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BROADMAYNE

APPROVAL OF PLANNING PERMISSION

**Town and Country Planning (Development Management Procedure) (England) Order 2015
(DMPO)**

Town and Country Planning Act 1990

This permission does not carry any approval or consent which may be required under any enactment, byelaw, order or regulation (eg in relation to Building Regulations or the Diversion of Footpaths etc) other than Section 57 of the Town and Country Planning Act 1990.

Application No: WD/D/19/001648

Location of Development:

10 KNIGHTON LANE, BROADMAYNE, DORCHESTER, DT2 8EZ

Description of Development:

Erection of a detached bungalow

In pursuance of their powers under the above mentioned Act(s), Dorset Council **HEREBY GRANT PLANNING PERMISSION** for the development described in the application specified above, and the plans listed below.

SUBJECT TO ATTACHED SCHEDULE OF THIRTEEN CONDITIONS

Signed:

A handwritten signature in black ink, appearing to read "Mike Garrity".

Mike Garrity
Nominated Officer

PLEASE REFER TO NOTES ENCLOSED

Dated: 14 December, 2020

APPLICATION NO: WD/D/19/001648
10 KNIGHTON LANE, BROADMAYNE, DORCHESTER, DT2 8EZ
SCHEDULE OF CONDITIONS

1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date of this permission.

Reason: This condition is required to be imposed by Section 91 of the Town and Country Planning Act 1990 (as amended).

2. The development hereby permitted shall be carried out in accordance with the following approved plans:

Floor Plan - Drawing Number received on 10/08/2020
Block Plan - Drawing Number received on 13/10/2020
Roof Plan received on 13/10/2020
Street Scene received on 13/10/2020
Visibility Splays received on 13/10/2020
Location Plan - Drawing Number received on 05/11/2020
Elevations - Drawing Number received on 09/11/2020

Reason: For the avoidance of doubt and in the interests of proper planning.

3. Prior to development above damp proof course level of the development hereby approved material samples for all new external facing walls and roofs shall be left on site for the inspection and approval in writing by the Local Planning Authority. Thereafter, the development shall be carried out in accordance with the approved details.

Reason: To ensure a satisfactory visual appearance of the development and to preserve and enhance the setting of heritage assets.

4. Prior to the installation of any windows or external doors a schedule and detailed sections (scale 1:20) of all new windows and doors (including materials and finishes) and surround details (lintels, reveals, cills, etc) in the development shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, the development shall be carried out in accordance with the approved details.

Reason: To ensure a satisfactory visual appearance of the development and to preserve and enhance the setting of heritage assets.

5. Prior to the construction of the eaves of the dwelling and the external porch canopy detailed drawings (scale 1:20) of the eaves and porch (including materials and finish) shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, the development shall be carried out in accordance with the approved details.

Reason: To ensure a satisfactory visual appearance of the development and to preserve and enhance the setting of heritage assets.

6. Prior to any works to be carried out to the external walls and roof of the

development hereby approved a soft and hard landscaping scheme shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include precise details of all retained and proposed tree, shrub and hedge planting (including positions and/or density, species and planting size and measures to protect any retained trees), as well as type and positions of any boundary treatments. The scheme shall thereafter be carried out in accordance with the approved details. The soft landscaping scheme shall be implemented within two planting season (November – March inclusive), immediately following approval of the details. Any trees, hedges and shrubs that die, become seriously diseased or are damaged within a period of not less than 5 years from the date of this permission shall be replaced with appropriate species to the written agreement of the Local Planning Authority. The hard landscaping scheme shall be implemented prior to the occupation of the dwelling.

Reason: To ensure the immediate setting is enhanced and to preserve and enhance the setting of heritage assets.

7. Prior to any excavation works for the installation of drainage a scheme for the disposal of foul, rainwater and surface water drainage shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, the dwelling shall not be occupied until the approved scheme has been fully implemented.

Reason: To minimise the risk of localised flooding.

