



GILLINGHAM TOWN COUNCIL

The Town Hall
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FULL COUNCIL

The minutes of the **Full Council** meeting held on **Monday, 28th October 2019**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

Present

Cllr Barry Von Clemens, Mayor	Cllr Dennis Griffin
Cllr Paul Harris, Deputy Mayor	Cllr Mick Hill
Cllr Fiona Cullen	Cllr John Kilcourse
Cllr Sharon Cullingford	Cllr Val Potheary
Cllr Rupert Evill	Cllr Graham Poulter
Cllr Alan Frith	Cllr John Robinson
Cllr Alison Gale	Cllr Donna Toye
Cllr Mike Gould	Cllr Roger Weeks

In Attendance

Town Clerk, Julie Hawkins
 Deputy Town Clerk, Clare Ratcliffe
 Dorset Councillor(s) – Cllr Val Potheary (and Town Councillor as listed above) and Cllr Belinda Ridout

Press and Public

Press – There were no members of the press present
 Public – 9 members of the public

Prior to the start of the meeting Cllr Potheary gave a presentation on the Dorset Council Plan which sets out Dorset Council’s proposed priorities.

Minute no.

097.	Public Participation. <u>Please note:</u> a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.
	There was no public participation; however, two members of the public had requested to speak regarding specific agenda items, as follows: Mr Phil Wilson, Trustee of Three Rivers Partnership, informed the meeting that he would speak on behalf of the Three Rivers Partnership at agenda item no. 12. Ms Karen Johnson, Bones Management Committee, informed the meeting that she would speak on behalf of Bones Youth Club at agenda item no.15.
098.	To receive apologies for absence.
	It was agreed and RESOLVED to accept the apologies received from Cllr Wareham who was unable to attend due to personal reasons.

099.	To approve the minutes of the Full Council meeting held on Monday, 23rd September 2019.
	It was agreed and RESOLVED that the minutes of the Full Council meeting held on Monday, 23 rd September 2019, are agreed and approved. The Chairman duly signed the minutes.
100.	To receive any questions pertaining to the previous minutes.
	There were no questions pertaining to the previous minutes.
101.	To receive declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.
	There were no declarations of disclosable pecuniary interests declared.
102.	To receive and consider reports from the Schools Councils, if available.
	There were no reports this month.
103.	To receive written reports from outside bodies, if available, for consideration and approval:
(a)	Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT) (Cllr Von Clemens).
	Cllr Von Clemens reported that he had attended a board meeting and there was nothing to report this month.
(b)	Town Meadow Group
	Cllr Cullingford referred to a report that she had circulated prior to the meeting. Please refer to Appendix A .
(c)	Gillingham Chamber of Commerce and Industry
	Cllr Von Clemens reported that a committee meeting had been held and that it was 'business as usual'.
(d)	DAPTC (Larger Towns: Cllr Von Clemens, Northern Area: Cllr Toye / Cllr Weeks).
	Cllr Toye referred to a report that had been circulated prior to the meeting. Please refer to Appendix B .
(e)	Shaftesbury and District Transport Forum
	Cllr Von Clemens reported that there was no meeting this month.
(f)	Gillingham Town Team
	Cllr Gould referred to a report that had been circulated prior to the meeting. Please refer to Appendix C . There was one recommendation contained within the report. It was agreed and RESOLVED that a line is included within the budget for 2020/21 for Economic Development.
104.	To receive, consider and adopt the following standing committee reports:
(a)	General Purposes Committee held on Monday, 7th October 2019.
	It was agreed and RESOLVED that the report of the General Purposes Committee meeting held on Monday, 7 th October 2019 is adopted.
(b)	Planning Committee interim meeting held on Monday, 23rd September 2019 and the Planning Committee meeting held on Monday, 14th October 2019.
	It was agreed and RESOLVED that the reports of the Planning Committee interim meeting held on Monday, 23 rd September and the Planning Committee meeting held on Monday 7 th October 2019 are adopted.

(c)	Finance Committee meeting held on Monday, 21st October 2019.
	It was agreed and RESOLVED that the report of the Finance Committee meeting held on Monday, 21 st October 2019 is adopted.
105.	To receive and consider reports from the following:
(a)	Greener Gillingham Task and Finish Group
	Cllr Cullen referred to a report that had been circulated prior to the meeting. Please refer to Appendix D .
(b)	Woodwater Farm Sports Facility Task and Finish Group
	Cllr Poulter referred to a report that had been circulated prior to the meeting. Please refer to Appendix E . There were two recommendations. It was agreed and RESOLVED that a joint letter, written and approved by Gillingham Town Council and Gillingham Town Football Club, is sent to the Football Foundation setting out the plans and a timetable for approval. It was agreed and RESOLVED that Gillingham Town Football Club reports to Gillingham Town Council on a quarterly basis with an update on fundraising.
(c)	High Street Facilities Task and Finish Group
	Cllr Toye referred to a report that had been circulated prior to the meeting. Please refer to Appendix F . There were four recommendations. It was agreed and RESOLVED that Gillingham Town Council concludes that it has no liability for invoice No. 096 dated 05.02.19 and that there is no basis for the complaint received from Windrose Media Trust. It was agreed and RESOLVED that Full Council approve a letter to Windrose Rural Media Trust stating that the matter is now closed. It was agreed and RESOLVED that all outstanding matters relating to the refurbishment of the building will be dealt with by the Town Clerk and/or Works Manager. It was agreed and RESOLVED the High Street Facilities Task and Finish Group is disbanded with immediate effect. The Chairman thanked the task and finish group for their work.
106.	To approve and authorise any payments over £10,000, if any.
	There were no payments over £10,000.
107.	To receive and consider the revised Room Hire Policy (V2), as recommended by the Finance Committee.
	A copy of the Lettings Policy was circulated prior to the meeting. Please refer to Appendix G . It was agreed and RESOLVED that the Room Hire Policy (V2) is approved and adopted.
108.	To receive and consider a proposal from the Three Rivers Partnership regarding a Lottery grant application.
	The Chairman invited Mr Phil Wilson, Trustee of Three Rivers Partnership, to speak. Mr Wilson referred to a report that had been circulated prior to the meeting. Please refer to Appendix H . There was one recommendation. It was agreed and RESOLVED that Gillingham Town Council takes the lead role in the National Lottery Community Fund application and becomes the accountable body for the project.

109.	To receive and consider a report following a review of the Local Council Risk Management undertaken by the Mayor and Deputy Mayor.
	The Mayor stated that he had met with the Deputy Mayor to consider the Local Council Risk Management Document and informed members that a meeting will be held with key officers before a final report is submitted to Full Council.
110.	To receive and consider a report from the Traffic Management Sub-committee (referred from General Purposes, 7th October 2019, minute no. 50(g)).
	<p>Cllr Pothecary, Lead Member of the Traffic Management Sub-Committee, referred to a report that had been circulated prior to the meeting. Please refer to Appendix I.</p> <p>Cllr Mrs Pothecary explained in detail the history of the request by a member of the public for double yellow lines between the entrances to Clarendon Close and Brewery Lane. To progress this request further, the Town Council would need to apply for a Traffic Regulation Order (TRO) costing in the region of £3,000. Dorset Council has advised that a TRO request for this area in Wyke would be highly unlikely to succeed. Therefore, the Traffic Management working party considers that it would be unwise for the Town Council to proceed with this project.</p> <p>It was agreed and RESOLVED that no further action is taken regarding the request for a Traffic Regulation Order at Wyke between the entrances to Clarendon Close and Brewery Lane.</p>
111.	To receive and consider a report on the annual review of RV Gillingham and the future of Bones Youth Club.
	<p>Ms Karen Johnson was invited to speak on behalf of the Bones Management Committee. The Chairman referred to a report that had been circulated prior to the meeting. Please refer to Appendix J. The report contained three recommendations.</p> <p>It was agreed and RESOLVED that to secure the tenure of RV Gillingham and outreach youth work a three-year Service Level Agreement (SLA) between Gillingham Town Council and Rendezvous is drafted within the next three months.</p> <p>It was agreed and RESOLVED that a provision of £5,890 towards continued outreach youth work is considered for inclusion in the budget for FY 2020/21.</p> <p>It was agreed and RESOLVED that the provision for a youth worker for a five-month period to the value £3,500 is finance from budget no. 5450, Service Devolution.</p> <p>It was agreed and RESOLVED that the provision for a youth worker for a twelve-month period to the value of £8,400 is considered in the budget for FY2020/21.</p>
112.	To receive and consider a report on the recruitment of a Town Crier for 2020.
	<p>The Town Clerk gave a verbal report outlining the role of a Town Crier and explained that if the town council decide to appoint a town crier then provision for the appointment should be considered as part of the budget setting process for FY2020/21.</p> <p>The Town Clerk recommended that the town council works with the Ancient and Honourable Guild of Town Criers to agree a job description and advise on the recruitment process.</p> <p>It was agreed and RESOLVED that a budget line is added to the budget for 2020/21 for the appointment of a Town Crier.</p>

113.	To receive and agree the GDPR Audit.
	A Data Protection Compliance Report was circulated prior to the meeting. Please refer to Appendix K . It was agreed and RESOLVED that the Data Protection Compliance report is received and adopted, and any actions are delegated to the Town Clerk.
114.	To consider revising the Town Hall opening hours.
	The Town Clerk gave a verbal report on the current use of the Town Hall offices. It was agreed and RESOLVED that the Town Hall opening hours will be 09.00 to 13.00 hours, Monday to Friday or by appointment.
115.	To receive a report on the Mayor's and Deputy Mayor's civic activities.
	A list of the Mayor's activities over the last month was circulated prior to the meeting. Please refer to Appendix L . The Deputy Mayor added that he had attended a presentation evening at Gillingham Bowling Club where he was honoured to present thirty trophies and awards. The Mayor thanked everyone who had supported the Mayor's Quiz Night and informed the meeting that the event had raised £516 for the Green Gang and Gillingham Home Lunch Service.
116.	To receive matters pertinent to this meeting. <u>Please note:</u> Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).
(a)	The Partnership Workshop organised by Dorset Council and held on Thursday, 24 th October at Durweston Village Hall had been attended by the Town Clerk, Deputy Town Clerk, Cllr Gould and Cllr Kilcourse. The event had been informative and productive. Further workshops will be held in the New Year.
(b)	A budget workshop is being held on Thursday 31st October at 7pm in the Council Chamber.
(c)	Councillors and Freemen are welcome to join the Remembrance Day Parade on Sunday, 10 th November 2019. The parade will muster outside the Royal British Legion Headquarters at the top of School Lane at 10.15am.
(d)	The Annual Christmas Light Switch-on Event will be held on Friday, 29 th November 2019. Any offers to help with the event would be appreciated.
(e)	A Town Council Christmas Dinner will be held on Friday, 20th December 2019. Further details to be circulated.
(f)	The Annual Town Carol Service will be held at the Parish Church of St Mary the Virgin on Sunday, 22 nd December 2019. Further details to be circulated.
There being no other business on the agenda, the meeting closed at 9.16pm	
Signed: _____ Date: 28 th October 2019	

The following reports were submitted by Dorset Councillors:

- Dorset Councillor, Mrs Belinda Ridout, please see Appendix M
- Dorset Councillor, Mrs David Walsh, please see Appendix N

Minute No. 103b

Gillingham Town Council

Town Meadow Group

Notes of a Meeting held on 10th October 2019

Author: Cllr Sharon Cullingford

Town Meadow Lamps; For safety reasons the lamps are switched off, due to vandalism and are awaiting repair.

