



GILLINGHAM TOWN COUNCIL FULL COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
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Minutes of the Full Town Council meeting held on **Tuesday, 28th August 2018** in the Jubilee Room at the Town Hall, School Road, Gillingham commencing at 7.30pm.

These minutes do not constitute a true record until ratified by Full Council.

Present: Cllr Mrs S Hunt (Mayor)
Cllr B Von Clemens (Deputy Mayor)
Cllr Mrs A Beckley, Cllr Mrs S Cullingford,
Cllr R Evill, Cllr A Frith,
Cllr P Harris, Cllr M Hill,
Cllr S Joyce, Cllr Mrs V Pothecary,
Cllr Miss N Purkis and Cllr Mrs D Toye.

Members of the Public There were four members of the public present.

Members of the Press: There was one member of the Press present.

In attendance: Town Clerk, Mrs J Hawkins
Deputy Town Clerk, Mrs C Ratcliffe

530. To receive apologies for absence.

Apologies were received from Cllr Gould, Cllr Monksummers, Cllr Mrs Ridout, Cllr Robinson and Cllr Walsh. The Chairman informed the meeting of the reasons for the apologies. The reasons for apologies were duly recorded in the attendance register.

Cllr Mrs Toye proposed that **“the apologies received from Cllr Gould, Cllr Monksummers, Cllr Mrs Ridout, Cllr Robinson and Cllr Walsh were accepted”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

531. To approve the minutes of the Full Council meeting held on Monday, 23rd July 2018.

Cllr Mrs Pothecary proposed that **“the minutes of the Full Council meeting held on Monday, 23rd July 2018 were approved as a correct record of that meeting”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.** The Chairman duly signed the minutes.

Full Council Meeting – Tuesday, 28th August (continued):

532. Questions. There were no questions.

533. Declarations of Interest: 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.

534. 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 referred to his report on the activities of the Three Rivers Partnership that was circulated prior to the meeting with the agenda. Please refer to Appendix A.

b) Town Meadow Group

Cllr Joyce reported that there was nothing to report this month.

c) Gillingham Chamber of Commerce and Industry

Cllr Von Clemens reported that he was only able to attend part of the last meeting of the Chamber due to a prior engagement. The meeting focused primarily on general business.

d) DAPTC (Larger Towns: Cllr Mrs S Hunt/Cllr Von Clemens, Smaller Towns: Cllr D Walsh)

Cllr Mrs Hunt reported that no meeting had taken place for the Larger Towns this month. Cllr Walsh was not present at the meeting to report on the Smaller Towns and no report had been submitted.

e) Transport Forum

Cllr Mrs Ridout was not present at the meeting. A report had been circulated via email prior to the meeting. Please refer to Appendix B.

535. To receive the following Committee reports for consideration and adoption:

a) General Purposes Committee meeting held on Monday, 6th August 2018.

For information, Cllr Von Clemens referred to the General Purposes Committee meeting held on Monday, 6th August 2018 minute no. 325(f), regarding the request for parking restrictions at Wyke. It has been confirmed by Dorset County Highways that they will consider the request for double yellow lines between Brewery Lane and Clarendon Close and a single yellow line with parking restrictions between Clarendon Close and Lydfords Lane as two separate requests. There is no requirement for this minute to be referred back to the General Purposes Committee.

Cllr Von Clemens proposed that **“the report of the General Purposes Committee meeting held on Monday, 6th August 2018 should be agreed and adopted”**. Cllr Mrs Beckley seconded and the vote was unanimous.
RESOLVED.

b) Planning Committee interim meeting held on Monday, 23rd July 2018 and the Planning Committee meeting held on Monday 13th August 2018.

Cllr Walsh, Chairman of the Planning Committee was absent. Cllr Mrs Potheary, the Deputy Chairman, had not attended the Planning meeting held on 13th August 2018 and asked Cllr Von Clemens who had acted as Chairman to make the following proposal:

Full Council Meeting – Tuesday, 28th August (continued):

535. To receive the following Committee reports for consideration and adoption (continued):

Cllr Von Clemens proposed that **“the report of the Planning Committee interim meeting held on Monday, 23rd July 2018 and the Planning Committee meeting held on Monday, 13th August 2018 should be agreed and adopted”**. Cllr Mrs Beckley seconded and the vote was unanimous. **RESOLVED.**

c) Staff and Salaries Committee meeting held on Monday, 20th August 2018.

Cllr Frith proposed that **“the report of the Staff and Salaries Committee meeting held on Monday, 20th August 2018 should be agreed and adopted”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

d) Policy and Resources Committee meeting held on Monday, 20th August 2018.

