Economy	Background data collected to inform Tourism vision	Awaiting Steering Group discussion	☺
Carry out Informal heritage sites audit	Pol/ HerJ	Auditor appointed Nov 17 Audit completed Mar 18	Improved accessibility of town centre	Also awaiting Steering Group discussion	☺
Replace tourism signage	Pol/ HerJ	Funding in place Sep 17 Contract let Jan 18	Funding agreed inc £20k DTC -	In place	☺

CORPORATE PLAN MILESTONES WORKING ON OUR OWN SERVICES

Project	Cttee	Milestone	Anticipated Outcome	Current Progress	Success ?
Allotments Develop Red Cow site as garden plots	Man	Site handed over Mar 18	Site ready for occupation	Group formed. Working with them on Action Plan	☺
Parks & Open Spaces Build 2 Tennis Courts on BG Bowling Green	Man	Courts operational Apr 18 (new date due to costs)	Improved courts, land released for Housing	Planning permission granted. Report to Mgmt requesting additional budget Sep '17 Preliminary work underway	☺
Locate all existing service infrastructure (Benches, Bins, Trees, etc) onto digital maps	Man	All databases plotted on GIS maps Mar 18	More efficieint and effective service delivery		☺
Support Dorch. Cricket Club to develop its capacity	Man	Recreation Pavilion handed over Aug 17	Club becomes self-reliant, reducing our costs	In place	☺
	Man	Pitch booking handed over Jan 18		Discussions commenced	☺
Enable Dorch. Boxing Club to create permanent base	Man	Pavilion Changing rooms converted Dec 17	Effective use of redundant space	Contractor appointed. Need to fit works to £55k budget	☺
Develop plan for facilities on The Great Field	Man	Preliminary consultation Sep 17	New and Interesting public open space with facilities in Dorchester	First discussions with DoC and their consultant	☺
Decide re Hawthorne Rd MUGA and implement outcome	Man	Decision made to proceed or not Nov 17	Possible new play space	Decision not to proceed taken Jul 2017	☺

Cemeteries Complete Poundbury Infrastructure	Man	Ext walls built and internal roads underway Mar 18	Infrastructure in place to assist grace locating	Architect appointed. Discussions re wall ongoing with DoC	☺
Municipal Buildings Refurbish stonework	Man	Works completed Nov 17	Part of building refurbishment	Works underway	☺
Culture, Twinning & Other Co-ordinate WW1 Commemorations	Man	Centenary Park dedicated and Trail in place Mar 18	Dorchester's role in WW1 commemorated	Application for funds completed. Background work largely complete	☺
Governance & Admin. Engage in Local Government Reorganisation discussions	Pol	Develop options to support at risk services Nov 17	Mitigate impact of anticipated cuts in local service delivery	Ongoing discussions with WDDC. Member workshop in October	☺
Continue to respond to WDWP Local Plan Review	P&E	Review Turnberry N.D. submission Sep 17	Better knowledge of long term options	Feria commissioned to review Turnberry submission. WDDC presentation to P&E Cttee	☺

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 19 SEPTEMBER 2017
SKY LANTERNS AND HELIUM BALLOONS POLICY

1. In July Council debated a motion regarding the Council's attitude to mass releases of balloons and sky lanterns and resolved that
 - *Council develops a policy to prohibit the release of Sky Lanterns and Helium Balloons from land owned by the Council*
 - *Council amends its internal processes to ensure that it does not provide funding or other forms of support to any event which includes*
2. A draft policy is attached at Appendix 1 for consideration, based on that approved recently by West Dorset District Council, amended for our own local needs and powers.
3. Steps are underway to change our internal grant giving processes and ensure that partners promoting events in the Borough Gardens, Municipal Buildings and on our other sites are made aware of the new policy.
4. It is **RECOMMENDED** to Council that the Balloon and Sky Lantern Release Policy is approved.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

BALLOON AND SKY LANTERN RELEASE POLICY

Introduction

1. In recent years outdoor balloon and sky lantern releases have become a more common event at summer fairs, fundraising events, opening of new stores, or part of commemorative and celebratory occasions.
2. What is less known is what happens once these items have been released and the potentially harmful consequences for wildlife and property that can occur as a result of this form of celebration.
3. The Marine Conservation Society (an internationally recognized charity for the protection of seas, shores and wildlife) has produced a thorough and detailed Pollution Policy & Position statement on Balloons and Sky Lanterns, asking UK Local Authorities to recognise balloons and sky lanterns as a form of littering and to ban all outdoor releases. This stance is actively supported by the RSPCA, the National Farmers Union and many other public organisations.