Three Cedar Tree Trunks have been purchased, they will be laid to provide a horizontal barrier between the Red Lion Car Park and The Town Meadow, hopefully on the 9th November, this is to stop vehicles driving onto meadow;

Unfortunately, the Fair knocked over one of the young trees, however it has been straightened and hopefully it will recover;

Volunteer Day is 9th November, as many volunteers as possible are required, coffee and cake will be provided;

A Water Pump and long hose have been purchased, to pump up the river water during the dry period to water the trees and shrubs on the meadow;

The Town Meadow Group are trying to find out who owns the fence near the meadow's stone wall as it is falling over and requires attention;

Dates for the Diary

Annual Christmas Event and Festive Lights, 29th November 2019

Mayors Green Event, Saturday. 25th April 2020

VE Day Celebrations, early May Bank Holiday

The Great Get Together, Sunday 21st June 2020

Gillingham Town Council

Dorset Association of Parish and Town Councils (DAPTC)

Notes of a Meeting held on 16th October 2019

Author: Cllr Donna Toye

The following positions were elected:

Northern Area Chairman: Cllr Mike Jones (Iwerne Minster)

Northern Area Vice – Chair: no volunteer, post remains vacant

Northern Area Executive Committee Position 1: no volunteer, post remains vacant; however, Cllr R Weeks (Gillingham Town Council) was suggested.

Northern Area Executive Committee Position 2: no volunteer, post remains vacant.

The commitment required for Executive Committee is four Saturday mornings per year. Please get in touch if you are interested. DAPTC is a useful organisation that is desperately in need of new members/committee members.

Items of Note:

- Climate Emergency Seminar, 19 November 2019
- DAPTC AGM, 9th November 2019
- Leisure Development Fund – A cultural/community pot for non-profit organisations. The pot is £70,000 and the maximum award is £5,000 (or 20% of project cost). Applications close 10th November.
- DAPTC website will be mobile optimised shortly, please do keep watching.

Dorset Councillor Tony Alford attended and answered questions on:

- Tax Base – levelling for all of Dorset
- Draft Plan 2020-2024
- Climate panel on Dorset Council

Date of next meeting: 15 January 2020

Venue of next meeting: TBC (but it will be on level ground with adequate, close parking due to time of year and weather risks).

Gillingham Town Council

GILLINGHAM TOWN TEAM

Report to Full Council - October 2019

Author: Cllr Mike Gould

1. MASTER PLAN

The Gillingham Neighbourhood Plan was adopted in 2018 after thorough consultation with Gillingham residents. Gillingham Town Team committed to focus its efforts on certain recommendations in the Neighbourhood Plan.

The regeneration of the Station Road area (Transport Hub) was seen as high priority partly because it stood the highest chance of succeeding.

- The land holdings were relatively simple.
- Because of its position between the Station and the Town Centre we were advised that it had commercial attractions.

Activity since then:

All relevant landowners have been approached and have expressed their openness to a regeneration project.

Potential developers and intermediaries have expressed their interest once a Master Plan is forthcoming.

Advice has been sought from the officials of NDDC and subsequently Dorset Council assigned to Town Team. The requirement for a Master Plan was underlined by those officials and to illustrate their support they undertook the development of a Tender document for the work. They then sought interest from approved suppliers. At the same time, they made a small grant of £5,000.

Gillingham Town Team are seeking additional funding designed to fill the gap between existing funding and the comprehensive quote to undertake the work which was submitted by one of the approved suppliers.

The town council has a power to fund economic development under s137 of the Local Government Act 1972, subject to the expenditure meeting the tests under that section and being kept within the annual financial limit¹. A possibility lies in the promotion of partnership working with Dorset Council and a meeting has been arranged between representatives from Gillingham Town Team, Dorset Council and Gillingham Town Council to take place on Friday, 12th December 2019.

¹ The sum for the purposes of Section 137(4)(a) LGA 1972 for 2019-2020 is £8.12 per head of the relevant population on the electoral roll for the parish at 1 April.

2. PROJECT DETAILS

Station Road Masterplan

The Station Road Masterplan has 3 distinct elements:

- 1) The independent assessment of feasibility for redevelopment of the area – Constraints and Opportunities
- 2) A participatory community planning event –stakeholder engagement
- 3) Production of a Master Plan

This will be a community generated plan as the necessary precursor to actual development. The project reflects the community view expressed through the adopted Neighbourhood Plan for a user-friendly Transport Hub, provision of currently missing leisure facilities and safe pedestrian and cycle links to the Town Centre. There are 60,000 people live within 10 miles of the station so many, if not all, stand to benefit.

Additionally, since users of leisure facilities have to drive between 20 and 50 miles to use the nearest available facilities, there is a significant carbon emission reduction benefit envisaged.

Safer links to the Town Centre and existing education and leisure facilities will also make the Transport Hub a green facility.

3. BUSINESS IMPROVEMENT DISTRICT (BID)

This is a proven mechanism to provide value for the Town from an additional levy on Business Ratepayers. The experience of such a project is available to councillors by talking to the Town Council in Wimborne. The process of setting one up was started earlier this month and subject to the agreement of a majority of Business rate payers can be operational in about 12/15 months time.

4. RECOMMENDATION

- **That provision is made within the budget for 2020/21 for Economic Development.**

Gillingham Town Council

Greener Gillingham Task and Finish Group

Notes of meeting held on Monday, 21st October at 6.30pm, Town Hall

Author: Cllr Fiona Cullen

Present: Cllr Fiona Cullen, Cllr Sharon Cullingford, Cllr Alison Gale, Cllr Paul Harris

Apologies: Cllr Mick Hill, Cllr Keith Wareham

1. Feedback

Refill Gillingham is now officially set up and the Town Hall is one of the Refill Stations. Cllr Harris researched suitable tanks for rain water harvesting.

2. Further Actions

- Cllr Cullen and Cllr Gale to complete the Green Audit on 5th November and write a report
- Cllr Cullen to approach more local businesses to sign up as Refill Stations
- Continue research/work on plans for:
 - Implementing extra recycling including a TerraCycle scheme
 - Rain water harvesting on council owned buildings
 - Electric Vehicle Charging Points
 - Grants/outside funding for environmental projects
 - A Greener Gillingham page for the Town Council website

3. Date of next meeting

Monday, 18th November 2019, at 6.30pm

Gillingham Town Council

Woodwater Farm Sports Facility Task and Finish Group

Report to Full Council - October 2019

Update following meeting held on Wednesday, 16th October 2019

Author: Cllr Graham Poulter

Present: **GTC:** Cllr Graham Poulter, Cllr Paul Harris, Cllr Mick Hill, Mrs Su Hunt, and Julie Hawkins, Town Clerk.
GTFC: Paul Hill, Patrick Fricker and Paul Dennett

The Task and Finish Group has, for some time, been trying to arrange a meeting with the Committee of Gillingham Town Football Club (GTFC) to discuss how an outstanding issue with the Football Foundation grant might be progressed to a satisfactory conclusion. I am pleased to report that the meeting finally took place on the 16th October 2019 and it proved quite promising as GTFC have plans to comply with the outstanding requirements of the grant.

There remains a requirement to raise approximately £19,000 to finance the outstanding works. GTFC has a plan to complete this by the end of 2020, aiming to complete the work by March 2021. Part of the plan is that GTFC will apply for promotion to a higher level in time for next season. The Club's ground will need to meet the Football Association's specification i.e. completion of the outstanding work by the end of March 2021 to support this application. The Club are confident of the outcome, fundraising has already commenced, and work is underway to source the floodlights and the seated stand.

It was agreed at the meeting held on 16th October 2019 that a request should be made to Full Council for a joint letter, from GTFC and the town council, to be sent to the Football Foundation.

The letter should set out the plans and a timetable, and seek approval from the Football Foundation, thus deferring any action it might otherwise take regarding the current breaches of the Grant. A joint letter is appropriate as the application for the Grant was a joint one by GTFC and GTC as there remains a joint and several liability on the part of the Council.

The Walking Football project is proving successful and there are plans to extend this thereby involving and benefitting the wider community.

RECOMMENDATION

- **That a joint letter, written and approved by Gillingham Town Council and Gillingham Town Football Club, is sent to the Football Foundation setting out the plans and a timetable for approval.**
- **That Gillingham Town Football Club reports to Gillingham Town Council on a quarterly basis with an update on fundraising.**

Agenda item no. 105(c)

Gillingham Town Council

High Street Facilities Task and Finish Group

Notes of Meeting Held on Monday, 21st October 2019

Present: Cllr D Toye (Lead Member), Cllr M Hill, Cllr J Kilcourse, Cllr J Robinson, Cllr G Poulter and Julie Hawkins, Town Clerk.

1. Town Bridge Office

1.1 Outstanding work

- a) Replacement of windows.
- b) Extractor fan in new toilet.
- c) Smoke alarms.
- d) Heating in office.
- e) Electricity certificate following installation of heating.
- f) Fire risk assessment following installation of heating.
- g) Building Regulations to be signed off following fire risk assessment.

All the above can be dealt with by the Town Clerk and/or Works Manager.

2. Public Toilet - Vandalism, repairs and ongoing maintenance

Following vandalism over the weekend of 6th October it was necessary to temporarily close the public toilet for 48 hours while repair work was carried out by Gillingham Town Council staff.

2.1 Outstanding work

- a) Plumbing vent requires cap/alternative route.
- b) Hand washing facility and hand-drier to be replaced and maintenance contract to be set up.
- c) New commercial extractor fan.
- d) New public toilet-pan required following vandalism.
- e) New vandal-proof door to public toilet.