8. Prior to any ground works taking place on site a programme of archaeological work in accordance with a written scheme of investigation must have been submitted to and approved in writing by the Local Planning Authority. This scheme shall cover archaeological fieldwork together with post-excavation work and publication of the results.

Reason: In the interests of archaeology and safeguard and record any potential finds.

9. Prior to the occupation of the development hereby approved the turning and parking area as shown on the Block Plan (received 13 October 2020) have been constructed in accordance with the details shown. Thereafter these areas must be permanently maintained, kept free from obstruction and available for the purposes specified.

Reason: To ensure the proper and appropriate development of the site and to ensure that highway safety is not adversely affected.

10. Prior to the occupation of the development hereby approved the visibility splay areas as shown on the plans received on 13 October 2020 must be cleared/excavated to a level not exceeding 0.6 metres above the relative level of the adjacent carriageway. The splay areas must thereafter be maintained and kept free from all obstructions.

Reason: To ensure that a vehicle can see or be seen when exiting the access.

11. Prior to the occupation of the development hereby approved the first 5.0 metres of the vehicle access, measured from the rear edge of the highway (excluding the vehicle crossing – see the Informative Note below), must be laid out and constructed to a specification submitted to and approved in writing by the Planning Authority.
- Reason: To ensure that a suitably surfaced and constructed access to the site is provided that prevents loose material being dragged and/or deposited onto the adjacent carriageway causing a safety hazard.
12. All new rainwater goods should be finished in a black colour and thereafter maintained in such colour finish.
- Reason: To ensure a satisfactory visual appearance of the development and to preserve and enhance the setting of heritage assets.
13. In the event that previously unidentified contamination is found at any time when carrying out the approved development, this must be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment, conducted in accordance with recognised good practice, and a proposed remediation scheme shall be submitted to the Local Planning Authority for consideration and approval. Following completion of measures identified in the approved remediation scheme a verification report shall be submitted to the Local Planning Authority for approval.
- Reason: To ensure potential land contamination is addressed.

NOTES TO APPLICANT

1. National Planning Policy Framework Statement

In accordance with paragraph 38 of the NPPF the council, as local planning authority, takes a positive approach to development proposals and is focused on providing sustainable development. The council works with applicants/agents in a positive and proactive manner by:

- offering a pre-application advice service, and
- as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions.

In this case:

- The applicant/agent was updated of any issues and provided with the opportunity to address issues identified by the case officer.

2. The vehicle crossing serving this proposal (that is, the area of highway land between the nearside carriageway edge and the site's road boundary) must be constructed to the specification of the Highway Authority in order to comply with Section 184 of the Highways Act 1980. The applicant should contact Dorset Highways by telephone at 01305 221020, by email at dorsethighways@dorsetcouncil.gov.uk, or in writing at Dorset Highways, Dorset Council, County Hall, Dorchester, DT1 1XJ, before the commencement of any works on or adjacent to the public highway.

Further application(s) should be submitted to this Council where the above condition(s) require the written approval of the local planning authority. All such applications must be made in writing and must be accompanied by the relevant fee. To apply please visit www.planningportal.co.uk.

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A note about the council tax base rate

Dorset Council has now advised Parish and Town Councils of the tax base rate for 2021/2022.

For Broadmayne the 2020/21 rate was 537.4; in 2021/22 it will be 529.4; this is a change of -1.5%. The tax base is used to calculate the council tax charge on a property in Band D by dividing your precept by the tax base. The charges for the other bands are set proportions of this Band D charge.

Thus, in 2020/21 the Band D charge in Broadmayne was £50.24 and in 2021/22, if the precept demand is kept at £27,000, it will be £51.00; an actual increase of 1.5% or 76 pence.

To keep the Band D equivalent charge at exactly this year's level it would be necessary to reduce the precept demand to £26,598.06.

I have discussed this with the Chairman and Vice-Chairman and we recommend that the precept demand for 2021/22 be kept at the level previously agreed i.e. £27,000.