Cllr Mrs Hunt proposed that **“the report of the Policy and Resources Committee meeting held on Monday, 20th August 2018 should be agreed and adopted”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

536. To receive and agree a list of documents to be archived at Dorset County Records Office.

A list of the files for archive at Dorset County Records Office was tabled at the meeting.

It is proposed the following documents are sent for archive at Dorset County Records Office:

- Full Council Minutes and Agendas 2007 – 2015
- Policy and Resources Minutes and Agendas 2007 – 2015
- General Purposes Minutes and Agendas 2007 – 2015
- Development Control Minutes and Agendas 2007 – 2015
- Staff and Salaries Minutes and Agendas 2004 – 2014
- 1998 Freedom Parade Information
- Copies of Gillingham Town Council Newsletters Issue 1 – 20
- Historical Information on St Martins

Cllr Frith proposed that **“the files listed for archive at Dorset County Records Office were agreed”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

537. In Confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item nos. 8(a), 8(b), 8(c) and 8(d).

Cllr Von Clemens proposed that **“Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public should be excluded during the discussion of agenda item nos. 8(a), 8(b), 8(c) and 8(d)”**. Cllr Mrs Potheary seconded and the vote was unanimous. **RESOLVED.**

538. Staff Matters

a) To receive an up-date from the Deputy Chairman of the Staff and Salaries Committee regarding the official handover of the role of Town Clerk/Responsible Financial Officer.

Cllr Harris confirmed that Mrs Julie Hawkins has written to accept the position as Town Clerk and a contract of employment has been signed.

Cllr Harris informed members that he had already briefed the Staff and Salaries Committee held on 20th August 2018 on the handover procedure and presented Full Council with a similar report and an update on the progress of the tasks that have been handed over to the new Town Clerk. Cllr Harris concluded his report by suggesting that it would be prudent for an auditor who has knowledge of Town Councils to be employed to undertake an audit of the Town Council finances during this handover period.

Full Council Meeting – Tuesday, 28th August (continued):

538. Staff Matters (continued):

Cllr Harris proposed that **“Gillingham Town Council engage an auditor to audit its accounts on handover of the Town Clerk/RFO at a cost not to exceed £866 (plus VAT) to be taken from a budget line serial to be identified”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

- b) To receive and consider a letter and a report from the retiring Town Clerk officially resigning from the post of Town Clerk/Responsible Financial Officer.**

Cllr Von Clemens proposed that **“the resignation letter from the retiring Town Clerk and Responsible Financial Officer dated 14th August 2018 stating a retirement date of Friday 28th September 2018 is accepted”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

Cllr Harris suggested that agenda item nos. 8 (c) and 8(d) were dealt with together.

- c) To receive a letter from the retiring Town Clerk asking the Town Council to allow her to work flexi retirement, twenty hours per week, to undertake the day to day duties of the Responsible Finance Officer under the responsibility of the Town Clerk.**

- d) To consider and agree a flexi retirement Job Description and Contract of Employment for the post of Finance Officer.**

Cllr Frith proposed that **“agenda item nos. 8(c) and 8(d) were declined”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public should be invited to return to the meeting”**. Cllr Mrs Potheary seconded and the vote was unanimous. **RESOLVED.**

Note: At this point ten additional members of the public joined the meeting in readiness for the Planning Committee meeting that was to follow Full Council.

539. To receive and consider a report from the Town Hall Consultation Group regarding the relocation of the Registrar's office within the Town Hall.

The Chairman referred to a report written by the incoming Town Clerk /RFO regarding office accommodation. Please refer to Appendix B. The report contained two recommendations.

Cllr Von Clemens proposed:

that **“the Town Clerk works with the Registration Service to relocate the Registrar's Office to the larger office currently occupied by the outgoing Town Clerk”**, and

that **“quotations are obtained for stud walls and a lockable door to replace the glass partition and glass doors that are currently in place in the incoming Town Clerk's office”**, and

that **“the Town Clerk is delegated with the responsibility for carrying out the office reorganisation”**.

Cllr Mrs Potheary seconded and the vote was unanimous. **RESOLVED.**

540. To receive a letter of resignation from Cllr Roger Monksummers and to declare a vacancy in the Town Ward of Gillingham.

Cllr Mrs Potheary proposed that **“Cllr Roger Monksummers resignation was accepted and that a vacancy is declared in the Town Ward of Gillingham”**. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

Note: The Town Clerk will now advise the District Council of the vacancy which will be declared and advertised for a period of fourteen days. If no more than ten electors petition for an election then the Town Council will be advised that they can co-opt.