All the above can be dealt with by the Town Clerk and/or Works Manager.

3. Windrose Rural Media Trust - Formal response

At a meeting of Full Council held on 25th March 2019 (Minute no. 669) the following was agreed and resolved:

- That the public conveniences located in the High Street car park, refurbished by the Town Council as a meeting place, is made available for community use at reasonable rates similar to those currently charged for the use of 1 Chantry Fields.

- That Windrose Rural Media Trust is informed of the Town Council's decision and that no further negotiations are undertaken.

Windrose Rural Media Trust (WRMT) was informed of the council's decision and responded by email on 24th April 2019.

On 3rd May 2019 an invoice for £5,644.10 plus VAT was received from Windrose Rural Media Trust's Financial Administrator for various items including plans/drawings for the refurbishment of part of the former public convenience building in the High Street (now known as the Town Bridge Office).

On checking the council's records, it was confirmed that on 29th December 2017 Gillingham Town Council received an invoice from Woolcott Associates – a company owned by one of the directors of WRMT for providing plans/drawings for the refurbishment of part of the former public convenience building in the High Street (now known as the Town Bridge Office). This invoice was paid by Gillingham Town Council on 27th February 2018 (cheque no. 17990) and is shown on the council's bank statement as being cashed.

It was presumed that this second invoice for £5,644.10 plus VAT was an administrative error and further information was requested.

The Mayor has received a complaint from WRMT regarding the decision by GTC on 25th March (highlighted in bold ink above). The task and finish group has worked with the Mayor and has undertaken a full investigation into the complaint. It has been concluded that Gillingham Town Council has no liability for the invoice submitted by Windrose Rural Media Trust and the task and finish group have found no basis for the complaint, therefore the matter is now closed.

A letter to Windrose Media Trust has been drafted for consideration and approval by the council.

4. Recommendations

- **That Gillingham Town Council concludes that it has no liability for invoice no. 096, dated 05.02.19 and that there is no basis for the complaint received from Windrose Media Trust.**
- **That Full Council approve a letter to Windrose Rural Media Trust stating that the matter is now closed.**
- **That all outstanding matters relating to the refurbishment of the building will be dealt with by the Town Clerk and/or Works Manager.**
- **The High Street Facilities Task and Finish Group is disbanded with immediate effect.**

GILLINGHAM TOWN COUNCIL ROOM HIRE POLICY



GILLINGHAM TOWN COUNCIL
THE TOWN HALL, SCHOOL ROAD, GILLINGHAM, DORSET SP8 4QR
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DOCUMENT CONTROL

Publication Date	28 th October 2019
Policy Owner	Full Council
Date of Review	October 2020
Minute Number	100c
Related Legislation / Applicable Section of Legislation	Health & Safety at Work etc Act 1974 Local Government Act 1973 Equality Act 2010 Electricity at Work Regulations
Policy Author	Cllr Graham Poulter
Applies to	Members of the public, groups and organisations, councillors and officers of Gillingham Town Council
Version Number	1
Next Review Date	October 2020
Notes	

GILLINGHAM TOWN COUNCIL ROOM HIRE POLICY

1. This policy sets out the procedure for the hire of premises belonging to Gillingham Town Council with the aim of providing a fair and transparent process for hirers.
2. Room 1 and the Council Chamber at the Town Hall, School Road, Gillingham, SP8 4QR, Chantry Community Office, Chantry Fields, Gillingham SP8 4UA and the Town Bridge Office, High Street Car Park, Gillingham SP8 4AA will be available for hire by all members and organisations of the community, subject to Paragraph 3 hereof, in compliance with the provisions of the Equality Act 2010.
3. Gillingham Town Council does not permit its premises to be used for political rallies, demonstrations, illegal or immoral purposes.
4. Gillingham Town Council has the right to cancel any booking at any time without stating a reason but will in all cases act reasonably.
5. All bookings will be subject to availability.
6. Councillors may use the premises free of charge where the use is solely connected with their role as a Gillingham Town Councillor or a Dorset Councillor.
7. Hire charges for each year commencing 1st April will be set by the Finance Committee of Gillingham Town Council.
8. All hirers shall pay the hire charge within 14 days of the date of the invoice except where the hire charge has been waived in accordance with clause 9.
9. A potential hirer may apply for a waiver of the hire charge and if such an application is made it shall be considered by Gillingham Town Council which shall apply the following criteria in reaching its decision:
 - the proposed use must be for charitable purpose.
 - the charitable purpose must benefit the Gillingham community.
 - the applicant must demonstrate financial need.An application for waiver of the hire charge must be on the appropriate form, Appendix B.
10. The procedure for room hire shall be as follows:
 - An application shall be submitted, on either Appendix A or Appendix B as appropriate.
 - The application shall be considered by the Office Manager or, in their absence, the Town Clerk or Deputy Town Clerk, who will notify the applicant of the outcome and whose decision shall be final.
 - Upon receipt of the completed and signed Booking Form the booking shall be confirmed.
11. Wedding Ceremonies must be booked directly with Dorset Registration Service.

TERMS AND CONDITIONS OF HIRE

Definitions

In these terms and conditions:

'Agreement' means the Booking Form and the Hire Conditions.

'The Booking Form' means the Booking form annexed hereto and signed by the Hirer and signed on behalf of the Council.

'The Building' is the building of which the room forms part.

'The Council' shall mean Gillingham Town Council.

'The event' is the event for which the room is booked.

'the Hire Conditions' mean the Terms and Conditions of Hire set out below.

'The Hirer' mean the person signing the Booking Form. Where an organisation is named on the Booking Form that organisation shall also be considered the Hirer and shall be jointly liable with the person who signed the contract.

'The Room' shall mean the room booked and referred to in the Booking Form.

'The Town Clerk', 'the Deputy Town Clerk' and 'the Office Manager' shall mean the Town Clerk, the Deputy Town Clerk and the Office Manager for the time being of the Council.

'The period of hire' shall mean the date(s) and time(s) referred to in the Booking Form.

TERMS AND CONDITIONS OF HIRE

The Agreement with the Council for the hire of the Room is subject to the Hire Conditions.

1 UNDERTAKING OF THE HIRER

The Hirer undertakes and confirms that they have read and understood the Hire Conditions.

2 SUPERVISION BY THE HIRER

The Hirer undertakes to be present, or to arrange for sufficient adult representation to be present throughout the period of hire to ensure compliance with the Hire Conditions.

3 RESPONSIBILITY OF THE HIRER

The Hirer shall throughout the period of hire be responsible for:

- 3.1 the supervision of the use of the Room and the care of its fabric and contents.
- 3.2 ensuring that the Room (including the kitchen, kitchen appliances, crockery and toilets, as appropriate) is left clean and tidy with rubbish removed from the Building and its curtilage at the end of the hire period.
- 3.3 ensuring that all equipment, chairs, tables, kitchen appliances and crockery have been safely returned to their original positions and storage positions.
- 3.4 ensuring that at the end of the hire period the Room is cleared of all people, all lights are switched off and the Room and where appropriate the Building made secure except for any facilities room or public area in use by the Council.
- 3.5 ensuring that no animals, reptiles or birds, save for guide dogs, hearing dogs or assist dogs are brought into the Room or the Building.

4. RISK ASSESSMENT

The Hirer shall prior to commencement of the event for which the Room has been hired complete the Risk Assessment Form which shall be available in the Room upon arrival and shall, upon request, provide the same to the Town Clerk, the Deputy Town Clerk or the Office Manager. The form is not intended to be exclusive and the Hirer shall be solely responsible for ensuring that a full and adequate Risk Assessment is carried out.

5. FIRE REGULATIONS

The Hirer shall:

- 5.1 prior to the start of an event indicate to the attendees the fire exits and the Assembly Point.

The Assembly Point for the Town Hall is the Royal British Legion Car Park, for the Chantry Community Office it is the area adjacent to the footbridge at the rear of the building and for the Town Bridge Office it is under the flag pole at the front of the High Street Car Park.
- 5.2 at all times ensure that the 'Emergency Exit' Signs (if any) are kept illuminated.
- 5.3 ensure that all access routes, fire extinguishers and firefighting apparatus are kept clear of obstructions.
- 5.4 ensure that no highly flammable substances are brought into the Room.

- 5.5 upon any outbreak of fire, however slight:
- sound the alarm
 - call the Fire Brigade
 - evacuate the Room by the shortest practical route, closing all doors when the Room is cleared
 - upon evacuation, remove the Room Attendance Register as long as there is no personal risk.
 - tackle the fire using the firefighting equipment provided as long as there is no personal risk.

6 USE OF THE ROOM

The Hirer shall not:

- 6.1 use the Room for any purpose other than that stated in the Booking Form.
- 6.2 sub-hire the Room.
- 6.3 use or allow the Room to be used for any unlawful purpose.
- 6.4 do anything or bring on to the Room anything which might endanger the Room or the Building or any user of the Room or the Building or render invalid any insurance policy effected by the Council.
- 6.5 permit or allow any illegal drugs to be brought into the Room.
- 6.6 permit or allow smoking in the Room or in the Building or within the curtilage of the Building.
- 6.7 permit the use of any naked lights or flames in any part of the Room or the Building.
- 6.8 no alterations or additional may be made to the Room and no fixtures or other articles are to be attached in any way to any part of the Room.

7. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

The Hirer must ensure that any activities for children and vulnerable adults comply with the current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults.

CHILD PROTECTION POLICIES AND THE IMPLEMENTATION THEREOF
ARE THE RESPONSIBILITY OF THE HIRER.

8. INSURANCE

The Council will provide public liability cover in the sum of £2,000,000 for one off Hirers but otherwise the Hirer shall provide its/his/her own public liability insurance with a minimum cover of £2,000,000 and for such other risks as it/he/she deems appropriate.

Where the Hirer is to provide insurance, the Hirer shall if so requested produce evidence of such insurance.

9. INDEMNITY

The Hirer shall indemnify and keep indemnified:

- 8.1 the Council for any damage (including accidental or malicious damage) done during the hire period to the Room including any part of the curtilage or The Building or its contents. The cost of such damage shall be certified by the Town Clerk whose decision shall be final.
- 8.2 all claims, losses, damages and costs made against or incurred by the Council, its employees, agents or invitees in respect of damage or loss of property or injury to persons arising out of the Hirers use of the Room or of any equipment of whatever nature provided by the Council for the Hirers use.
- 8.3 the use of any equipment provided by the Council is at the risk of the Hirer and the Council will accept no liability or responsibility for it unless any damage to it is caused solely by the negligence of the Council or its employees.

