



# GILLINGHAM TOWN COUNCIL

## FULL COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of the Full Town Council meeting held on **Monday, 23<sup>rd</sup> April 2018** in the Jubilee Room at the Town Hall, School Road, Gillingham commencing at 7.30pm.

**Present:** Cllr Mrs B Ridout (Mayor),  
Cllr Mrs S Hunt (Deputy Mayor),  
Cllr Mrs A Beckley, Cllr Mrs S Cullingford,  
Cllr R Evill, Cllr A Frith,  
Cllr M Gould, Cllr P Harris,  
Cllr M Hill, Cllr S Joyce,  
Cllr Mrs V Potheary, Cllr Miss N Purkis,  
Cllr J Robinson, Cllr Mrs D Toyne,  
Cllr B Von Clemens and Cllr D Walsh.

**Members of the Public** There were eight members of the public present.

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

**In attendance:** Town Clerk, Mrs S Dobie  
Assistant Town Clerk, Mrs C Ratcliffe.

**Apologies:** Cllr R Monksummers.

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**495. To approve the minutes of the Full Town Council meeting held on Monday, 26<sup>th</sup> March 2018.**

Cllr Harris proposed that “**the minutes of the Full Town Council meeting held on Monday, 26<sup>th</sup> March 2018 were approved as a correct record of that meeting**”. Cllr Frith seconded and the vote was unanimous. **RESOLVED.** The Chairman duly signed the minutes.

**496. Questions.** There were no questions.

**497. Declarations of Interest: Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.**

There were no disclosable pecuniary interests declared.

**Full Council Meeting – Monday 23<sup>rd</sup> April 2018 (continued):**

**498. 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 summarised a report that had been tabled at the meeting. Please refer to Appendix A. Cllr Von Clemens drew attention to the 3RP Public Meeting to be held on 7<sup>th</sup> May at 7pm at RiversMeet Leisure Centre. All welcome.

**b) Gillingham Neighbourhood Plan Group**

Cllr Mrs Potheary reported that the examiner, David Kaiserman, has completed his report and it is now posted on Dorset for You. Overall, the Gillingham Neighbourhood Plan has been accepted as it stands, but the examiner has proposed modifications prior to the plan going forward to referendum. The District Council has issued a copy of the proposed modifications. The Chairman of the Gillingham Neighbourhood Plan Group, the Town Clerk and the Planning Clerk will be working with the District Council to finalise the plan. The district cabinet meeting scheduled for the 29<sup>th</sup> May 2018 will need to approve the revised plan and agree that a referendum takes place. The date for the referendum is scheduled for the 12<sup>th</sup> July 2018.

Cllr V Potheary proposed “**that Gillingham Town Council agree with the examiners recommendations for the amendments to the Gillingham Neighbourhood Plan and confirm that the revised document is presented to the North Dorset District Cabinet meeting, to be held on the 29<sup>th</sup> May 2018, to consider and agree that the Gillingham Neighbourhood Plan can go to referendum on the 12<sup>th</sup> July 2018**”. Cllr Mrs Hunt seconded and the vote was unanimous, except for Cllr D Walsh who abstained from voting as he is the Chairman of the Cabinet at the District Council.

**c) Town Meadow Group**

Cllr Joyce summarised his report that had been tabled at the meeting. Please refer to Appendix B.

**d) The Blackmore Vale Tourism Company Ltd**

Cllr Von Clemens reported that the Blackmore Vale Tourism Company only meets a few times a year and is due to meet shortly. A report will be prepared for next month.

**e) Gillingham Chamber of Commerce and Industry**

Cllr Von Clemens summarised a report that was tabled at the meeting. Please refer to Appendix C. The Town Clerk congratulated Cllr Mrs Cullingford on her appointment as Chairman of the Chamber of Commerce.

**f) Dorset Association of Parish and Town Councils**  
(Larger Towns: Cllr Mrs Beckley, Smaller Towns: Cllr Mrs Hunt)

Cllr Mrs Beckley reported that no meeting of the Larger Towns had taken place.

Cllr Mrs Hunt reported that a meeting of the Smaller Towns had taken place last Monday but she had been unable to attend as it clashed with the Town Council's Policy and Recourses Committee meeting.

**g) Transport Forum**

Cllr Mrs Ridout verbally reported that all bus stops now have timetables. The timetables have been moved along Shaftesbury Road to more suitable locations.

Cllr Von Clemens reported that the new train franchise is not working very well and is much worse than before. Carriages are often overcrowded, arrive late and the staff are rude. Cllr Mrs Ridout will relay these comments to the next Transport Forum meeting.

**Full Council Meeting – Monday 23<sup>rd</sup> April 2018 (continued):**

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

**a) General Purposes Committee meeting held on Tuesday, 3<sup>rd</sup> April 2018.**

Cllr Von Clemens proposed that **“the report of the General Purposes Committee meeting held on Monday, 3<sup>rd</sup> April 2018 should be agreed and adopted”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

**b) Planning Committee interim meeting held on Monday, 26<sup>th</sup> March 2018 and Planning Committee meeting held on the Monday, 9<sup>th</sup> April 2018.**

Cllr Walsh proposed that **“the report of the Planning Committee interim meeting held on Monday, 26<sup>th</sup> March 2018 and Planning Committee meeting held on Monday, 9<sup>th</sup> April 2018 should be agreed and adopted”**. Cllr Mrs Potheary seconded and the vote was unanimous. **RESOLVED.**

**c) Staff and Salaries Committee meeting held on Monday, 16<sup>th</sup> April 2018.**

Cllr Frith proposed that **“the report of the Staff and Salaries Committee meeting held on Monday, 16<sup>th</sup> April 2018 should be agreed and adopted”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

**d) Policy and Resources Committee meeting held on Monday, 16<sup>th</sup> April 2018.**

Cllr Mrs Hunt proposed that **“the report of the Policy and Resources Committee meeting held on Monday, 16<sup>th</sup> April 2018 should be agreed and adopted”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

**500. To receive and consider a report from the Town Clerk in respect of Works Depot Project, Hardings Lane, including the proposed Project Team and their Roles and Responsibilities.**

Cllr Harris summarised a report on the Works Depot Project was circulated prior to the meeting. Please refer to Appendix D. The report contained three recommendations.