Objective

4. The objective of this policy is to recognise the intentional outdoor release of balloons and sky lanterns ("lanterns") as an act of littering, and thereby to discourage such activities in the Dorchester area and to prohibit releases from Council owned land and premises.

Parameters/Scope

5. This policy covers the release of balloons and lanterns within the Dorchester Town Council area and the Council's position in relation to the release of balloons and lanterns from Council owned land and premises.
6. The policy covers all types of balloon and lantern materials. The main types of balloon are latex (rubber) and foil (also known as mylar) but can include other materials. Latex balloons, whilst biodegradable, may still persist in the environment for several years. Sky lanterns often contain a metal frame and are powered by a naked flame presenting an additional fire hazard.

Policy

7. This Council prohibits the release of balloons and lanterns from Council owned land and buildings. This applies to Council run events and events run by third parties.
8. This Council will not provide any form of assistance, be that grant or use of our premises or other resources, to any event that includes a mass release as part of its programme.
9. The Council considers the release of balloons and lanterns from any land or buildings as littering and will request that West Dorset District Council, the statutory authority, take action under the

Environmental Protection Act 1990 and the Clean Neighbourhoods and Environment Act 2005 where appropriate.

Permitted releases

10. For the avoidance of doubt, piloted hot air balloons are not covered by this policy. Helium balloons may also be permitted when used for research purposes, for example weather balloons, as long as supporting evidence is provided, identifying any risk and/ or any hazards to the environment and with any appropriate mitigation.

Working with event organisers/third parties/lessees/licensees

11. Once the Council is aware of potential releases in the Dorchester Town Council area it will advocate to event organisers that suitable alternatives are sought. If required it will refer the event to West Dorset District Council for that Council to provide further advice and guidance.

Monitoring, Assessment & Review

12. The Council will inform event organisers of the Balloon and Sky Lantern Release Policy by means of including relevant information within booking forms and other promotional materials. The Council will also, at its own discretion and where appropriate, include details of this policy within any new leases or licences of land and/ or buildings where permitted events take place at those locations.
13. This Policy will be reviewed as required to take account of new evidence or changed circumstances.

Adrian Stuart
Town Clerk
19 September 2017

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 19 SEPTEMBER 2017

DORCHESTER WEST RAILWAY STATION ACCESS RAMP

1. For around 10 years the Council has been an interested party to a scheme to introduce ramped access to the northbound platform of Dorchester West Railway Station. The scheme would provide access from the platform down to Williams Avenue, with users returning under the railway bridge at Damers Road to access the town.
2. Along with Dorset County Council, West Dorset District Council and the Friends of the Station we have confirmed match funding for the scheme to be undertaken by Network Rail, our contribution being £10,000 (held in Reserves, but not been index-linked).
3. The scheme has never been a high priority at Network Rail and the pace, or lack of pace, of activity has always been dictated by them. Despite their lack of interest Dorset County Council have kept the project on their agenda throughout.
4. The most recent work has focused on the design of the ramp, and is largely completed. The height levels involved, however, require any practically useable ramp to be steeper than the standard 1:20 slope considered appropriate for disabled users, which is likely to be an issue when NR's Equalities Group consider the scheme.
5. It is conceivable that NR may reject the design for not meeting the standards, effectively determining that no ramp or an impractical ramp is preferable to a ramp which does not meet recognised standards. In a discussion with Dorset County Council I have asked their view on whether the ramp as designed would still be safe; they are undertaking an EqIA to review the proposal. There are, however, many examples where a ramp at 1:15 slope is considered both safe and a positive contribution to access for users.
6. The most pragmatic approach for the Town Council at this stage would be to support the outcome of the EqIA being undertaken by Dorset County Council. It is **RECOMMENDED** that, in the event that Dorset County Council's Equality Impact Assessment supports the building of a ramp at a standard which is considered to be safe and functional, even it is steeper than the normal 1:20 standard for disabled access, this Town Council writes in support of the implementation of such a ramp.

Adrian Stuart
Town Clerk