10. LEGISLATION

The Hirer shall comply and observe with the terms, conditions and requirements of any Act of Parliament, Statutory, Instrument or Regulation under which the Room may be used and shall not do or permit to be done, or permitted in or about the Room any sort of thing which would be a breach of any such Act of Parliament, Statutory Instrument or Regulation.

11. SERVICES PROVIDED BY THE COUNCIL

The Council will:

- 10.1 throughout the hire period provide toilet facilities, normal heating and normal lighting of the Room (but not further or otherwise) hot and cold water but shall not be responsible for any failure thereof or defect to the heating and/or lighting or for anything which prevents the supply of hot and cold water or loss or damage resulting there from unless due solely to the negligence of the Council or its servants or agents.
- 11.2 a security number for the Hirer to lock and unlock the Building as may be necessary.
- 11.3 in the case of the Council Chamber and Room 1:
 - 11.3.1 no access is permitted via the front door of the Building outside of office hours.
 - 11.3.2 limited parking is permitted in the carpark adjoining the Building in the marked spaces only, at the owner's own risk and is subject to availability.

12. NOISE, MUSIC, ELECTRICAL EQUIPMENT

The Hirer shall ensure:

- 12.1 that the minimum of noise is made on arrival and departure particularly when late at night or early in the morning.
- 12.2 that any provision of music is to be kept to a noise level which does not cause any nuisance or disturbance to other occupiers of the Building or neighbouring properties and in any event shall end at 2300 hours.
- 12.3 that no amplifiers, musical instruments or associated equipment are to be connected to the mains electricity supply or used without the prior permission of the Council and without the provision of RCD circuit breakers.

12.4 that any electrical equipment or appliances brought by the Hirer into the Room and used there are safe and PAT tested, in good working order and used in a safe manner in accordance with any relevant legalisation.

12.5 that any extension leads used should be completely unwound and laid so as not to cause a trip hazard.

13. ROOM ATTENDANCE REGISTER

The Hirer must ensure that all persons attending the Premises sign the Room Attendance Register which will be available in the Room upon arrival.

14. ACCIDENTS

The Hirer must report to either the Town Clerk, the Deputy Town Clerk or the Office Manager as soon as practically possible:

14.1 any failure of equipment provided by the Council.

14.2 any injury or accident involving injury to any member of the public or attendee at the event and complete the relevant sections in the Council's Accident Book.

15. CANCELLATION

15.1 bookings cancelled between 14 and 30 days of the event will be subject to a charge of 25% of the hire fee.

15.2 bookings cancelled less than 14 days prior to the event will be subject to a charge of the whole of the hire fee.

Such charges are to be imposed at the sole discretion of the Town Clerk or, in their absence, the Deputy Town Clerk.

15.3 the Council may cancel the hiring at any time without stating a reason and, if so, the Council shall refund to the Hirer all monies paid by it/him/her to the Council provided that the Council shall not be liable to pay any compensation to the Hirer in respect of such cancellation.

16. THIRD PARTY RIGHTS

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Right of Third Parties) Act 1999 or a person who is not named as a party to this Agreement.

17. NO RIGHTS

This Agreement constitutes permission only to use the Premises and confers no tenancy or other right of occupation to you.



GILLINGHAM TOWN COUNCIL

The Town Hall
 School Road
 GILLINGHAM
 Dorset SP8 4QR
Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk
Web site: www.gillinghamdorset-tc.gov.uk

Booking Form – Appendix A			
Please note: All room hire is subject to availability. Please contact a member of staff at the Town Hall to check room availability before completing this form.			
Contact Name			
Name of Business / Organisation			
Registered Charity Number (if applicable)			
Address			
Telephone numbers			
Email address			
Date(s) of room Hire			
Times of room hire		Arrival	Departure
Please indicate which room you require.			
Council Chamber	Chantry Community Office	Town Hall Office1	Town Bridge Community Office
Room Hire Fee	Room Hire Fee	Room Hire Fee	Room Hire Fee
How often do you require room hire? For example: weekly, monthly, annually, term time.			
Do you require use of a food preparation area? (NB: No hot food)			
What the will the room be used for? Eg. Meeting, exhibition, training course			
Will the event be open to the public?		Yes / No	
DECLARATION The individual and / or organisation detailed above accept and agree to the terms and conditions of hire annexed hereto. I confirm I am over 18.			
SIGNED:		DATE:	
Please send completed booking forms to: The Office Manager Gillingham Town Council School Road, Gillingham, Dorset SP8 4QR		For official use:	
		<input checked="" type="checkbox"/> Booking confirmed	



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Application for Free Room Hire – Appendix B

Please note: Before making an application, please make sure that the room you require is available. Please note that applications will be considered by the Full Council and must be submitted not less than 10 days before its next meeting.

Name of Organisation							
Registered Charity Number (if applicable)							
Contact Name							
Address							
Telephone numbers							
Email address							
Date(s) required							
Times required		Arrival				Departure	
Please indicate which room you require?							
Council Chamber (✓)		Chantry Community Office (✓)		Town Hall Office1 (✓)		Town Bridge Community Office (✓)	
How often do you require room hire? For example: weekly, monthly, annually, term time.							
Do you require use of a food preparation area? (NB: No hot food)							
Aims and objectives of the organisation Please explain how these are currently achieved.							

<p>Benefit to Gillingham</p> <p>Please describe how your organisation helps to benefit the people of Gillingham—include supporting information as necessary.</p>		
<p>What is your reason for room hire assistance?</p> <p>For example: new group, no other sources of funding.</p>		
<p>Details of grants received from Gillingham Town Council over the past five years</p>		
<p>Details of other grants received over the past three years.</p>		
<p>Details of other fundraising activities</p> <p>For example: coffee mornings.</p>		
<p>DECLARATION</p> <p>The individual and / or organisation detailed above accept and agree to the terms and conditions of hire annexed hereto. I confirm I am over 18.</p> <p>SIGNED: DATE:</p>		
<p>Please send completed applications to: Gillingham Town Council School Road Gillingham, Dorset SP8 4QR</p>	<p>For official use:</p>	✓
	<ul style="list-style-type: none"> • Application Checked 	
	<ul style="list-style-type: none"> • Application acknowledged 	
	<ul style="list-style-type: none"> • Date of committee meeting 	
	<ul style="list-style-type: none"> • Application decision Yes/No 	
<ul style="list-style-type: none"> • Applicant notified of decision 		



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GILLINGHAM TOWN COUNCIL LETTING FEES FY2020/21

ROOM	CHARGE PER SESSION COMMERCIAL RATE	CHARGE PER SESSION NON-PROFIT MAKING
Civic Hall	£100	£100
Council Chamber	£50	£25
Town Hall Office 1	£10	£10
Chantry Community Office	£15	£10
Town Bridge Community Office	£15	£10

Please note that a session is equal to a morning, an afternoon or an evening for all rooms except the Civic Hall. A session at the Civic Hall will covers a civil ceremony or naming ceremony.

THREE RIVERS PARTNERSHIP

NATIONAL LOTTERY COMMUNITY FUND PARTNERSHIP PROGRAMME

Author: Phil Wilson 3RP Board Member

1. Introduction

Over the last decade Local Government has borne the brunt of the Government's austerity programme that has led to unplanned reorganisations and cuts to services. North Dorset has lost its District Council and the new Dorset Council is starting its life in an extremely challenging financial environment.

This upheaval is taking place against a backdrop of significant changes facing Gillingham. The Southern extension is finally on the verge of starting a development that will increase the population of Gillingham significantly along with the associated pressures that will follow.

2. Community Planning Revisited

The embedding of community priorities into council planning processes and the preceding engagement with the communities themselves goes to the heart of what Community Planning is all about. Community Planning strengthens local democracy and allows local people and local communities to be the central focus of policy making. Moreover, it moves away from the traditional pre-defined top – down framework towards a more values-based approach which seeks to put Place and the importance of Place at the heart of public policy.

The attached funding proposal outline is about re-imagining the community planning approach and making it relevant to the significant challenges facing Gillingham today.

Its aim is to build an inclusive and engaged Placed Based Partnership that will come together to plan and deliver a multi-agency, sustainable programme of services to Gillingham Residents.

It is envisaged that the partnership will include Dorset Council, NHS Clinical Commissioning Group, Police Commissioners Office, a range of Dorset wide and Gillingham based Voluntary Groups, Gillingham Chamber of Commerce and other representatives of Gillingham Business Sector and Gillingham based Community Sector groups.

The idea behind the project is the simple and straightforward notion that services will be more relevant and cost effective if the various sectors come together to work out what the priorities are and how the partners can work together to plan and deliver these services.

3. National Lottery Community Fund Partnership Programme

The National Lottery has introduced a funding programme that focuses on partnership Working between the main service providers, for example Local Councils, Local NHS and police with local Town and Parish Councils, Voluntary and Community Sector groups and relevant Private Sector Organisations.

Our aim is to secure enough funding from the lottery fund to pay for a PARTNERSHIP DEVELOPMENT OFFICER, who we are calling A PLACE PROFESSIONAL, to build a local partnership that will meet the challenges facing our community.

4. Gillingham Town Council: Community Leader and Place Maker

Throughout 2019 there has been several conversations between partners about how best to approach the development and delivery of services in Gillingham going forward. This process has been led by GTC and 3RP.

We think it would be beneficial for the Town Council to take the lead in this project. We envisage that the Place Professional will become a member of the Town Council Team with a specific remit to develop the partnership.

The project will be cost neutral for GTC in so far as the lottery application will seek to provide salary and on-cost for the Place Professional for a 3-year period. Whilst the officer will be based at GTC, it is envisaged that an initial bespoke oversight group will be established that will oversee the work of the officer and the wider project.

4. Recommendation

It is recommended that GTC takes the lead role in the National Lottery Community Fund application and becomes the accountable body for the project.

Reaching Communities Partnerships Funding

Gillingham Place Management

What you want to do and why?

Gillingham Town Council (GTC) and its lead voluntary sector partner 3 Rivers Partnership (3RP) are looking to develop a new and innovative approach to place governance that will bridge the gap between community needs, knowledge, and aspirations on the one hand, and statutory sector resources, services and decision-making on the other.

GTC is currently in an on-going conversation with partners about re-imagining the community planning approach and making it relevant to the significant challenges facing Gillingham today. Its aim is to build an inclusive and engaged **Strategic Place Based Partnership** that will deliver a multi agency, sustainable programme of services to Gillingham Residents.