Cllr Mrs Ridout thanked Cllr Harris for pursuing the project up to this stage.

Cllr Harris proposed that **“the General Purposes Committee dissolve the ‘Future Workshop Provision’ working party at their next meeting on 8<sup>th</sup> May 2018 (the working party was originally the remit of the General Purposes Committee).**

**a new Project Team and a Roles and Responsibilities is agreed and adopted (see attached).  
an architect is asked to provide costings for managing a design and build contract as detailed above”**.

Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

**501. To receive and consider recommendations from an informal meeting held prior to Full Council meeting on 23<sup>rd</sup> April 2018 regarding the nominations for Freeman of the Town.**

Cllr Mrs Ridout reported that the informal meeting prior to the Full Council meeting on 23<sup>rd</sup> April 2018 had been to discuss nominations for Freedom of the Town and had been well attended.

Cllr Mrs Ridout proposed that **“the successful nominations as agreed by the members of the Full Council who attended the informal meeting held on 23<sup>rd</sup> April 2018, should be formally offered the honour of Freedom of the Town”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

**502. To receive a report on the Mayor’s and Deputy Mayor’s activities for the last month.**

The Mayor summarised her activities over the last month. Please refer to Appendix E. To the Mayor’s surprise, she was awarded the Paul Harris Fellow Award *‘in appreciation of tangible and significant assistance given for the furtherance of better understanding and friendly relations among peoples of the world’*

## **Full Council Meeting – Monday 23<sup>rd</sup> April 2018 (continued):**

### **503. Matters Pertinent.**

There were no Matters Pertinent.

The meeting closed at 7.50pm.

#### **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 present at the meeting. A report was tabled at the meeting. Please refer to Appendix F. In addition to the report Cllr Walsh informed members of a grant from the Ministry of Defence Armed Forces Covenant Fund of £234,786 to support current and former military personnel and their families in Dorset over the next two years. It will be used to set up supporting hubs at 12 library locations in the county, which will improve the support networks for the Military community. One of the hubs will be at Gillingham Library.

#### **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 present at the meeting. A report was circulated prior to the meeting. Please refer to Appendix G.

##### **c) District Councillor, Mrs Valerie Potheary**

Cllr Mrs Potheary was present at the meeting; she thanked councillors for their support of her Community Hero Awards. Lots of nominations had been received including several from Gillingham.

##### **d) District Councillor, Mrs Belinda Ridout**

Cllr Mrs Ridout was present at the meeting. A report was circulated prior to the meeting. Please refer to Appendix H.

##### **e) District Councillor, David Walsh (Deputy Leader of NDDC and Portfolio Holder for Planning and Economic Development)**

Cllr Walsh was present at the meeting. Please refer to Appendix I.

#### **3. Public Questions**

There were no public questions.

**Three Rivers Partnership - Board Meeting**

**Reported on the meeting held on 10 April 2018**

**Author: Cllr Barry Von Clemens**

Present: Mark Hebditch, Clive Drake, Bob Messer, Paul Barbar, Barry Von Clemens

1. The Board finalised plans for the 3RP Public Meeting to be held on 7<sup>th</sup> May at 7pm at RiversMeet Leisure Centre. It has been decided to invite the groups who have been helped by or received grants from 3RP to give a short presentation. Those who have received a grant in the past year will also be given their cheque or a letter of conformation.
2. The Treasurer gave his report on the Partnerships finances and was glad to report that the accounts are healthy. He also reported that all the annual paperwork has been handed over to the relevant bodies for the last financial year.
3. The Chairman gave a brief update on the work of the CPT on behalf of Phil Wilson. Many groups have contacted the CPT to find out what grants are available and whether they would be eligible.
4. Bob Messer gave an update on grant applications that 3RP has received since the last Board meeting. A total of 4 no. grant applications have been received. These applications were considered by the Board and were all approved. The recipients are to be informed over the next few days.
5. Barry von Clemens gave an update on the Swimming for the Brain initiative after he visited the project with other committee members of Dementia Friendly Gillingham. It was recommended that the project is merged with the 50+ and disabled sessions held on a Monday morning. This will, in time, be rebranded to reflect the inclusion of those living with dementia and other memory loss illnesses.
6. Mark Hebditch and Barry Von Clemens gave a brief update on the meeting of the public engagement reference group. Both feel that things are continuing in a very positive and constructive way. They are looking forward to the continued work of this group and the future plans for public events, which will be on display for the public to see. They have both made it clear that some of these events must be staged here in Gillingham.
7. Paul Barbar gave his report to the Board as Chair of GC&LT. He was pleased to report that things are looking positive for the leisure centre and they have had good attendance figures, which look to be stable, allowing for the normal sessional variations to be taken in to account.

**Gillingham Town Council**

**Town Meadow Group – Report on a Meeting**

**Author: Cllr Stephen Joyce**

A comprehensive letting agreement and a risk assessment has now been revised.

The planning for the “Great Get Together” event on the 24<sup>th</sup> June is going well. Mandy Greenwood has taken on the role as events coordinator. It will be an entirely community event with buskers, choirs and bands. The younger people of the town are being encouraged to participate. Marquees and gazebos will be erected and, like the Coffee Companions initiative, flags on bamboo canes will be placed on or next to tables to indicate that people sitting there would like to chat and meet other people.