Full Council Meeting – Tuesday, 28th August (continued):

540. To receive a letter of resignation from Cllr Roger Monksummers and to declare a vacancy in the Town Ward of Gillingham (continued):

Cllr Mrs Hunt thanked Cllr Monksummers for all his hard work over the many years that he has served as a Town Councillor and as a long-standing member of the various town council committees. In addition, he has been Lead Member of the Community Resilience Team and spent many hours liaising with Gillingham Town Football Club and North Dorset District Council to complete the new sports facility at Woodwater Lane

541. To consider and agree a lead member for the Community Resilience Team following the resignation of Cllr Monksummers.

The Chairman informed members that the current members of the Community Resilience Team are: Cllr Monksummers (Lead), Cllr Harris and Mrs Hawkins (Town Clerk). The Chairman suggested that Cllr Harris was made lead member and another councillor was co-opted to fill the vacancy.

Cllr Mrs Cullingford volunteered to be part of the Community Resilience Team.

Cllr Joyce proposed that **“Cllr Harris is made Lead Member and Cllr Mrs Cullingford is co-opted to the Community Resilience Team”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

542. To fill the vacancies on the Staff and Salaries and Policy and Resources Committee following the resignation of Cllr Monksummers.

a) Staff and Salaries Committee

Cllr Von Clemens proposed that **“Cllr Mrs Cullingford is appointed to fill the vacancy on the Staff and Salaries Committee”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

b) Policy and Resources Committee

Cllr Von Clemens proposed that **“the vacancy on the Policy and Resources Committee remains vacant pending the outcome of the new councillor appointment”**. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

543. To receive and consider a request from the National Association of Local Councils (NALC) for a response to a green paper for adult social care and wellbeing.

An email from the Dorset Association of Town and Parish Councils (DAPTC) had been circulated prior to the meeting. The email explained that the National Association of Local Councils (NALC) would like a response from local councils on the recently issued green paper for adult and social care and wellbeing.

The DAPTC are co-ordinating the response for local councils in Dorset. An extensive list of questions had been prepared by NALC and a response required by Wednesday, 12th September 2018.

The Chairman suggested that as it would take some time to answer all the questions, it may prudent for a few members that have an interest in adult social care and wellbeing to be delegated to meet at another time in order complete and return the questionnaire to the DATPC.

Cllr Von Clemens, Cllr Mrs Beckley and Cllr Mrs Hunt volunteered to respond to the questionnaire.

Cllr Mrs Potheary proposed that **“Cllr Von Clemens, Cllr Mrs Beckley and Cllr Mrs Hunt are delegated to respond to the questionnaire on adult social care and wellbeing and to return to DAPTC by the deadline of Wednesday, 12th September”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

544. To receive and consider a report from the Schools Councils, if available.

Cllr Von Clemens had nothing to report this month due to the school holidays.

Full Council Meeting – Tuesday, 28th August (continued):

545. To receive a letter of thanks from Gillingham Town Football Club.

The Chairman informed members that a letter of thanks had been received from Gillingham Town Football club on completion of the football facility at Woodwater Lane. The pitch has been admired by many and the football club has plans to improve the facilities further pending the success of future fundraising.

546. To receive a report on the Mayor's and Deputy Mayor's activities for the last month.

The Chairman referred to a report that had been circulated with the agenda prior to the meeting. Please refer to Appendix C. Cllr Mrs Hunt added that she had visited the area by the entrance to the Parish Church for a photograph to be taken and was very impressed with the transformation that had occurred with the installation of the new heritage style street lamp, seating and bin.

547. Matters Pertinent.

The Chairman referred to a letter that has been received from The Royal British Legion – Gillingham Dorset Branch, a copy of which had been tabled at the meeting. The letter thanked the Town Council for the 'stunning' floral poppy display in the 'D' bed and for erecting the 'Silent Soldier' within the display. The RBL also, wished the retiring Town Clerk a happy retirement wished every success to the new Town Clerk.

The Chairman wished the new Town Clerk, Mrs Julie Hawkins, every success for the future.

The meeting closed at 8.23 pm.

1. County Councillors' Reports, as follows:

a) County Councillor, Andrew Cattaway

Cllr Cattaway did not attend the meeting; no report was submitted.

b) County Councillor, David Walsh

Cllr Walsh was not present at the meeting; no report was submitted.

2. District Councillors' Reports, as follows:

a) District Councillor, Alexander Chase

Cllr Chase was not present at the meeting; no report was submitted.

b) District Councillor, Michael Gould

Cllr Gould was not present at the meeting; not report had been submitted.

c) District Councillor, Mrs Valerie Potheary

Cllr Mrs Potheary was present at the meeting. A report was tabled. Please refer to Appendix D.

d) District Councillor, Mrs Belinda Ridout

Cllr Mrs Ridout was not present at the meeting; no report had been submitted.

e) District Councillor, David Walsh (Deputy Leader of NDDC and Portfolio Holder for Planning and Economic Development) and a member of the Shadow Dorset Executive Committee.