We are looking to fund a **Senior Place Professional** who has community development and multi-agency partnership development experience to build the Gillingham Place Partnership over a three-year period.

Building the partnership to ensure that local Voluntary and Community Sector (VCS) organisations and groups are able to fulfil the key dynamic role that they can offer is crucial for the success of the proposed partnership. Supporting the development of the sector is a crucial aspect of this project. Empowerment through knowledge transfer and confidence building will lead to a VCS that not only reflects the need of the Gillingham Community, in all of its diversity, but will also offer creative and focussed solutions to these problems. Moreover, this developmental process will release maximum social capital into the policy making and service delivery mix on offer to Gillingham residences and businesses.

Likewise, supporting large public and private sector organisations to understand the complexity of working with a more informal VCS is also crucial. It will be the Place Professional's ability to emulsify the different sector's approaches to service planning and delivery that will be a key factor to the success of the partnership. It is envisaged that by the end of the project the partnership will have achieved sufficient maturity to ensure continued joint funding of the role going forward.

Gillingham is facing long term challenges that are typical of many Rural Communities. Moreover, Gillingham is now a town in transition facing on the one hand the long-term pressures facing every rural town and on the other additional challenges brought on by large housing developments in excess of 1800 homes are to be built in the town. The impact of the housing developments will be a challenge to the agencies that will be responsible for managing the changes that will follow. The established model for dealing with these pressures has been a mixture of service planning, market forces and 3rd sector community action. However, a significant increase in population over a short period of time will produce a series of complex and difficult challenges. There can be no doubt that these challenges have become even more complex because of the financial environment facing all of the public sector, especially local government. High level authorities & agencies are having to be more focused because of limited resources and are finding it increasingly difficult to build policy at the local place based level. The danger here is that local residents and local communities will be marginalised from the place-based stewardship of Gillingham.

Multi agency working has tended to focus on discretionary rather than core areas of work but we think that this project will promote a significant shift towards core activities as well. The Community Planning approach will enable joined up policy making and multi-agency service delivery across key areas of need such as:

Rural Mental Health Services
Rural Care services
Rural Family Support Services
Rural Services for Young People
Rural Housing
Rural Services for Elderly and Vulnerable Adults
Rural Isolation
Town Centre Revitalisation
Gillingham Local Economic Development
Climate Emergency

What difference do you think your idea will make?

An engaged place based partnership will bring several benefits to both the partners involved and the communities they serve.

First, better, more connected services will be devised and delivered through the partnership. The partnership will offer a more joined up way of planning and delivering services that are focussed on outcomes that meet the challenges facing a rural community.

Secondly, we think (based in part on 3RP experience) that a place-based focus will lead to greater participation and involvement of local people in the decisions that affect their lives. It will on the one hand improve community spirit leading to greater feelings of wellbeing and a strengthened sense of place, whilst on the other, lead to increased willingness to become involved in community-based issues (social capital). Community engagement will support more impactful, holistic services and policies leading to strong resilient communities.

Multi Agency Partnerships working has shown that cross agency and cross departmental working can lead to innovation and greater impact as bureaucratic boundaries take on less importance. Moreover, it can empower public sector professionals to rethink their relationship with citizens and communities and adjust their approach to policy planning and service delivery.

How are people and communities involved with your project?

To date, local people have been involved through a series of conversations that have taken place with trusted intermediaries in the Voluntary and Community Sector (VCS). As an organisation with its roots in the Gillingham community, 3RP is a central part of the Gillingham VCS and regularly speak's with local groups that cover the full gambit of service areas. Moreover, these groups represent the aspirations of a wide section of Gillingham's civil society.

GTC has championed "Bottom Up" decision making i.e. an approach that seeks to place people at the heart of strong and resilient communities. It has supported the community led Neighbourhood Planning process and listened to the strong promotion of joined up multi agency working that was the feature of many of the consultative workshops that helped develop the community plan. It also has strong cross sector links and is talking with all the main public sector service agency, private sector networks such as Gillingham Chamber of Commerce, and local VCS about moving towards a place-based partnership approach.

It is the intention of this project to bring those various views and aspirations into main stream service planning and delivery through a process of community commissioning so that the link between community aspiration and services is brought together by an innovative approach to partnership.

What is the background of your organisation?

Gillingham Town Council is politically independent and has seventeen councillors who represent the five wards of Town, Wyke, Ham, Milton-on-Stour and Rural. Gillingham is the most northerly town in Dorset, in the area known as the Blackmore Vale. Gillingham's current population is 11,756 and is one of the fastest growing towns in the South West. It has been identified in the North Dorset Local Plan as one of the main towns that will deliver the most growth with at least 2,200 dwellings over the plan period up to 2032.

The Three Rivers Partnership was established in 2003. It is a company limited by guarantee and has charitable status. It is run by a Board of Trustees, representing a wide range of community organisations, Gillingham Town Council and the parishes within our area of benefit.

How much money do you need from us and for how long?

The project will have a duration of 3 years and we are seeking £TBC pa

How does your idea fit in with other local activities?

Gillingham has a rich tradition of developing multi-agency partnerships and both GTC and 3RP are involved in several cross agency and community focused initiatives:

Town Centre Partnership (Gillingham Town Team) - GTC and 3RP members of Town Team

Clinical Commissioning Group - Altogether better initiative - 3RP Chair is leading member of locality health Group and pan Dorset patient engagement group

Gillingham Youth Provision - BONES, Rendezvous, Gillingham Youth Foundation 3RP and GTC all significantly engaged in Partnership working

GANG (Gillingham's Environmental Partnership) - Walkers are welcome, White Heart Link, Royal Forest Project and environmental improvement programme. Strong links to GTC AND 3RP AND Town Team

Citizen's Advice - SIGNIFICANT FINANCIAL SUPPORT by GTC

Gillingham Community Land Trust - Providing affordable community focused housing. Leading role taken by GTC & 3RP

Chamber of Commerce - supported by GTC and 3RP with shared membership, part of town team

Dementia Friendly Gillingham - Linked to Alzheimer's Society - GTC Mayor chairs group, 3RP holds the funds

Lunch club and home delivery Service - broad based community group 3RP hold funds

Coffee companions - Part of wider strategy combatting rural isolation supported by GTC, 3RP holds the funds

Community Partnership Team - 3RP Initiative supporting start up and established groups with a range of funding and housekeeping matters

What is the structure of your partnership (including whether there will be a lead organisation) and the background to it?

This project will support the development of a Gillingham Place Partnership. The initial partnership will be led by GTC. GTC will act as the accountable body and the **Senior Place Professional** will be a GTC employee.

The partnership will be overseen by a dynamic oversight group consisting of key partners, which will grow as the partnership attracts more organisations. It is envisaged that by the end of the 3-year development period a comprehensive community focused Service Level Agreement (SLA)/Community Plan will be agreed between the contributing partners. The SLA will formalise the partnership arrangements going forward.

We see this project as a pilot for a Dorset wide, place based programme of community commissioning.

Julie Hawkins
Town Clerk
Gillingham Town Council
School Road
Gillingham
Dorset SP8 4QR

Telephone: 01747 823588 / 01305 22 1215

E-mail: j.hawkins@gillinghamdorset-tc.gov.uk

Bring people together and build strong relationships in and across communities

We will establish accessible partnership structures that will empower residents and businesses to focus on issues that are of local concern. Effective and focused policy development based on and around the **Sense of Place** will build bridges between various community interests and the agencies that deliver services to Gillingham.

Improve the places and spaces that matter to communities

We strongly believe that Place Making is crucial feature of strong and resilient communities we believe that our project will give local people space to highlight concerns and be part of solutions to strengthen Gillingham.

Enable more people to fulfil their potential by working to address issues at the earliest possible stage.

By building our partnership within a framework of place we believe that people will feel it worthwhile to and have the confidence to use their voice to highlight gaps in services and be part of the community response that will deliver solutions.

Minute no. 110

Gillingham Town Council

**Traffic Management Issues
Clarendon Close and Brewery Lane**

Author: Cllr Val Potheary

Approximately 4 years ago Gillingham Town Council was approached by Mr Hooley regarding parked vehicles on the main road at Wyke and requested that double yellow lines to be placed between the entrances to Clarendon Close and Brewery Lane.

This issue was mostly dealt with by Cllr Belinda Ridout, who was the previous chairman of the Traffic Management Working Party. Cllr Val Potheary took over this role as chairman in May 2019.

In June Cllr Potheary contacted Rhian Smith from Dorset Council, who is the officer for Paralegal – Property and Regulatory Legal and Democratic Services - and asked her for an update on this matter.

Ms Smith replied saying that she had been instructed by Roland Skeets, the Community Highways Officer for the area, to explain Dorset Council's position to Mr Hooley.

Ms Smith had been in correspondence with Mr Hooley until May of this year when she advised him that to progress the matter the Town Council would need to make an application for a permanent Traffic Regulation Order (TRO). Ms Smith also advised him that Dorset Council has no means to "bypass" the application process, and not all applications are successful.

Ms Smith gave a brief summary of what had been explained, as follows:

- Wyke Road is adopted highway and maintainable at the public expense.
- Brewery Lane is a private road, and there is a historic public footpath that runs up Brewery Lane.
- The approach of Brewery Lane to Wyke Road is not within Dorset Council's control as it is a private road. If Brewery Lane were to be built today the developer would have to enter into a highway agreement where Dorset Council would set the requirements and specification for the approach in order for it to be permitted to join with our adopted highway.
- As highway authority, Dorset Council does have a duty to assert and protect the rights of the public to the use and enjoyment of the highway. This is a difficult balance and there are often conflicting and competing public needs. When considering public use and enjoyment our highways officers will consider the area where the road is located, and this will consider any parking issues in the area.
- No one has a right to park on the highway, but it is not illegal.
 - Dorset Council has responsibility to enforce against parking offences – this is in relation to civil matters only. Dorset Council can only take enforcement action where parking restrictions are in place, such as double yellow lines.