We have three new members on the committee, one of whom has taken on the role of secretary. The new members bring fresh skills and enthusiasm to the group. Unfortunately, our previous minute secretary, who compiled our newsletter and numerous other tasks, will be standing down at the end of the month. On behalf of the Town Council, I would like to thank her most sincerely, for all her enthusiasm, hard work and dedication to the group.

The project to refurbish the railings and provide lamps on the meadow site, as I’m sure you are aware, is now complete. This means that funds are now depleted and fundraising will need continue to finance future projects. The annual super quiz held recently raised £631. Disappointingly, this was down on previous years; possibly due to fewer people attending.

The next action on our project list is to install permanent metal bollards, (though three will be removable) between the Red Lion car park and the Town Meadow. This will deter unauthorised vehicles from going on to the meadow and causing damage.

Following the annual visit by the fair and the Victorian Christmas event, some damage occurred to the grassed area. Reinstatement works will begin soon.

Volunteers from the Lions, Gillingham Action for Nature Group and the Town Meadow Group have helped with the on-going maintenance works. Many thanks to all for their help.

Volunteers from the NHS Community Resource team are keen to help with the maintenance of the Town Meadow in the future.

**Gillingham Chamber of Commerce**

**Report on the meeting held on 17 April 2018**

**Author: Cllr Barry Von Clemens**

Present: Sharon Cullingford, Rob Setchell, Fran Hill, Tom Kingscott, Barry von Clemens, Jennifer Trim, Janet Pegrum, Julie Cousins, Rebecca Antill

- The Treasurer gave an update on the chambers finances and reported that things are looking good.
- The committee looked at future plans for members meetings and events. This will continue to be looked at over the coming year.
- Membership has remained stable and the committee is committed to work hard to increase this over the coming year. Members have been happy with the small increase in fees.
- The Chamber is going to look in to how they can work to develop the High Street and help the current businesses already trading on the High Street.
- Following the committee meeting the annual AGM was held at this meeting the new officers for the year 2018-19 were elected as follows:

Chair: Sharon Cullingford  
Deputy Chair: Rebecca Antill  
Treasurer: Rob Setchell  
Secretary: Julie Cousins  
Membership Sec: Jennifer Trim

- All non-office holding members were also re-elected for the year 2018-19.
1. The Chair read a report on the Chamber's achievements and activities for the past year.
  2. The Treasurer gave a report on the year's accounts.
  3. It was decided that the Chamber was in need of a Membership Secretary, so this appointment has been made.

**Gillingham Town Council**

**Works Depot, Hardings Lane**

**Author: Mrs S Dobie, Town Clerk/RFO**

**1. Background**

The Working Party has completed their remit in the provision of a works depot at Hardings Lane. The Planning Permission has been granted, the Service Level Agreements with 3RP and RiversMeet have been signed and the funding has been allocated.

A team to co-ordinate the build with a new 'Terms of Reference – Roles and Responsibilities' will now need to be put in place to oversee the build (see attached).

The Works Depot has been designed 'in principle' and the plans show the footprint of the building and external elevations. The interior design elements, heating, lighting, doors, windows, flooring, walls and specification of all internal fixings form part of the design and build contract.

**2. The Proposal**

It is suggested that a local architect is required to advise and approve the design and build tenders and the contract and to look after the contractual aspect of the build. This expertise will provide the input required by the Building Control Officer who will carry out staged site inspections.

The architect will need to:

- Prepare a design and build tender document and contract to include CDM Regulations (Health & Safety). These to be sent out to all five contractors who have stated an interest in the project.
- Advise on architectural matters and review the tenders to assist the Town Council in making the best recommendation on the successful contractor.
- Provide assistance during the contract if required.
- Assist in any other areas which they believe may help the Town Council during the construction.

Reasoning:

1. An architect will provide the council with expertise and will be able to oversee the project and make sure the CDM Regulations have been incorporated to the correct standard and that the build passes NDDC Building Control examinations and that the work is carried out to the highest standard. The appointed architect will have a professional indemnity insurance in place.
2. A councillor does not have delegated powers to make decisions on behalf of the council.
3. A councillor allocated to carry out the role of the architect may not have the experience or qualifications in building work and therefore may not ask the correct questions to make sure all the building work conforms to legislation.
4. A councillor may resign, or may not be re-elected during the timeframe of this project so there will be no continuity.

## **5. Recommendations**

- 1. That the General Purposes Committee dissolve the 'Future Workshop Provision' working party at their next meeting on 8<sup>th</sup> May 2018 (the working party was originally the remit of the General Purposes Committee).**
- 2. That a new Project Team and a Roles and Responsibilities is agreed and adopted (see attached).**
- 3. That an architect is asked to provide costings for managing a design and build contract as detailed above.**

## GILLINGHAM TOWN COUNCIL

### GILLINGHAM WORKS DEPOT PROJECT, HARDINGS LANE

PROJECT TEAM Town Clerk  
Works Manager  
Architect – to be confirmed  
Cllr J Robinson – Project Co-ordinator  
Cllr P Harris – Original Lead Member of the Working Party  
Chairman General Purposes Committee

#### ROLES AND RESPONSIBILITIES

1. Client – As terms of Contract – GTC Town Clerk
2. Project Liaison – GTC – Cllr John Robinson
3. Architect - Design and Build Contract– responsible for approving design drawings and specifications and building safety – architect to be appointed.
4. CDM Co-ordinator – To manage Construction design and management regulations, including construction, health and safety. Price to do work in a safe fashion – architect (to be appointed)
5. Project Co-ordinator– Cllr John Robinson.
6. Site Supervision – architect (to be confirmed) if required. Works subject to local authority Building Control inspections.
7. Contract and Financial matters – Interim/Final accounts, to set timings for payments in accordance with the terms of the Contract. Town Clerk - following advice from the architect.
8. Project up-date to be reported on an as and when basis to the Full Council, financial implications referred to the Policy and Resources Committee – Town Clerk.