Cllr Walsh not present at the meeting; not report had been submitted.

3. Public Questions

There were no public questions.

Minute no. 534(a)

Three Rivers Partnership (3RP)

Board Meeting 31st July 2018

Author: Cllr Barry von Clemens

Those attending: Mark Hebditch, Clive Drake, Phil Wilson, Paul Barber,
Bob Messer, Barry von Clemens.

1. Community Lead Housing

Barry von Clemens and Julie Hawkins gave the Board a brief outline of the community lead housing scheme. This scheme is already working across areas of West Dorset with some groups having already completed their projects. The aim of the scheme is for community land trusts to be formed by the local community in order to facilitate small housing developments for people with strong local connections to rent. These developments would be built in partnership with housing associations.

It was thought that the current community land trust under the management of 3RP would be the right vehicle to bring this scheme to Gillingham. Barry von Clemens asked the Board if they would agree to a meeting with Paul Derrien from Dorset Partnerships to find out more about the scheme. The Board is very interested in the idea of bringing this scheme to Gillingham and to see if 3RP could play a key role in this.

Since the meeting Barry von Clemens has arranged a meeting with Paul Derrien and the Board to look into this further.

2. Reports

The Treasurer gave a report to the Board on the accounts and was pleased to report that all was in order and the accounts were looking healthy. Various grants had been paid out since the last meeting.

3. Gillingham Community and Leisure Trust (GC<)

The chair of the Board of GC< gave a full report to the Board on the activities of GC<. He was pleased to report that the finances of 3RP were looking positive and that business was good.

The GC< Board was due to discuss plans to refurbish and extend the current gym which is envisaged will increase the business and membership. This work would be carried out over the December/January period.

Following the 3RP Board Meeting the GC< Board agreed to carry out the planned refurbishment and extension works.

4. Gillingham Neighbourhood Plan

The residents group fighting the proposed development at Bay had sent a request that the 3RP Board asking for support. A detailed discussion took place on the proposed development at Bay and what role, if any, 3RP should play in supporting the residents who are fighting these plans. It was believed by the Board that it has a role in supporting such groups and agreed that it will look at what support it can give to the residents in accordance with the Neighbourhood Plan.

Notes of the Shaftesbury & Gillingham Transport Action Group (TAG)

Held on Tuesday, 14th August 2018 at Shaftesbury Town Hall

Author: Cllr Mrs Belinda Ridout

1. Blackmore Vale Community Rail Partnership

Shaftesbury Town Council holds the bank account for the Blackmore Vale Community Rail Partnership (BVCRP), with the role of raising cheques upon request for various projects and wages of the Community Rail Partnership Officer, Caroline Rowland. Agreed that Cllr Ridout is the liaison representative between the TAG and the BMV CRP Board.

2. X2 Pilot Scheme

It had been previously agreed with South West Coaches to pilot concessionary fair pick up on one route before 9am, with the County Council's permission. Unfortunately, SWC not present at the meeting, so no progress report.

3. Timetable / Bus Stop Issues

Cllr Ridout summarised the problems experienced in Gillingham regarding late buses and confusion over which bus stops are official stops. The contract with South West Coaches is a half hourly service (X2) from Shaftesbury Town Hall to Gillingham Railway Station. The additional route through Peacemarth (bus stops north of Wavering Lane) is still a pilot scheme and under review. Roadworks in and around Gillingham and heavy traffic often cause delays to the timetable and on occasions routes in the Wyke area sometimes have to be dropped to make up time. This on occasion has left people stranded and particularly distressing when relying on the local bus service to get to appointments at Shaftesbury hospital. SWC are notified of road closures but it is the temporary road works that cause the biggest problems. It was noted that if a bus doesn't turn up, late or rerouted, then South West Coaches will put on a taxi to get people where they need to go (this does not apply to bus breakdowns). SWC's contact details are displayed at all bus stops.

Cllr Ridout confirmed that there is now a flagged and timetabled stop at the Cemetery, Cemetery Road and a request has been made for flag/timetabled to be reinstated at the Wyke School bus stop, Deane Avenue and a new stop along Milestone Way, which has been agreed by the County Council and awaiting confirmation of location and infrastructure.

There is still a lot of confusion since the new service started and it was agreed that an article in the local press would be a good idea to clarify things, including the Motcombe service. Roy Simms, Mere and Cllr Ridout to arrange. Bus users, Ron Crossman and Cllr Ridout to check every bus stop in the town for correct and current infrastructure and report any defects to Emily McCurdy, Community Engagement and Infrastructure Support Officer, Dorset Travel.