- If an individual car parks on the highway but no parking restrictions are in place Dorset Council does not have an automatic legal power to take enforcement action. We can assess whether an individual car is parked in a dangerous manner so to cause a dangerous obstruction or take action if the vehicle is abandoned, but this can only be done on a case by case basis. If assessed to be a dangerous obstruction or an abandoned vehicle we would rely on different powers to remove the vehicle and store it at one of our waste sites.
- If the matter is considered a criminal offence then it is for the police to enforce; this includes offences under the Road Traffic Act 1988 (RTA), the Road Vehicles (Construction and Use) Regulations 1986 and speeding offences.
- There have previously been double yellow lines along the same stretch of Wyke Road, but these were placed under a temporary traffic regulation order (TTRO) which I understand was for the duration of works to the A303. It is not possible to simply extend a TTRO so that it becomes permanent, and the TTRO that had been in place lapsed several years ago in any event (TTROs are usually up to a maximum of 18 months).
- The Council does not have an overriding power to mark the highway. Marks can only be legally placed on the highway by a TTRO or TRO.

Ms Smith invited Mr Hooley to approach the Town Council to make a formal application for a TRO but said she could not guarantee it will be successful, nor the speed at which it will be progressed. She advised that there are usually a very high number of TRO applications every year and all of them must be dealt with by following the statutory procedure, and some will inevitably have a higher priority than this particular matter.

On 28th June, Cllr Pothecary had a meeting with Roland Skeets and Roger Bell from Dorset Highways. We toured the town and discussed various issues and sites of concern, one of which was the issue of double yellow lines near Brewery Lane. Cllr Pothecary was advised by Mr Skeets that it was highly unlikely that a TRO application would be successful or progressed. Mr Skeets consider that even if Yellow Lines were put in place, any vehicle exiting Brewery Lane would still have to edge out very carefully because of the siting of The Stables building on the left-hand side, which of course, is immovable.

Given the cost of a TRO application (circa £3,000), and with no refund if the application was unsuccessful, Cllr Pothecary made a recommendation to members at the last Traffic Management Working Party meeting that Gillingham Town Council should not continue with this matter - and the expenditure from the public purse. The recommendation was agreed, and Cllr Pothecary wrote and advised Mr Hooley on 20th September 2019.

Cllr Pothecary added that since the on-site meeting with Roland Skeets, she driven past this part of Wyke at least twice per day and has not seen any vehicles parked there. So, it would appear that the problem has resolved itself.

Gillingham Town Council

**Outreach Youth Provision
Rendezvous Gillingham (RV Gillingham)**

Notes of the meeting held on Thursday, 17th October 2019

Author: Clare Ratcliffe, Deputy Town Clerk

Present: Cllr Barry Von Clemens
Helen de Silva Wood, CEO Rendezvous
Clare Ratcliffe, Deputy Town Clerk
PSCO Nicky Fear
PSCO Vicky Leavy
Jemma, Lou and Becca – Outreach workers

1. INTRODUCTION

Rendezvous Gillingham (RV Gillingham) has been in place for two years now and is proving to be one of the most successful partnership arrangements that Gillingham Town Council has engaged with in recent years. RV Gillingham offer a professional and caring youth outreach service to the town, which is constantly being tailored to suit the needs of the young people, especially those who are vulnerable and marginalised.

2. UPDATE

• **Outreach**

The RV Gillingham team have been going out regularly and they have been continuing to engage the skaters and other groups. The team leader has attended County Lines focussed multi-agency mapping meetings.

• **New staff member**

The RV team has been going through a review of their informal youth worker provision. The team are stretched to capacity with the rise in young people suffering from mental health issues, so RV have committed to making a new appointment to drive the strategic development of the informal work which targets the most challenging young people. Under that remit will come the RV Gillingham outreach project.

• **Gillingham Young Parents**

There is a constant flow of referrals from the Health Visitors (circa 30+) and some very complex needs but RV Gillingham has achieved some very good outcomes for people, particularly around housing. The team leader who runs the group, is delighted and the Health Visitors are very complementary. The group itself has a regular 6-8 attendees and is likely to outgrow the library. The RV team are optimistic about a small grant to cover future venue and mileage costs for the Young Parents Group in Gillingham.

3. FUTURE PROJECTS

- **Mental Health**

Developing a 1:1 mental health and wellbeing support offer in Gillingham would really help join the dots with the outreach programme. The RV Gillingham team are hopeful that in the future they may be able to offer a youth worker and trainee counsellors to deal with this.

- **Learning**

In Sherborne the RV team provided English and Maths tutoring for young people who failed English and Maths. RV has been able to access £1,000 for this service to extend into Gillingham. Whilst it is a small offer, it would make a real difference to those who take part.

- **New Trustee**

RV have a new trustee who will focus around Development. He lives near Shaftesbury/Gillingham which is fortuitous especially as RV would like to build further links at a strategic level around Shaftesbury and Gillingham.

- **Funding pots - Rotary**

RV have been in touch with the Rotary Club and they have been invited to make a presentation at one of their evenings in a few months' time.

4. DEVELOPMENTS

Whilst the day to day work is carrying on, RV Gillingham are also developing their next long-term plan. The RV team are keen to find ways of replicating the "work that works" in Sherborne and given the need, the lack of alternative provision and the reception they have had from partners in the town, Gillingham is the logical place to develop more services.

5. BENEFITS

- Engagement with young people and especially those who do not participate in formal settings.
- Liaison with the police and town council to deal with and prevent anti-social behaviour.
- Educating young people so that they make good life-style choices.
- Dealing with mental health issues and signposting to other services.
- Dealing with conflict issues between young people and young people and older people.
- Developing other provisions for young people in the town e.g. Young Mums' groups.
- Working with other agencies who are interacting with young people, police, social services, school, South West Regional Assessment Centre (SWRAC) etc.
- Secured additional funding:
 - Additional funding £500 to provide information about sexual health issues, particularly for young girls in Gillingham.
 - RV Trustees agreed to releasing some of their own valuable funds of £530 to fund weekly visits to Gillingham for a trial period of three months from January 2020.
 - RV Trustees agreed to release £8,000 towards a young mum's group and secured £1,200 from the Gladys Watson trust towards the project.
 - Funding of £1,000 has just been awarded to pay for literacy and numeracy tuition for 16 plus.
- Exploring other sources of funding (monetary and 'in kind' partnership working) to support other related work such as mental health issues and literacy and numeracy skills for 16 plus.

6. LEGAL OBLIGATION

Crime and Disorder Act 1998 s17.

7. MORAL OBLIGATION

“Today, there are 1.2 billion young people aged 15 to 24 years, accounting for 16 per cent of the global population.¹ The active engagement of youth in sustainable development efforts is central to achieving sustainable, inclusive and stable societies.”

United Nations World Youth Report 2018.

United Nations Convention on the Rights of the Child, please refer to web page:
https://downloads.unicef.org.uk/wp-content/uploads/2019/10/UNCRC_summary-1_1.pdf?_ga=2.265459087.1471053860.1571926451-456092935.1571926451

“The health of a country’s young people is one of the greatest assets it holds, determining its future wellbeing, costs and productivity. Young people’s wellbeing is critical to a healthy democracy, the economy, and shapes the nation’s social fabric. For governments across the world, the stewardship of young people’s wellbeing needs to be a priority – any erosion of the population’s health is a major risk to the prosperity of the nation.

The transition to adulthood is a critical stage in life. It is a time of moving from education to work, becoming independent, leaving home, and forging key relationships and lifelong connections. These milestones have been largely the same across recent generations. But today’s young people face unique opportunities and challenges compared to their parents and carers. The challenges may be different to the ones they imagined themselves to be facing during their teenage years. For some, the transition is one they feel prepared for, but for others it can be marred by challenges and difficulty.

Young people are growing up in an environment that makes securing these vital building blocks more difficult than it was for previous generations. Today’s young people face a more precarious labour market and a more challenging housing market. And they are reporting higher levels of loneliness and poor mental health than previous generations.

The years between age 12 and 24 are a period where the body is changing. It is a period of rapid brain development, growth and adaptation. While humans are highly adaptive, there is a limit to how the body is able to respond effectively to challenges and new environments. The stresses young people experience in their social environment are complex. Understanding the exact mechanisms that modify biological processes in the human body is only just beginning. However, it is clear that the social environment has a large influence on people’s health.

Young people are tomorrow’s engineers and builders, teachers and care workers, civic leaders and parents. The future prosperity and wellbeing of society depends on how they are supported today.”

Extracts taken from ‘A Healthy Foundation for the Future’ – The Health Foundation 2019

8. FINANCIAL IMPLICATIONS

RV Gillingham receives an annual award of £5,360 to carry out bespoke outreach youth work in the town.

Additional external funding has been sourced by RV Gillingham specifically aimed at helping young people to the value of £10,030 (£8,000 + £1,000 +£500 +£530). This equates to a net gain of £4,670 that would otherwise not have been available for our young people.

If the additional outreach session from January to March proves a success then it would be beneficial to the project to increase award RV Gillingham an additional £530, making a total grant of £5,890.

9. CONCLUSION

- RV Gillingham has clearly proved to be a success as illustrated by the additional funding that they have secured to develop the services further.
- The youth workers have become friendly faces around town and the young people enjoy being with them.
- The police have reported a reduction in the number of calls relating to the anti-social behaviour of young people.
- A formal Service Level Agreement to be agreed between RV Gillingham and Gillingham Town Council would provide financial security in the long-term and enable them to enhance the services offered to young people.
- The project contributes to community safety, health and well-being.
- A requirement for outreach youth work and a youth club remains.

10. RECOMMENDATION

- **That to secure the tenure of RV Gillingham and outreach youth work that a three-year Service Level Agreement (SLA) between Gillingham and Rendezvous is drafted within the next three months.**
- **That a provision of £5,890 towards continued outreach youth work is considered for inclusion in the budget for FY 2020/21.**

BONES Youth Centre Gillingham

1. INTRODUCTION

As part of the Dorset County Council (DCC) review of youth services, all youth centres were closed, and local communities were given the opportunity to apply to DCC to be given ownership of their youth club building to enable them to run their own youth clubs.

In 2017 a group of residents formed Bones Youth Club (this was totally independent of the youth club building and the group that owned it). The aim of the group was to provide a youth club on two nights a week. Initially run by a voluntary qualified youth worker, this was very successful. Unfortunately, the qualified youth worker was unable to continue with the organisation of the youth club and a less qualified volunteers filled the gap.

In recent weeks the lead volunteer youth worker decided to move on, leaving the requirement to find a replacement. Working with the Dorset Youth Association (DYA) the action to employ a fully qualified youth worker was agreed by the Bones Management Committee.

2. OBJECTIVE

There are few facilities in Gillingham where young people can meet in a warm, safe and purpose-built environment that is within the financial means of young people.

As part of the continued development of the RV Gillingham project, it is important that a facility such as the Bones Youth Club with a qualified youth worker is available so that young people can continue their personal development to enable them to go on and lead healthy and fulfilling lives.