Dated: 23<sup>rd</sup> April 2018

## Gillingham Town Council

### Mayor's Report

**20<sup>th</sup> March - 17<sup>th</sup> April 2018**

<b>Date</b>	<b>Event</b>	<b>Comments</b>
21 <sup>st</sup> March	60 <sup>th</sup> Wedding Anniversary	I was invited to Day Club at the Youth Centre to congratulate Anne and Denis Ball on their 60 <sup>th</sup> Wedding Anniversary and also an opportunity to chat with Day Club members. Anne and Denis have lived in the area all their lives, originating from Sherborne and Milborne Port.
22 <sup>nd</sup> March	Cathedrals Express	On the platform for 1438, we welcomed the Cathedrals Express into Gillingham Station. This lovely steam engine attracted many admirers. A chance to talk to passengers, including councillors from Kent. We waved to them again upon their return later in the day.
25 <sup>th</sup> March	Commercial Transport in Preservation	An event that has been going on for years, held at the bottom of Station Road/railway station car park. Very well supported both with vehicles and visitors. Impressive range of vintage vehicles and enthusiasm beyond belief! Also a great breakfast!
25 <sup>th</sup> March	Portland's Ceremony of the Keys	Then off to Portland to witness a ceremony where the Mayor receives keys to the most important buildings in Portland, for safe keeping. It's so good to see these old traditions kept alive.
27 <sup>th</sup> March	Funeral of Brian Nicholson, St Mary's	Knowing Brian only briefly when he had just stepped down as chairman of the Chamber of Commerce but remembering him today as past fellow councillor and Mayor.
29 <sup>th</sup> March	Yeovil's Civic Evening	Following a wonderful buffet, a great evening of local entertainment; singers and dancers of all ages. And the finale.....NOT TO BE MISSED.... all visiting Mayors and chairmen were invited on stage to take part in the Time Walk! Well that got us laughing!
30 <sup>th</sup> March	Good Friday. The Passion, High Street, Gillingham	Organised by Churches Together, we began at the Barn Surgery, stopping at various points for readings and prayers, ending up in St Mary's churchyard. Despite the awful weather, attendance was very high (best I have ever known) with lovely warm hot cross buns and a cup of tea in the Methodist Hall after.
4 <sup>th</sup> April	Gillingham Pickers -new litter pick group (meets 1 <sup>st</sup> Wednesday of every month outside library)	On another very wet day, I supported the first gathering of the newly formed Gillingham Pickers, led by Shirley Ball outside the library. Despite hammering rain, we litter picked for an hour or so. We were seen with the new 'Love Where You Live' tabbards organised by the Town Council.
5 <sup>th</sup> April	Easter Stories and crafts, Gillingham Library	This was very well supported and very much enjoyed by all, taking part in making all sorts of Easter related activities, including an egg hunt.

<b>Date</b>	<b>Event</b>	<b>Comments</b>
6 <sup>th</sup> April	Dorchester - Civic Day	A day that was just up my street! Starting with a tour of the new and tastefully refurbished Shire Hall ( <i>the old court, where the 6 Tolpuddle Martyrs were tried and sentenced to 7 years transportation to Australia</i> ). Then after lunch, we visited 'Dippy' the Dinosaur on tour. A very interesting and enjoyable day.
8 <sup>th</sup> April	St Mary's Church Patronal Festival	A reflective service of thanksgiving for the patron saint, lighting candles for loved ones. Great to see young members taking an active part in the service. The collection was the for the Mayor's Charity, MS.
8 <sup>th</sup> April	Multiple Sclerosis Concert, Methodist Hall	A toe tapping concert performed by the relatively new Top Brass & Wind band (part of Gillingham Town Band) – the best performance we have heard from them. Very well supported with wonderful tea and cake after.
11 <sup>th</sup> April	Lychett Minster - Civic Day	Another great Civic Day visiting an eye opening Liveability Centre near Wareham, open to everyone, for any reason, disabled or abled, referred or private, followed by an extremely interesting site visit and talk by the local RSPB on the bird life of Pool Harbour.
12 <sup>th</sup> April	Duplo & Lego at the Library	As the title suggests, it was all about Duplo and Lego. A very well attended event, with Lego bits going everywhere, but great fun to be had by all. What imagination children have!! For those adults thinking they were missing out, in the afternoon there was the same but for adults!!!
14 <sup>th</sup> April	Rotary Club's Presidents Night	This was an extraordinary evening at the Copperidge, Motcombe. I said my thank-you's to Rotarians for all the work they do for the community only to be completely knocked off my feet by being presented the Foundation of Rotary International, Paul Harris Fellow Award ' <i>in appreciation of tangible and significant assistance given for the furtherance of better understanding and friendly relations among peoples of the world</i> ' with certificate and badge and bouquet of flowers. I was speechless!
15 <sup>th</sup> April	East Dorset District Council - Civic Service	A service celebrating community in the Methodist Church at Ferndown. Originally built on a cross roads, which is now a rather large roundabout, this church sits very prominently, very much like the building in our High Street.
16 <sup>th</sup> April	Memory Box, Vicarage School Room	My first invitation to this new gathering was cancelled due to snow. A lovely afternoon of tea, music and memories, on this occasion memories shared by Eileen Pope, which sparked conversation. Open to everyone, this group meets on a monthly basis, next meeting on Monday, 21 <sup>st</sup> May, 2-3.30pm

County Councillor Report – Cllr David Walsh  
Chairman of People and Communities Overview and Scrutiny Committee

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### **LGR Boundary Review Mapping Roadshow 20<sup>th</sup> April**

It has been calculated that in the Local Government Reorganisation there will only be a requirement for 82 Councillors to represent the whole of Dorset. As with the previous Boundary review for North Dorset in which we learnt a great deal, a Task and Finish Group, made up of District and County Councillors have to work out the best fit for Ward Boundaries and, yes, I am pleased to say that we are going back to “Ward” Boundaries as opposed to “Divisions” which was the County Council’s way.