4. South Pedestrian Footpath at Gillingham Station

Cllr Ridout reported that a response has now been received from a director of the Gillingham Pottery, Brick and Tile Company which owns the footpath leading from the southern boundary of Network Rail land to the Brickfields Industrial Estate.

The working group looking into this, made up of Town, District and County Councillors, Network Rail/Southern Western Rail, Friends of Gillingham Station and the Community Rail Partnership, made a request to the Gillingham Pottery, Brick and Tile Co to repair the footpath and a specification and quote were submitted for approval. Agreement in principle has been given for the works to be carried out but a request has been made by the company that the works are to be properly documented in a 'Licence to Carry Out Works', to make it clear that this is not to change the legal status of the footpath nor to be deemed to be an arrangement that grants new rights for the public, with all legal fees being covered by the parties making the request. The legal fees for dealing with formulating a 'Licence to Carry Out Works' is £750 plus VAT.

It was agreed that the S>AG would pay the whole amount, £900, to cover the cost of drawing up the licence in order that the project can go forward but that members must actively seek to gain reimbursement from the various parties involved to share the cost. The BMV Community Rail Partnership has already been approached.

5. Wiltshire Council Bus Timetable

Bus timetable changes come into effect from 3rd September 2018, affecting the 25, 26, 27, 28 and 84 service linking Wincanton, Gillingham, Mere, Hindon, Tisbury, Chilmark, Dinton and Fovant with Salisbury and the 29 service, Shaftesbury to Salisbury via the Chalke Valley. Salisbury Reds now have the contract for the whole of the Salisbury area and are committed to improving customer care, but more on the commercial routes. A later bus on the Saturday, Salisbury to Shaftesbury (29 service), is now in place. Afternoon journeys on the Service 27, Salisbury to Shaftesbury service will be via Tisbury. The only change for Gillingham is the 25 Service on Tuesdays (Market day) to Salisbury which no longer runs. It has been replaced by Service 26, leaving Gillingham Station at 0900. This will be a double decker bus. Phil Grocock, Wiltshire Public Transport Manager to look at a revised route for Service 26 in Gillingham and will notify passengers accordingly. There is no other pick up point in Gillingham but this could be reviewed as the route goes back through Bay towards East Knoyle and Tisbury. Reported that charges for the Gillingham to Salisbury, Service 25, varies before 9.30am. Phil Grocock to investigate. Important that residents are aware of the changes. New timetables available from the library and the Town Hall and Cllr Ridout to ensure they are on display in the station and High Street bus stops.

6. Any Other Business

- It was reported that taxis at Gillingham Station are not wanting certain fares, i.e. local runs. However a new operator has declared that they will meet all trains from London, particularly during the evening and carry out local runs.
- Shaftesbury - Gillingham X3 1850 service, operated by South West Coaches - it was queried if the return journey to their base in Wincanton could be made a fare.
- The poor service of South Western Trains was discussed. The franchise is under review because losing money and customer numbers decreasing. The South West is not given priority beyond Salisbury when there is a crisis, e.g. the winter snow, when service was stopped completely at certain stations and no alternative bus service offered. Cllr Beer to take comments forward via the Community Rail Partnership Board.

Dorset County Council Officer Report

Shaftesbury and Gillingham Transport Forum – 14th August 2018

LGR

This is the final year of the current Local Government arrangements in Dorset. Bournemouth, Christchurch and Poole Borough Councils will join to form a new authority – named Bournemouth, Christchurch and Poole Council

The remaining District and Borough Councils and Dorset County Council will join to form Dorset Council. Work is underway to disaggregate Christchurch BC from Dorset CC. Additionally, Christchurch BC must disaggregate their working partnership with East Dorset DC which will come into the new Dorset Council. The time resource for this will increase as we move closer to the merge.

Education Transport

The new model for providing travel to senior schools in the County has been successful. OSOO (One School One Operator) has been in place since last September and has bedded down with fewer problems than might have been expected. The main transport supplier for Shaftesbury School is Go South Coast (Damory) and for Gillingham School, South West Coaches. Some students will be allocated to public bus services.

We have tendered school routes in preparation for September where necessary.

The team is meeting with the individual operators to see where improvements with ticketing and routing can be implemented for September 2018.

Digital 2020

Dorset Travel has been identified as one of three areas to receive external support from FutureGov to digitize its functions. This will enable us to digitise our end to end processes from application through to provision and vehicle tracking.

For example, the process for entitlement to school transport can take weeks whereas the digital entitlement will be online with a decision given in seconds and a pass automatically issued. The vehicle would also be tracked, so the parents/child can see in real time where the vehicle is and the smartcard for travel will allow us to understand who travels and when to optimise routes and free up capacity for others.