3. PROPOSAL

A highly qualified youth worker is available; however, the Bones management committee has very little money to pay them for any significant length of time.

A lead youth worker (fully qualified and experienced) will need to be paid at a rate of £15/hour, 8 hours per week. This equates to a salary of £4,200 over the initial 6 months (including on-cost) and then, £8,400 per 12 months.

4. LEGAL OBLIGATION

Crime and Disorder Act 1998 s17

5. MORAL OBLIGATION

Please refer to paragraph 7 'Moral Obligation' in the primary report.

5. FINANCIAL IMPLICATIONS

The service devolution budget has a balance of £13,614. This budget is used to finance the weekend town orderly and has part financed the grant to CAB.

The drawn down on this budget for town orderly duties for the remainder of this financial year will total an estimated £2,400. This would leave an estimated balance at the end of the year of £11,214.

If a youth worker was funded at £8,400 for twelve months, the balance at the end of the year would be an estimated £2,814.

6. CONCLUSION

That a qualified youth worker is employed to enhance the successful work of RV Gillingham which will contribute towards community safety, health and wellbeing.

7. RECOMMENDATION

- **That provision for a youth worker for a twelve-month period to the value £8,400 is finance from budget no. 5450, Service Devolution.**

Minute No 113



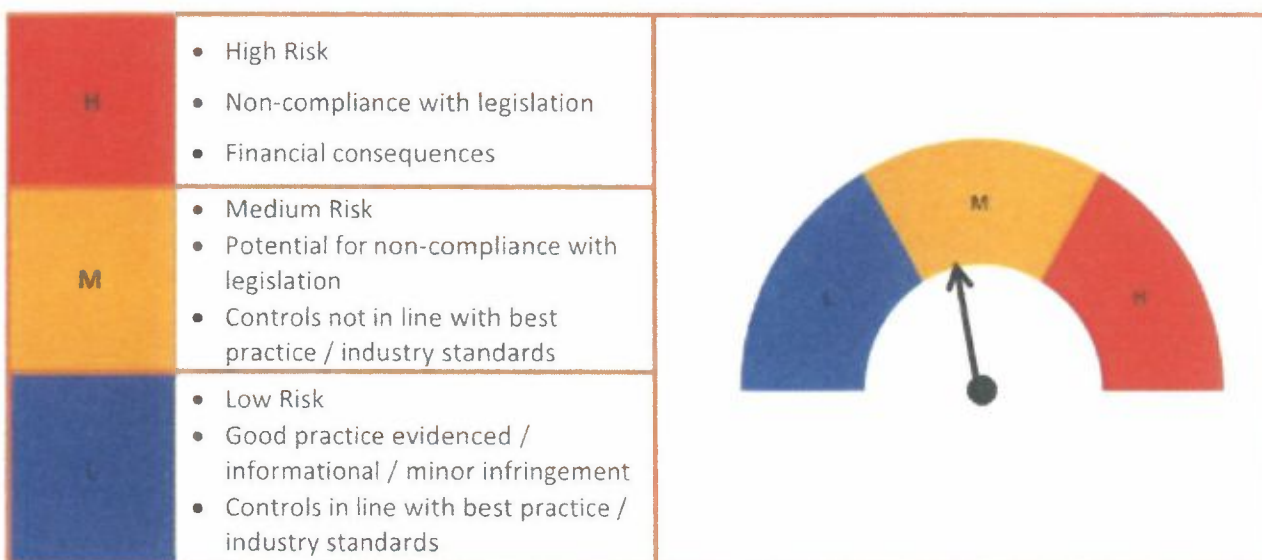
Data Protection
Compliance Report for:
Gillingham Town Council
Date: July 2019

Introduction

As part of our Data Protection Officer (DPO) Support Service an onsite compliance visit was conducted at Gillingham Town Council on the 31st July 2019. Discussions were had with the Town Clerk. The compliance review covered the following areas:

- | | |
|---|-----------------------------------|
| 1. Follow up (last year's report – 26/7/18 visit) | 4. Third party processing |
| 2. Record of Processing Activities (RoPA) | 5. Data breaches |
| 3. Privacy Notices | 6. Subject Access Requests (SARs) |

Each of the areas reviewed has been given a risk score (as below), and an indicator within this score.



Executive Summary

The Town Council should continue to embed good data protection behaviour into the culture of the Town Council and into business as usual. A regular slot in staff meeting agendas and regular updates to Councillors will assist with this, as well as providing a mechanism for documenting updates with compliance, and to support the accountability principle within the General Data Protection Regulation (GDPR).

The Town Council have made some improvements in their compliance in the last year; the Town Council have been taking steps and measures to adhere to data protection, while maintaining their busy day to day schedule. It was pleasing to see that the Town Council had made progress with ensuring there is no excessive processing, and no longer displaying any personal data to be seen by the public, Unfortunately the RoPA/Information audit has not yet been started, this will be a priority, other areas to focus on moving forward would be to (a) improve the Privacy Notices, and engage with councillors, staff and residents to ensure they are understood, (b) further improve the policy framework and discuss this with staff to ensure the policies (and controls within) are understood and embedded.

Progress and Improvement Plan

(1) Follow up on last year's report

✓ The Town Council currently have the following policies in place and available online:

- Data Protection Policy
- Retention Policy

✗ The Town Council are financially responsible for the Town's CCTV cameras, and the police have also said they are the data controllers, yet Town Council have no control over how the data is processed or where it is stored.

✗ The Data Protection Policy does not adequately cover the processing of Special Categories of Personal Data.

✗ Some of the Town Councils Councillors are using their personal e-mail addresses for Town Council business.

✗ The Town Council have not provided any robust training and awareness to its staff (who regularly process personal data) on how to apply data protection into their roles.

✗ The Town Council's IT Support provider (Dorset County Council) has not yet sent back the assurance on IT Security to the DPO and the Town Council.

Risk

The Town Council should consider:

- a) Confirmation who the data controller for the CCTV is? and ensure as data controller you have all the necessary resources, policies, and procedures in place to ensure you can control and secure the data.
- b) The Town Council should either develop separate policies, or include in detail within the Data Protection Policy:
 - i. Special Categories of Personal Data
We can provide our latest template which will assist you.
- c) Increasing the awareness of data protection with Councillors to ensure they understand their role in applying it, accountability, and ensuring they only use Town Council email addresses for Town Council business.
- d) The Town Council should ensure that all staff have the appropriate GDPR/Data Protection training.

The DPO will review the IT security assurance provided by Dorset County Council and make recommendations accordingly, once it has been received.

(2) Record of Processing Activities (RoPA) / Information Audit

- ✓ The Town Council had made a start on their information audit / RoPA – which was in paper format.
- ✗ The Town Council's RoPA has not been updated since the last visit by the DPO and could not be found at the time of the visit.

Risk

The Town Council should continue with the completion of the RoPA. The following should be considered when progressing with the RoPA:

- a) To highlight Special Category Personal Data.
- b) Include the legal basis for processing personal data (under GDPR Article 6) and for processing Special Category data (under GDPR Article 9).
- c) To explicitly highlight third party processing and sharing.

(3) Privacy Notices

- ✓ The Town Council have developed and issued a Privacy Notice to its Staff, Councillors and role holders.
- ✓ The Town Council have developed and issued a Privacy Notice to its residents and customers.
- ✗ The Town Council does not have Privacy Notices covering visitors or applicants.

Risk

The Town Council should consider:

- a) updating the Privacy Notices to ensure the legal bases for processing Special Category Personal Data are included.
- b) Developing a brief Privacy Notice for visitor's data.
- c) Developing a Privacy Notice for job applicants and attach it to the application form/pack.
- d) Ensure there is a reference to the appropriate Privacy Notices on all data collection forms.

(4) Third Party Processing

- ✓ The Town Council have started to obtain assurance with few third-party processors they have, and ensuring contract and agreements are in place with them.

Risk

The Town Council should continue engaging with its third parties to (a) gain assurance regarding their data protection compliance and (b) update any contracts/agreements in place to ensure current data protection clauses are inserted. The completion of the RoPA / Information Audit (Section 2) will aid this.

(5) Data Breaches

✓ The Town Council have no reported data breaches and are in the process of implementing a near misses and incidents logging system. The learning of which, will be disseminated to staff in staff meetings or by email.

Risk

The Town Council should continue to raise awareness of data protection and maintain a culture of openness and data protection maturity. The quick reporting of data breaches and near misses is essential for enabling speedy containment and recovery.

(6) Subject Access Requests (SARs)

✓ The Town Council have not received any SARs.
✓ The Town Council have implemented thorough archiving system and are now considering implementing a deletion policy on emails. This will reduce the impact of a SAR.

Risk

The Town Council should review the SAR Guidance provided by the DPO to ensure it could follow it should a SAR be received.



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Gillingham Town Council

**Mayor's Report
September – October 2019**

Date	Event	Comments
20 Sept	Mayor's Macmillan Coffee Morning	It was great to welcome both staff and residents to this event. We raised a great amount for the charity. A big thank you to everyone who came along and supported the event.
25 Sept	Pride in Parks	Always great to welcome the judges who come to see our fabulous open spaces. Thank you to everyone who took part on a very wet day.
27 Sept	Blandford Civic Day	An interesting morning and afternoon in Blandford hearing about their many historic buildings and a fabulous tea. A great chance as always to talk with other Mayors about current issues and ways we can develop working together.
27 Sept	Carnival Concert	One of my favourite engagements during the year to hear our fabulous Imperial Silver band and to see this year's carnival royalty crowned.
28 Sept	Story time at Gillingham Library	An interesting event with panto dame Mama G telling stories to the young people on how it is OK to be different. Part of the Dorset Libraries program of libraries as Cultural Hubs. We all enjoyed the stories and had great fun.
28 Sept	GMS Lions 40 th Charter	As always, a fabulous evening with the GMS Lions this year marking 40 years of service in Gillingham Mere and Shaftesbury.
1 Oct	Gillingham DofE Awards Evening and cabin opening	It is always an amazing evening to see all the wonderful achievements of our young people who have achieved their Bronze and Silver and to hear about those who will go to either St James or Buckingham Palace to receive their Gold awards. This even was also amazing to see how our local community rallied round to fund the new cabin and how Gillingham School also played their part in reaching this goal.
2 Oct	Market Garden Service in Wimborne	Very proud to don the robes along with my fellow Mayors and the Deputy Chair of Dorset Council, Cllr Val Pothecary, to remember those who took part in this operation.
5 Oct	Fun Palace, Gillingham Library	Another fabulous event at our Library with people from Wessex Water and pupils from Gillingham School to mention a few with some great interactive stands for people to explore.
5 Oct	Children's Carnival Parade	A total joy to lead the children's' parade in the afternoon and the amazing costumes were breath taking. We were invited to attend the tea to meet those who make this such a fabulous day for our town.