The proposal being put to the Boundary Commission, by the 4<sup>th</sup> May will include the recommendation that Gillingham is represented by 3 councillors. There were no clear boundaries that would fit with the numbers of constituents per councillor, it is calculated that each councillor should represent 3760, with a possible 10% variance. The Boundary Commission will then hold Public Consultations re the proposals.

### **People and Communities Overview and Scrutiny Committee 21<sup>st</sup> March Outcomes Focused Monitoring Report,**

The Committee considered a report by the Transformation Programme Lead for Adult and Community Forward Together Programme which set out performance against the 2017-18 Corporate Plan and population indicators for the Healthy and Independent outcomes. The report also included performance measures which showed the Council's services' contribution and impact on outcomes, risk management information relating to outcomes and population indicators, and some value for money information relating to the three service directorates.

Attention was drawn to the continuing increase in the number of hospital admissions for alcohol related conditions, particularly women, the small reduction in the proportion of children reaching a good level of development at age 5, and the 18% fall in the proportion of social care clients reporting sufficient social contact between 2015-16 and 2016-17.

Members noted that the Cabinet had recently agreed to care villages being developed in Wimborne and Bridport, to provide housing and other services. Subject to planning permission, it had also agreed a programme of modular housing on the same sites which would provide quicker, temporary accommodation which could be relocated once the care villages were built. With regard to whether this would be developed in other areas, it was confirmed that a detailed needs assessment was being carried out across all districts and would be completed the end of April 2018. Then consideration would be given to how these needs could best be met.

The Cabinet Member for Health and Care reminded the Committee that the Council could not address social isolation, it could only provide care that was necessary. It was hoped that work with communities would help reduce social isolation in future.

With regard to successful completions of alcohol treatment services, Dorset's performance was better than the national average of 39.5%. A new integrated all age service had been commissioned in the last six months and it was hoped that the good performance would continue and where possible be increased.

The reduction in the number of clients engaging with “Livewell Dorset” from the most deprived quartile was disappointing, however, this group was difficult to engage. It was hoped that the number of contacts would be doubled across the Public Health Dorset area next year with the service being brought back in-house from April 2018. A new on-line digital offer was also being developed to allow for more engagement with people in different ways.

In response to questions, members noted that it was hoped that the current 5,000 contacts per year relating to smoking, obesity, exercise and alcohol, would be increased to 10,000. Most contacts were by telephone when trained people would discuss behaviour change, brief interventions and signpost people to the support they needed. People were then contacted again later to see whether there had been any change in their behaviour.

With regard to the proportion of people who use services, and carers, who find it easy to find information about services, this information was drawn from the Annual Adult Social Care Survey which gave an indication of trends. Over the next 12 months efforts would be made to make it easier for people to know how much they had available for care and find alternative providers. There was a need for better coordination with GP practices so that people could be supported better at home in order to prevent unnecessary hospital admissions. Work was also underway to better understand the support people needed in trying to access services by creating community capacity.

As people were likely to seek help from pharmacies, a member asked whether there was any liaison with them. It was explained that Public Health had contact with pharmacies via the Pharmaceutical Needs Assessment (PNA). A meeting between Public Health and Adult Social Care was planned in April and among the items being discussed would be how capacity could be used to best effect, including contact pharmacies. Members noted that the Dorset Health and Wellbeing Board had oversight of the PNA and that Public Health commissioned some services from pharmacies.

### **Mental Health Enquiry Day**

The Committee considered a report by the Commissioning Manager, Partnerships, which reported on the outcomes of the Mental Health Enquiry Day held on 13 December 2017.

The report included a summary of the key issues identified (consistency, accessibility, community facing and style and culture) and areas for action. The Council had already acted on the findings it was responsible for but some identified actions were for other organisations to respond to.

The enquiry day was considered to have been very useful in identifying mental health issues across Dorset. Both service users and carers had taken part and relayed their experiences of services provided.

The need to manage the boundary between the work of this review and the Dorset Health Scrutiny Committee in order to reduce the potential for duplication was highlighted.

It was noted that a joint commissioning group was to be set up with the Dorset Clinical Commissioning Group which would include operational and commissioning teams. This would use one care pathway in order to build capacity and would identify both short and long-term accommodation and more community support.

It was agreed that the report be sent to appropriate organisations with an invitation for them to consider the recommendations arising from the enquiry day. This would be followed up later to establish what action, if any, they had taken. Resolved:

1. That the report be sent to appropriate organisations for them to consider the recommendations arising from the enquiry day.
2. That a follow up letter be sent at a later date to establish what action, if any, these organisations had taken.

### **Public Health Inquiry**

I am preparing to Chair a Public Health Inquiry into "Children and Young People's Mental Health" and its delivery in Dorset, so if any councillors have any information that would be relevant please let me know.

All agendas and minutes can be found on the [www.dorsetforyou.com](http://www.dorsetforyou.com) website

District Councillors Report – Cllr Mike Gould

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I attended a meeting presented by the Local Government Association (LGA) on communications. I urge all members to read the attachment, as it throws a constructive light on ways for us, as councillors, to engage with our electorate. The general thrust of the document centres around the drive towards a more open government. Salisbury, and the recent poisoning attack, was quoted as a good example of poor government communication!

I have called for a further meeting of the Town Team to discuss the various matters concerning the regeneration of the centre of the town. This will particularly focus on existing Gillingham companies who wish to become more associated with the town in a drive to improve the centre of the town's vibrancy and to make Gillingham into a 'destination town'. I hope to be able to report more on this following the Town Team meeting.