Dorset Travel is growing

From April 1st Dorset Travel absorbed the Fleet Services team who oversee maintenance and whole life fleet function, as well as holding the O Licence and fuel. Dorset Travel also absorbed the external DBS function and income resource.

Within the team in the office, as of 1st August 2018, there have been changes to some of the roles in the Dorset Travel Team. Amanda Evans no longer manages bus stop infrastructure. This will enable her to focus on community travel engagement which was her original role before she was required to also cover bus stops.

Debbie Fiddik (d.fiddik@dorsetcc.gov.uk) has taken on public transport and bus stop infrastructure with Emily McCurdy (e.mccurdy@dorsetcc.gov.uk) continuing to work as Infrastructure Support Officer.

Please contact Amanda (a.j.evans@dorsetcc.gov.uk) if you feel there is an unfulfilled need for community transport in your area and you wish to explore community transport options. The Community Transport Grant is still available to support the establishment of new community transport services or to expand existing schemes to meet the need of local communities.

Three new cycle shelters have been provided by Dorset County Council at Gillingham School to encourage more pupils and staff to ride in. The shelters, which cost just over £11k, will give the children and staff a safe place to leave their bikes. For many children, cycling is simply more fun and more sociable than going to school by car, and they love the feeling of freedom it gives them. It also helps to cut traffic congestion and pollution in local areas.

The Community Transport Grant will fund costs associated with starting up a community transport scheme including IT software that supports effective operation, marketing and training of staff and volunteers (up to £2,000). Up to £5,000 can be requested for capital expenditure i.e. vehicle purchase.

Full details are included in the application form that has been forwarded to the Transport Forum Secretary.

Gillingham Town Council

Town Hall Consultation Group

Report on a meeting held on Friday 17th August 2018

At a meeting held on Friday 17th August 2018, members of the Town Hall Consultation Group considered the findings of a risk assessment which indicates that the office currently occupied by the Registration Service and Office No. 1 at Gillingham Town Hall is not currently meeting health and safety regulations.

The registration of a death often involves several family members and it is not always possible to accommodate all family members in the existing Registrar's office. The registration of a birth means that prams block the corridor as it is not possible to accommodate a pram or a wheelchair in the Registrar's Office.

The registrar requires extra storage for documentation and currently uses cupboards in Office No. 1 and the corridor. Cupboards have been built in Office No. 1 to accommodate the extra storage for the Registrar and this has resulted in a cramped office which is also unable to accommodate wheelchairs and prams. Office No. 1 is currently used by the District Council for Council Tax, Housing Benefit and Housing appointments.

The Equality Act 2010 requires reasonable adjustments to be made in relation to accessibility. In practice, this means that due regard must be given to any specific needs of likely building users. DCC and GTC must act to ensure they are meeting the requirements of the Equality Act 2010.

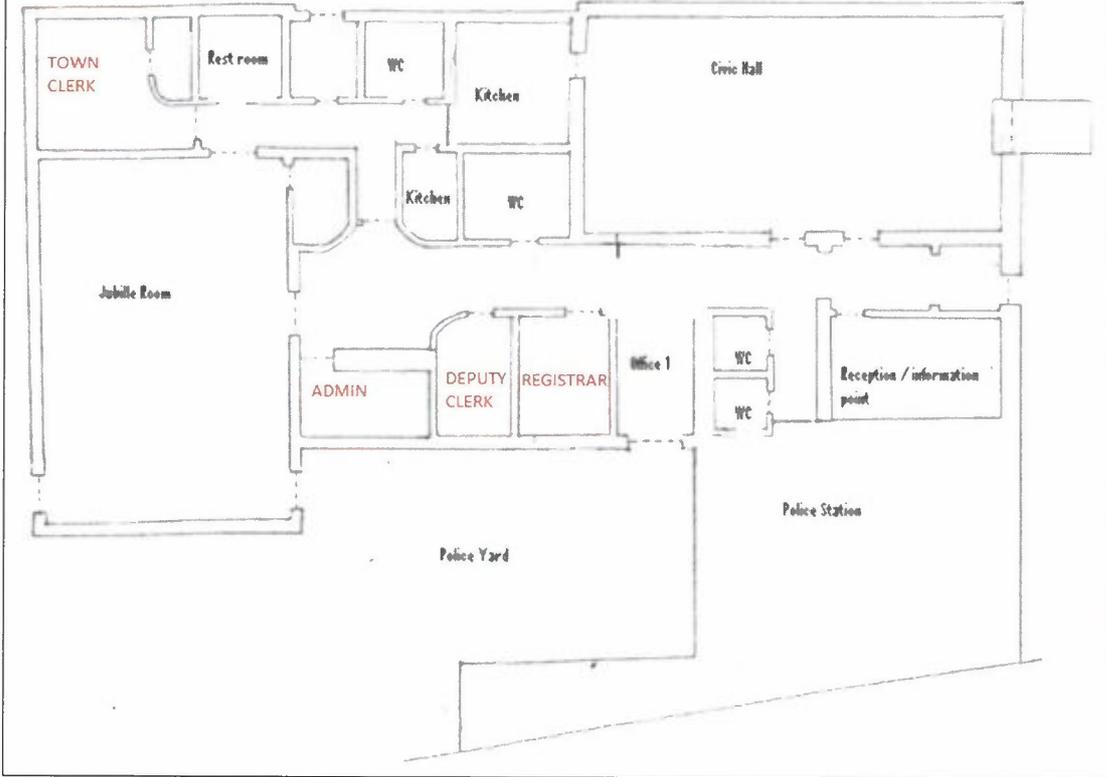
At the meeting held on 17th August members considered the proposed office moves as indicated on the attached plan and agreed the recommendations below.