Janet Davis
December 2020

Draft social media and email policy

1. DAPTC provided member councils with a template social media policy document which I have now customised for Broadmayne Parish Council. In discussion with the Chairman, he queried whether personal email accounts which you all use for Parish Council business would be subject to Freedom of Information (FOI) requests. I sought the advice of the Society of Local Council Clerks on this and they referred me to the Information Commissioner's Office website which has a wealth of information on FOI and GDPR. There is a fact sheet on Official information held in private email accounts [here](#).
2. The draft social media and email policy document is set out below, showing the changes I have made, including changes to take into account ICO advice on private email accounts.
3. Councillors are asked to consider adopting this document as Parish Council policy, with or without further amendments.

MODEL SOCIAL MEDIA POLICY

~~Use of this Template — this document may be edited but to be effective it must remain within any existing legal framework at the time of publication.~~

~~**[Insert name of Council]**
Broadmayne Parish Council
Social Media and email Policy~~

Parish Council Social Media Policy

The aim of this policy is to set out a Code of Practice to provide guidance to parish councillors, council staff and others who engage with the council using online communications, collectively referred to as social media. The Council will ensure that [any necessary](#) training is provided for members, officers and the nominated moderator in connection with this policy.

Social media is a collective term used to describe methods of publishing on the internet.

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- [The Broadmayne Community website \(www.broadmayne.org\) which is funded by the Parish Council Website](#)
- Facebook, Myspace and other social networking sites
- Twitter and other micro blogging sites
- YouTube and other video clips and podcast sites
- LinkedIn
- Blogs and discussion forums
- Email

The use of social media does not replace existing forms of communication.

The principles of this policy apply to parish councillors and council staff and also applies to others communicating with the Parish Council.

~~Members are strongly advised to have a separate email address which is only used for Council business and correspondence. The nominated account will be subject to any request under the Freedom of Information Act 2000.~~

It should be noted that the Freedom of Information Act 2000 applies to official information held in private email accounts when held on behalf of the public authority. Such information may be exempt and will not necessarily have to be disclosed. It may be necessary to request relevant individuals to search private e-mail accounts in particular cases. The occasions when this will be necessary are expected to be rare. Adherence to good records management practice should assist in managing risks associated with the use of private email accounts for public authority business purposes. See Appendix 1 for the procedure for dealing with FOI requests which may include information held in Councillors' private email accounts.

It should also be noted that that 'information' in the context of FOI extends to information recorded in any form and so extends of text messages, etc. on mobile phones and other devices.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual parish councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used to

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Good news stories linked website or press page
- Vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announcing new information
- Post or Share information from other parish related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other councillors

Code of Practice

When using social media (including email) parish councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Parish councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as that of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute **P**re-disposition, **P**re-determination or **B**ias and may require the individual to declare an interest at council meetings

Anyone with concerns regarding content placed on social media sites that denigrate parish councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Council will appoint a nominated person as moderator of parish council social media output and be responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature. Where appropriate the moderator will have the authority to report any such

posting to any other appropriate agency including the Police and ~~Cornwall~~Dorset Council's Safeguarding Adults Board and Safeguarding Children Board~~Unit~~.

This policy will be reviewed annually.

Date approved

Appendix 1

Procedure for dealing with FOI requests which may include information held in Councillors' private email accounts

The following factors will be taken into account in deciding whether it is necessary to ask someone to search their private email account for information which might fall within the scope of an FOI request which the Parish Council has received:

- the focus of the request, indicated by the words used by the requester;
- the subject matter of the information which falls within the scope of the request;
- how the issues to which the request relates have been handled within the Parish Council
- by whom and to whom the information was sent and in what capacity.

If the Parish Council concludes that a relevant individual's personal email account may include information which falls within the scope of the request and which is not held elsewhere on the Parish Council's computer, it will need to ask that individual to search their account for relevant information.

Enquiries will be directed towards deciding whether any information which is so held was generated in the course of deciding the business of the council. If it was, then it is likely to be within the scope of the request.

Where an individual had been asked to search private email accounts for requested information, then a record will be kept of the action taken so that it can be demonstrated to the Information Commissioner that appropriate searches have been made.

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