I attended a meeting of NDDC Overview and Scrutiny committee, at which members made comment on the future of Shaftesbury's cattle market.

I have been invited to attend a meeting on the future of Shaftesbury's Memorial Hospital in the context of its importance to North Dorset, as well as Wiltshire and Somerset, which is all within its catchment area. I shall update members following this meeting.

**North Dorset**  
DISTRICT COUNCIL



**W**  
Weymouth & Portland  
Borough Council

**Dorset Councils Partnership**

**21<sup>st</sup> Century Councillor**  
**New conversations – engaging with our**  
**communities**



# Welcome



## New Conversations

LGA guide to engagement

Contents

Foreword

Introduction

Which hat are you wearing?

Context

Section One: The Basics

Section Two: Surpassing Expectations

Section Three: Pilot Projects

Further reading

Glossary

Dorset Councils Partnership

# Recap

- Better connection with residents = more satisfaction, more trust, fewer complaints
- Communities want us to explain what we're doing with money, involve people in decision-making, explain decisions clearly
- Public trust people like them as much as experts in a subject
- Pre-decided decisions have a negative impact on trust
- Engaging residents early and being open to new ideas builds trust
- There are multiple ways to engage from face-to-face, traditional media, newsletters and social media

# What we'll cover today

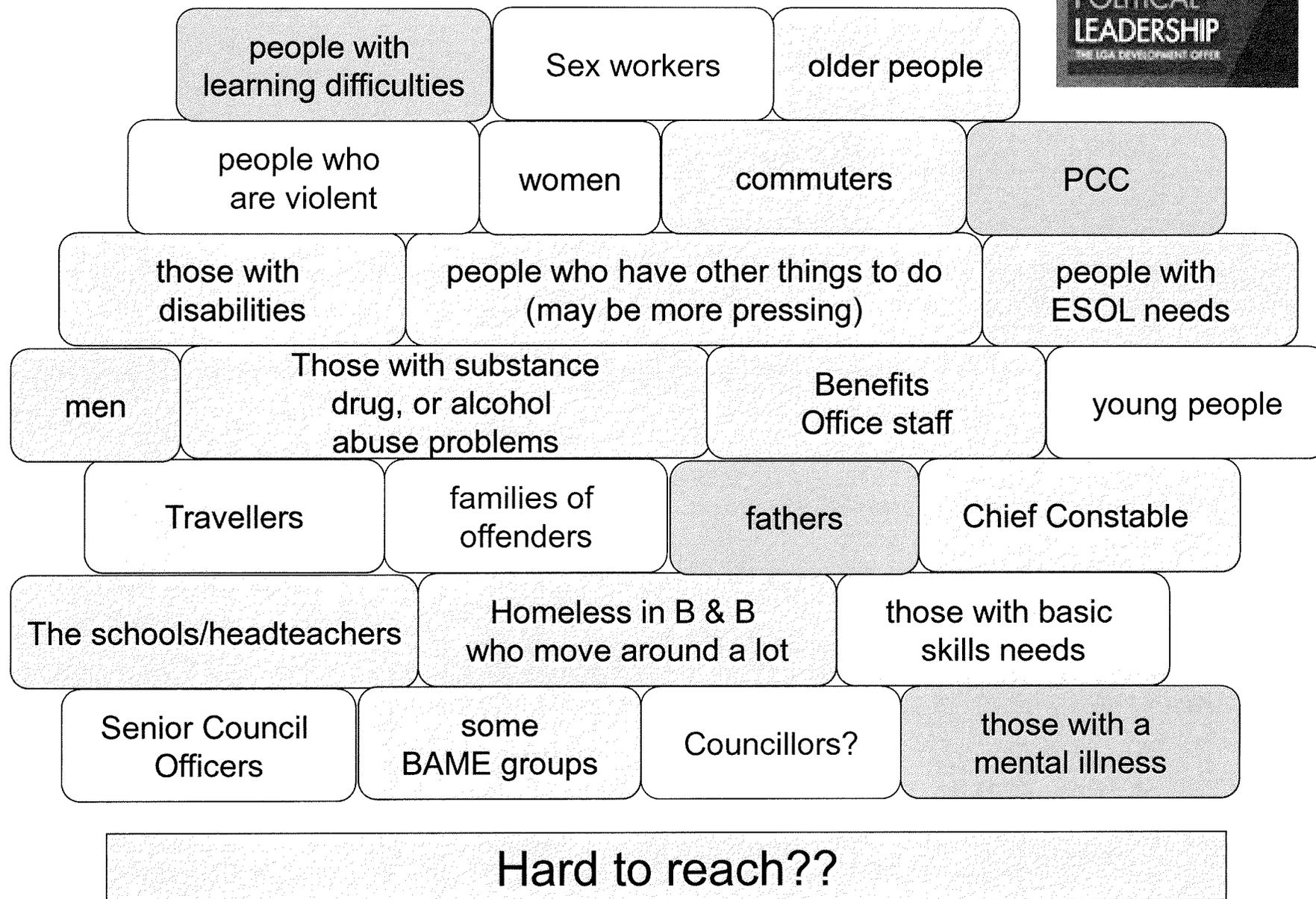
1. Mapping networks
2. Giving communities confidence
3. Examples
4. Building a sense of place
5. Group exercise – knowing your place
6. Examples
7. Outcomes and look to next session

# Mapping networks

	Who does it reach?	How do you do it?
1. Making connections between different groups	Isolated and/or indifferent: i.e. disabled, elderly, some migrant or non-English-speaking communities, young people	Make connections between more confident social groups (who the council can reach fairly easily) and less confident groups
2. Identifying connectors, communicators or ambassadors via peer-to-peer	Alienated and/or angry: i.e. issue-led groups (usually around housing, migration or crime), those frustrated with the council, vocal critics	Identify influential local people within communities, such as landlords, barbers, taxi drivers etc, and include in council thinking to help reach most alienated

## Hard to reach groups, communities and communities of interest

- What do we mean by a community of interest?
- Which and who are your “hard to reach” groups?
- What do you do about it?
- Who are your “hard to avoid” groups?
- What do you do to ensure that as a community leader you hear all the voices not just the few?