GTC has received confirmation from Vivienne Robson, Acting Service Manager, that Dorset Registration Service will fund any costs arising from the move.

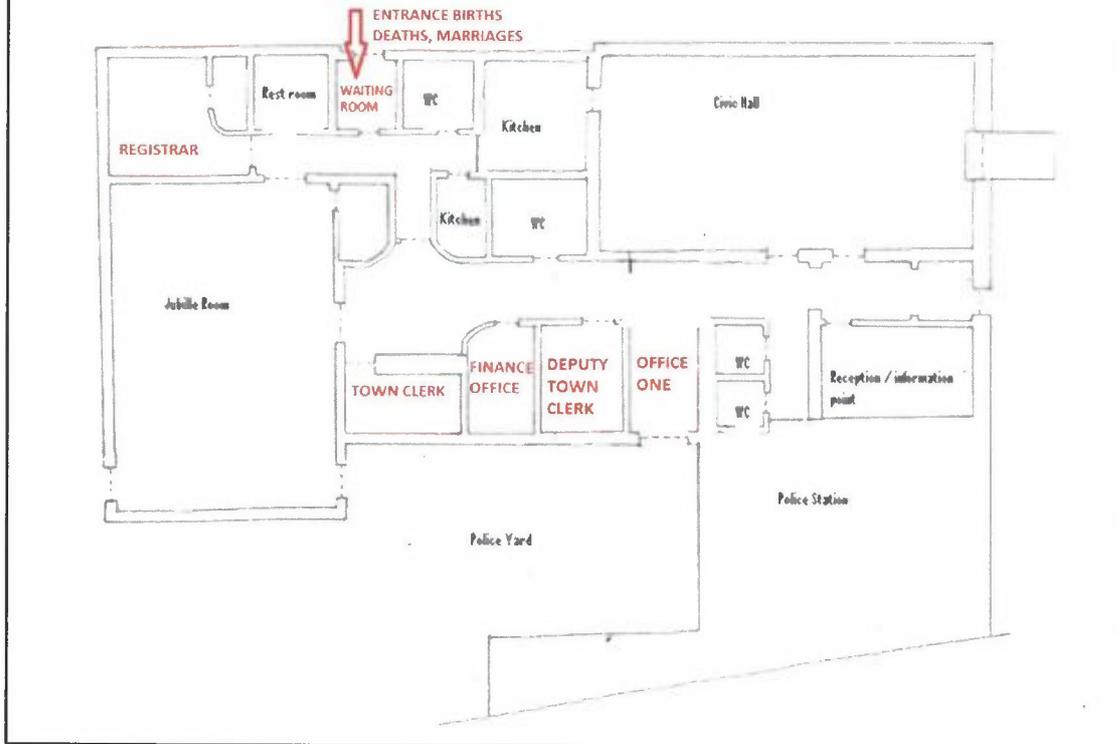
RECOMMENDATIONS

- **The Town Clerk works with the Registration Service to relocate the Registrar's Office to the larger office currently occupied by the retiring Town Clerk, as shown on the attached plan.**
- **Quotations are obtained for stud walls and a lockable door to replace the glass partition and glass doors currently in place in the new Town Clerk's office.**