Date	Event	Comments
5 Oct	Main Carnival Parade	A fabulous parade as always with so many wonderful floats to see and such a great turn out.
10 Oct	Beavers visit to the Town Hall	Always a pleasure to greet the Beavers to the town hall and to answer their fabulous questions I was also very lucky to take part in the inauguration of four new Beavers
11 Oct	Visit to Beavers	This time I was invited to the new scout community hall to present some well-earned certificates and to witness two beavers swimming up the river to become Cubs and the inauguration of two new Beavers a wonderful evening.
12 Oct	Drawings in Dorset exposition	Some wonderful drawings on show at our fabulous Slade centre I had a great time talking to the artists.
14 Oct	Dorset Youth Association AGM	An informative and fun evening hearing about their work and how youth provision is developing across the county.
15 Oct	Yeovil Civic Day	An interesting day with a visit to a local leather factory and to Yeovil Collage.
17 Oct	Cheque Presentation on behalf of Dementia Friendly Gillingham	A double hatted day as both Mayor and Chair of Dementia Friendly Gillingham to present a £600 cheque to fund music and movement session twice a year for residents of St Martins and those in the community living with dementia. We dedicated the session to Richard Roberts a core member of our committee who had sadly died a few days before.
18 Oct	Hall and Woodhouse Community Chest presentations	A fabulous evening meeting all the community groups who had been awarded a grant in this year's round of Community Chest Awards.
24 Oct	Dorset Mind launch in Shaftesbury	As a great champion of mental health is was great to be invited to this event.
25 Oct	Devon and Dorset Dinner	A lovely evening, I am always honoured to accept this invitation.
26 Oct	Mayor's Charity Quiz Night	A great evening at the Olive Bowl. Lots of prizes and £516 raised for the Mayor's Charities – Green Gang and Gillingham Home Lunch Service. Thank you to everyone who supported the event.
27 Oct	Legal service in Christchurch	A beautiful morning as the guest of the High Sheriff along with my fellow mayors and senior members of the county's legal services.

Climate Change Workshop Held on Thursday, 17th October was an extremely positive and productive event. Attended by technical officers from all departments of Dorset Council and members of the Climate Change Cross Party Executive Advisory Panel (EAP). Split into groups, we circulated five themed workshops: Transport, Waste and Energy, Buildings & Assets, Leadership & Influence and Natural Environment. We considered: What we (Dorset Council) currently do? Could be doing? Can influence in-house and the wider Dorset area? and how we can develop collaborative working and shared understanding. At the end of the event we were each asked to prioritise three areas in 'Could by doing?' and 'Can influence...'.

Climate Change Cross Party EAP Met on Friday, 18th October at South Walks House to discuss feedback from the from the Climate Change Workshop. Five main areas for action emerged: Local Plan Policy; Sustainable Transport; Using our own assets; Green Infrastructure; Engagement/Behaviour Change and 'Other': Sustainable procurement across the DC; Influence MP's; Ensure future development/projects are assessed for climate impact and Partnership Working (LEP/public sector, Towns and parishes).

Next steps: To set up Officer task and finish groups for each topic area to review outcomes and previous work and develop actions (quick wins/long term plans). Topic based monthly EAP meetings to review outcomes of task and finish groups and feed in wider views from engagement activities. To work on a Draft Plan from September to March 2020, prioritising and refining ideas, formulating policies and setting a time frame and budget. The Draft Plan would then go out for consultation before submission to Cabinet. As a note of information, the Leader of Dorset Council, Cllr Spencer Flower has met with the Leader of Devon Council, who have already undertaken much work on climate change.

'Safewise', Dorset. An excellent presentation by Robert Hattersley, CEO of 'Safewise' Dorset, formerly 'Streetwise' based in Weymouth and Bournemouth, where they now have a full-sized house and supermarket and road system for "immersive scenario-based learning, teaching risk assessment mentality", aimed at primary school children and teachers and now families, on all aspects of safety. The presentation focused on a new programme called '**Eco-Citizen**', aimed at lower key stage 2 initially, teaching primary school pupils and families about climate change in a positive and practical way. Topics would include use of water, open spaces, shopping, train/bus/car travel, energy, food waste, etc. It was recognised by members that the 'Eco-Citizen' programme would complement the work of the EAP in the short time frame (encouraging waste reduction, recycling, litter) but also encourage long term behavioural change (use of public transport/reduce congestion) and it was agreed to recommend support of the programme to Cabinet.

Climate Change Advice Seminar Has been arranged for **Tuesday, 19th November**, from 6pm to 9.15pm at South Walks House, Dorchester. Since DC declared a Climate Emergency, Dorset Council's Low Carbon Dorset programme has received an influx of applications for support from Town and Parish Councils seeking advice on what they can do to reduce the carbon footprint of their operations and buildings. If your parish has not received an invitation, please let me know immediately.

For more information contact katie.dawes@dorsetcouncil.gov.uk or go to: <https://town-parish-climate-emergency-advice-workshop.eventbrite.co.uk>.

A Climate Change Inquiry Day Will be held on Friday, 29th November at South Walks House, 9.30 to 5pm. Climate Change EAP members will have the chance to listen and question groups who are already actively addressing climate change. We can learn from each other.

Local Plan Executive Advisory Panel, Dorchester Members of this panel will be tasked with keeping the preparation of the Local Plan for the whole of the Unitary authority area on track for the next 4 years. Next meeting scheduled for Wednesday, 30th October.

Strategic Planning Committee Scheduled for Monday, 21st October was cancelled.

Northern Planning Committee To meet at Sturminster Newton Tuesday, 22nd October.

Full Council, Thursday, 17th October - of interest:

Youth Justice Plan (YJP) was approved with an update to be provided in 6 months on progress with the plan. Youth Offending Teams are required to publish an annual Youth Justice Plan for approval by the LA for that Youth Offending Team and by the Youth Justice Board. The YJP provides information on the resourcing, structure, governance, partnership arrangements and performance of the Dorset Combined Youth Offending Service.

Council Tax – Support for Care Leavers As a Corporate Parent, Dorset Council has a duty to apply the Corporate Parenting Principles as set out in the Children and Social Work Act 2017. Care leavers face a range of pressures when they start to live independently for the first time. To help Dorset care leavers manage the transition to adulthood, members agreed to Dorset Council exercising its discretionary powers to award Council Tax (CT) discounts, effective from 1st April 2020, in the following cases:

- a. That a 100% CT discretionary discount be awarded in respect of those cases where the care leaver is under the age of 25 and is solely responsible for the CT;
- b. That where a care leaver, who is under the age of 25, lives with someone else who is responsible for the CT, they are disregarded for the purposes of determining whether a 25% single person's discount applies.
- c. That support will only be provided in respect of those care leavers for whom DC has a corporate parenting responsibility and who live in the council's area.
- d. That, in the case of (a) above that support will be automatically awarded where the care leaver is in regular contact with Children's Services. In all other cases the Taxpayer will be required to apply for the discount or disregard.

Other Matters:

Working with Town & Parish Councils A Town and Parish Executive Advisory Panel (EAP) has been set up, charged with the development of a framework that will outline the way that DC's relationship with town and parish council will work. Workshops with parish and town council across the county have been arranged in cooperation with the Dorset Association of Town and Parish Councils (DAPTC). These are an opportunity to discuss and develop how the relationship between Dorset Council and Dorset Town and Parish Councils will be constructed. Workshops will be held across the area, one of the first being at Durweston Village Hall on Thursday, 24th October and by all accounts was an informative session with the opportunity to make comment and discuss ideas going forward. If you have not received an invite to a workshop, let me know. Bookings via email to: councillorservices@dorsetcouncil.gov.uk

South West in Bloom As a member of Gillingham in Bloom, I am very pleased to report that at the South West in Bloom award ceremony held in Newquay on Friday, 11th October, Gillingham was awarded Gold in the Pennant category and winner of best town in the Pennant entry for the north of the south west area.

Gillingham Town Team I attended the group meeting on Tuesday, 15th October, acting as the liaison with Dorset Council. The enthusiasm of members bringing forward many project ideas for the betterment of Gillingham was very encouraging.

Bee and Butterfly Garden, Gillingham Station On 16th October, I met with Samah Ibrahim, Asset Protection Scheme Manager, Network Rail and Robert Hodgkinson, Franchise and Access Manager, Community Rail, Network Rail in their Waterloo offices to progress this project. Quite a few hoops to go through before work can commence!

Local Government Association Peer Review Conducted between 1st and 4th October on the formation of the Dorset Unitary. Positive feedback so far, awaiting formal report. The leader, Cllr Spencer Flower has and is visiting neighbouring Hampshire, Wiltshire, Devon Unitaries and Districts.

Surgery held every Thursday evening at the Town Hall, Gillingham, between 5-7pm to discuss any issues you may have. It would be advisable to make an appointment by phoning 07496413114 or email: cllrbelinda.ridout@dorsetcouncil.gov.uk

All agenda and minutes can be found on the Dorset Council website: www.dorsetcouncil.gov.uk

Full Council 17th October

Councillor's supported Cabinet's recommendation and voted to adopt the Bournemouth, Christchurch, Poole and Dorset Mineral Site's Plan, to ensure Dorset Council has an up-to-date statutory policy framework for considering planning applications for minerals development and to comply with the requirements of the statutory/consequential orders concerning Shaping Dorset Council which require a council-wide local plan by 2024.

The Mineral Site's Plan is the second component of the Local Plan Development Plan Documents (dpds), the first being the Bournemouth, Christchurch, Poole, and Dorset Waste Plan adopted by Dorset Council in July. Both Plans are going to BCP's Cabinet in November and their Full Council in December. Once this occurs, there will follow a 6-week legal challenge period from the date of adoption during which interested parties have the right to challenge the plan on legal/procedural matters under the provisions of the Planning and Compulsory Purchase Act 2004.

The Planning Advisory Service

The Planning Advisory Service (PAS) will shortly be undertaking a peer review of our planning service. We have asked PAS to help us identify how we can improve our efficiency and effectiveness, and deliver an excellent customer experience, whilst achieving positive planning outcomes for Dorset. The findings of the peer review will help us to shape our future planning service.