# Personality issues in our conversations

## **Lots of research based on MBTI**

- Where people prefer to focus their attention and get their energy (Extraversion & Introversion)
- The way people prefer to take in information (Sensing & Intuitive)
- The way they prefer to make decisions (Thinking and Feeling)
- How they like to live their lives (Judging & Perceiving)

E-I

<i>Leading Members</i>	70% - 30%
<i>UK Population</i>	52% - 48%
<i>UK Manager</i>	58% - 42%

S-N

<i>Leading Members</i>	52% - 48%
<i>UK Population</i>	76% - 24%
<i>UK Manager</i>	50% - 50%

T-F

<i>Leading Members</i>	71% - 29%
<i>UK Population</i>	46% - 54%
<i>UK Manager</i>	83% - 17%

J-P

<i>Leading Members</i>	58% - 42%
<i>UK Population</i>	58% - 42%
<i>UK Manager</i>	66% - 34%

# MBTI - Politicians and Personality

<p>IS Thoughtful realist</p> <p><i>Councillors 18%</i> <i>UK Population 39%</i> <i>UK Manager 21%</i></p> <p><i>"if it ain't broke don't fix it!"</i></p>	<p>IN Thoughtful Innovator</p> <p><i>Councillors 14%</i> <i>UK Population 9%</i> <i>UK Manager 20%</i></p> <p><i>"Let's think ahead!"</i></p>
<p>ES Action Oriented Realist</p> <p><i>Councillors 32%</i> <i>UK Population 37%</i> <i>UK Manager 27%</i></p> <p><i>"Let's just do it!"</i></p>	<p>EN Action Oriented Innovator</p> <p><i>Councillors 36%</i> <i>UK Population 15%</i> <i>UK Manager 33%</i></p> <p><i>"Let's change it!"</i></p>

# Mapping networks

1. Understand informal relationships
2. Understand informal meeting places
3. Think about the least networked
4. Bring different groups into contact

# Giving communities confidence

“We can’t do well serving communities...if we believe that we, the givers, are the only ones that are half-full, and that everybody we’re serving is half-empty... there are assets and gifts out there in communities, and our job as good servants and as good leaders...[is] having the ability to recognise those gifts in others, and help them put those gifts into action.”

Michelle Obama, former First Lady

# Giving communities confidence

**Asset-based community development** - This is about identifying what a community has to offer, particularly skills and knowledge, rather than what it needs.

**Neighbourhood planning legislation** - This gives communities direct power to shape their neighbourhood.

**Appreciative inquiry** - Studying and changing communities by asking people what is working well, analysing why that is and finding ways to do more of it.

**Crowdsourcing** - Getting as many people involved in solving a problem. From ideas, money, or collective campaigning.

**Citizens UK** – Organises communities to act together so that they are included in decisions.

**Parishing** – setting up lower tier local government to give communities a more local voice.

# Examples

# Building a sense of place

Place-based approaches and branding can:

- Promote the place as a visitor destination
- Attract new businesses and inward investment
- Attract new people/families to live in the area
- Support a particular regeneration project
- Promote civic pride amongst existing residents
- Encourage local people to spend more time and money in the area

# Building a sense of place

The nine steps of place branding:

1. Why are you doing it?
2. Ownership, governance and budget
3. Where are you branding?
4. Research
5. How are you going to do it?
6. Brand building: your story of place and visual identity
7. First collateral
8. Using your brand: visibility, longevity and value for money
9. Evaluation

District Councillor – Cllr Belinda Ridout

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**Thursday, 29<sup>th</sup> March – members briefing on Data Protection Regulations GDPR.**

An interesting briefing with regard to the Data Protection Bill 2017, covering personal data i.e. any information relating to an identified or identifiable natural person. The Bill is redressing the balance with regard to the mis-use of personal data: e.g. large companies can exploit data without individuals knowing. Local Authorities or any public body needs to be open and transparent about personal data. Penalties will be severe with a maximum fine for public bodies of 20mEuro or £18k. Private companies/organisations: 4% of their global turnover or 20mEuro, recent example: Facebook. Companies with over 250 employees will also need to register, there will be a fee, just coming out under separate legislation Note: GDPR does not stop an individual's information being shared in an emergency or life-threatening situation, nor does it stop data being sent out to customers for marketing purposes.

**Check List for councillors:**

- Emails: check when sending emails/messages that you are not inadvertently posting other individual's personal information. If data is volunteered to councillors, i.e. emails, it is reasonable to keep that information.
- As the responsible person in your ward you do not need the express consent from individuals to disclose their personal information to an elected member.
- As a cabinet/committee/board member you can be given access to the same data as officers/employees, to carry out official duties.
- Election time. Local Authorities should not normally disclose personal information to elected members for party political reasons without consent of the individuals concerned, with the exception of, information already in the public domain.
- Personal information presented in aggregated form does not identify any living individuals, e.g. for Council tax information and therefore is acceptable.

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**Key issues for councillors:**

- **security** – physical security of devices
- **on line security** – email/Facebook, etc.
- **be aware of your council's policies for data protection, security and guidance on use of devices.**

**Tuesday, 3<sup>rd</sup> April, Licensing Sub Committee** made up of three councillors from each of the three licensing committees of the DCP, to discuss the drafting of a single taxi policy, combing the two policies of NDDC and WDDC/W&PBC. Second of four very productive meetings to draft a policy to go out for consultation to the taxi trade in the autumn, before a final report is presented to the Licensing Committee. This work will feed into the workstreams set up to take us into Unitary.