EXISTING



PROPOSAL



Minute no. 546

Gillingham Town Council

Mayor's Report

17th July – 20th August 2018

Date	Event	Comments
19 July	150 th Anniversary of Mere's Clock Tower	A wonderful celebration in my home town and I was honoured to be invited.
20 July	Gillingham Bowling Club Boys v Girls - The Mayor's Cup	It was a pleasure to present the Girls team with the cup. It was a joy to see the all young people excelling at this sport and being coached by volunteer members of the bowling club.
20 July	Opening of Frog Hollow's new all-weather foot path.	My grandchildren accompanied me to Frog Hollow where I cut the ribbon. Bob Messer and GANG should be congratulated for all their hard work enabling everyone to enjoy this wonderful open space all year round. It's well worth the visit.
21 July	Wimborne Minster Civic Day	Ed and I enjoyed a brilliant day in Wimborne. We visited Dean's Court, the Minster and the History Festival.
27 July	NCS Event at Rolls Bridge	This time a ribbon was attached to a notice board at Rolls Bridge. The young people from Gillingham's NCS groups had been busy planning and assembling a notice board. They were also fund raising by making and selling cakes.
28 July	St Martin's Grange Summer Fayre (Mayor and Deputy Attended)	What a joy, Barry and I attended St Martins Grange Summer Fayre and helped with the raffle. It was a pleasure to see the residents and their families having fun.
5 August	NDDC Chairman's Community Hero Awards	Many congratulations to Cllr Val Potheary, Chairman of North Dorset District Council for the Community Hero Awards. There were many Gillingham Heroes present with their families and friends. It was a lovely afternoon celebrating their achievements and my thanks go to all these heroes.
11 August	St Mary's Church 700 th Anniversary (Deputy Attended)	Great morning with lovely cakes as part of the celebrations to mark 700 years since our parish had a named vicar.
11 August	Floristic Orchard Park opening (Deputy Attended)	Fabulous to welcome a new business venture to our town, as I opened Floristic who are based at Orchard Park. I wish them all the best in the future.
15 August	Gillingham & Shaftesbury Show	I was proud to be at the show with Edgar, judging the Action Craft Stalls, drawing the raffle tickets for CAB and riding an electric bike. Thanks to Sam Braddick and his team. This has been one of the highlights of my year.

27 July Full Council meeting

Formal adoption of the Gillingham Neighbourhood Plan.

31 July Shadow Council Overview & Scrutiny meeting

Meeting to discuss the following:

- Town and Parish Councils - Principles for transfer and disposal of assets.

Representatives from the Dorset Association of Parish and Town Councils, as follows:

- Hilary Trevorah, Chief Executive Dorset Association for Parish and Town Councils
- Councillor Adrian Hibberd, Alderholt Parish Council and member of the DAPTC Executive Committee and Chairman of DAPTC Eastern Area Committee
- Dr Martin Ayres, Swanage Town Clerk

Hilary Trevorah provided a statement from the DAPTC which set out their role in supporting 160 parish and town councils across Dorset including providing information to the councils in respect of current changes in local government in Dorset. She noted that the link with local councils was now even more important as parish and town councils understood local needs and could be involved in helping to shape future services. DAPTC were keen to work as partners with the unitary organisation to support local councils to work for and provide services for local communities where appropriate.

Dr Martin Ayres, Swanage Town Clerk expressed a wish to break down barriers and improve partnership working between the tiers of local government. He provided some examples of work being undertaken in Purbeck.

Councillor Adrian Hibberd asked that smaller parishes are included in direct communication about changes in local government. He expressed a desire for parish councils to be part of the changes but appreciated the tight timescale that was being worked to. He asked for an indication of services and powers that may be passed down by the end of the year for the parish council to precept accordingly.

After much discussion a recommendation was made to the Shadow Executive Committee, as follows: **That town and parish councils receive direct communication from the Shadow Dorset Council on a fortnightly basis.**

Also on the Agenda:

- Draft Purpose and Guiding Principles
- Shadow Dorset Council Programme
- Forward Plan
- Work Programme
- Full minutes of this meeting can be found at <http://shadowcouncil.dorset.gov.uk/ieListDocuments.aspx?MId=135&x=1>

02 August Planning Policy Briefing. North Dorset Local Plan Review.

An interesting meeting focussing mainly on the Overview of Issues and Option Consultation. Five exhibitions had taken place throughout the District. 370 consultation responses were received with 11 coming from Gillingham. The full report will soon be available to view on: <https://www.dorsetforyou.gov.uk>

05 August Chairman's Community Awards Presentations.

A really smashing day. 28 community hero's, and their nominees were invited to afternoon tea at Durweston Village Hall. There were 10 winners representing Gillingham:

Tony Baverstock	Anne Kings	Trish Walker
Philip Bowring	Bob Messer	Philip Wheatley
Maureen Coombes	Sheila Messer	Jean and Peter Dorey

20 August Dorset Councils Member's Update

A general update on preparations and progress being made towards the forthcoming Unitary Council.