**Monday, 9<sup>th</sup> April, Briefing on proposals for new Ward Boundaries for the new Dorset Unitary by Local Government Boundary Commission** an interesting briefing. Programme as follows:

- **Councils** to submit their information/evidence and proposals by 4<sup>th</sup> May. This has been based on DCLG guidance for a council size of 82 councillors, representing 3800 electors each.
- **Department for Communities and Local Government (DCLG)** to draw up draft proposal (Order) for new electoral boundaries for Parliamentary approval by end of May 2018. DCLG will take into account: 5yr population forecast; Council size (i.e. in this case a proposal for 82 councillors); Proposals for pattern of boundaries (wards and number of councillors).

- Once approved, the **Local Government Boundary Commission (LGBC)** will commence a **Formal Electoral Review** of the ward boundaries from June. This will determine: number of wards, boundaries, number of councillors and name of wards. The number of councillors can be increased or decreased. Members were informed that where there will be significant growth, i.e. Gillingham southern extension, a “cushion” will be built into ward numbers to compensate. 3, 2 or 1 member wards will be considered which allows flexibility for wards. Multi-wards mean that towns do not have to be divided. Rural wards can be very large.
- **Public consultation** on draft recommendations from **3<sup>rd</sup> July to 27<sup>th</sup> August 18**. Information is needed from members/public as to which parishes go best together, which are linked, socially/public transport etc.
- **October 2018 final decision on Order** to be laid before Parliament for approval.
- **Order made early 2019**
- **Elections May 2019**, followed by a 5yr gap, another 5yr gap, 4yrs and 4 years, to bring in line with cycle of County Council elections.  
Parliamentary boundaries reflect Local Government Boundary Commission boundaries, not the other way around.  
Road Shows will be taking place week commencing 16<sup>th</sup> April for members to see proposals for their areas, (Friday 20<sup>th</sup> April for Gillingham)

**Monday 16<sup>th</sup> April, Licensing Sub Committee Meeting at Dorchester** this was of no relevance to Gillingham.

Agendas and minutes for all meetings are available at [www.dorsetforyou.gov.uk](http://www.dorsetforyou.gov.uk)

District Councillor's Report – Cllr David Walsh  
Deputy Leader NDDC / Portfolio Holder – Planning and Economic Development Strategy

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### **Dorset Strategic Planning Forum 16<sup>th</sup> April**

At this meeting members analysed the draft National Planning Policy Framework NPPF which is out to consultation until 10<sup>th</sup> May.

You can see that this is in the form of 5 different documents and so if you intend responding I advise you to read all of them because they are intertwined. As well as putting together a joint response all individual Local Authorities have sent submissions.

### **Dorset Gypsy & Traveller and Travelling Show people**

I am pleased to write that there now appears to be a light at the end of the tunnel for this piece of very important work as I have been involved with this for the last 5 years and it has been like swimming in treacle at times.

#### Background:

- 1.1 Work on the Dorset Gypsy & Traveller and Travelling Show people Sites DPD commenced in 2012 and has progressed through Issues and Options and Alternative Sites consultation stages since then.
- 1.2 The DPD relies on a Gypsy & Traveller Accommodation Assessment (GTAA) to evidence the need for pitches to meet the requirements for travellers. The latest GTAA (2017) has been completed and a report of the outcomes of the GTAA were reported at the SPF meeting on 17th October.
- 1.3 Since then work has been progressing on a draft Pre-Submission DPD. Since Government changed the definition of Gipsy and Travellers and Travelling Show people, it meant that we had to revisit the initial information gathered

#### Gypsies and Travellers are currently defined for planning purposes in the Planning Policy for Traveller Sites as:

- Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of Travelling Show people or circus people travelling together as such.
- In determining whether persons are "gypsies and travellers" for the purposes of this planning policy, consideration should be given to the following issues amongst other relevant matters:
  - a) Whether they previously led a nomadic habit of life.
  - b) The reasons for ceasing their nomadic habit of life.
  - c) Whether there is an intention of living a nomadic habit of life in the future, and if so, how soon and in what circumstances.

#### Site Allocations in North Dorset

The 2017 identified the following categories of need in North Dorset:

#### STATUS TOTAL HOUSEHOLDS

Meet the PPTS definition	3
Unknown	0-24
Do not meet the PPTS definition	9

Based on the above information, 27 households either meet the definition or could meet it if information was established. Accordingly, site allocations are proposed in North Dorset District to provide 27 pitches for the need identified above. The needs of the remaining 9 households who do not meet the definition, together with any additional proposals for traveller accommodation, can be addressed through the general policies in Section 8 of this Development Plan Document, or general housing provision.

### **New Communities Group - Town and Country Planning Association - 22<sup>nd</sup> March**

As Dorset's representative on the New Communities Group I met with the other 18 National members to review the proposed changes to the NPPF, National Planning Guidance's and White/Green Papers. We have lobbied MPs and Lords to support our comments with regards to the reference to "Garden Village Principles" being dropped from the section on "Design" which we all consider to be so important when designing strategic development and the building of New Communities.

### **Meeting with New Lead Officer for the Gillingham Southern Extension - 23<sup>rd</sup> March**

After losing our last Lead officer for the SSA after only one meeting of the consortium I was very pleased to meet with Martin Pendlebury, a new Officer at the Dorset Councils Partnership who is very experienced in large strategic site development, from both sides of the fence: as developer/agent/consultant and Planning Officer.

After he introduced himself and listed his very impressive credentials, I only had one question and I hope that I didn't sound too flippant, but I asked how long he would be stopping for because we have not had constancy with that position and we really need it to take this forward. I was pleased when he said that he had just signed a contract and he wanted to see this project achieve its potential.

All agendas and minutes can be found on the [www.dorsetforyou.com](http://www.dorsetforyou.com) website