



## GILLINGHAM TOWN COUNCIL

The Town Hall

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### FULL COUNCIL

The minutes of the **Full Council** meeting convened on, **Monday, 27<sup>th</sup> July 2020** at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4 April 2020.

#### Present

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

#### In Attendance

Town Clerk: Julie Hawkins

Deputy Town Clerk: Clare Ratcliffe

#### Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News

Public: 9 members of the public

#### Minute no.

284.

**Public Participation. Please note: 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. Possibly questions. FC / RiversMeet

285.

**To receive and accept apologies for absence.**

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Keith Wareham for personal reasons.

286.

**To approve the minutes as a true and accurate record of the meeting held on Monday, 22<sup>nd</sup> June 2020 and the Extra-ordinary meeting held on Thursday, 25<sup>th</sup> June 2020.**

It was agreed and **RESOLVED** to approve the minutes as a true and accurate record of the meeting held on Monday, 22<sup>nd</sup> June 2020 and the Extra-ordinary meeting held on Thursday 25<sup>th</sup> June 2020. The chairman will duly sign the minutes when possible to do so.

287.	<b>To receive any questions pertaining to the previous minutes.</b>
	There were no matters pertaining to the previous minutes.
288.	<b>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.</b>
	There were no disclosable pecuniary interests however, the following personal interests were declared: The Mayor declared a personal interest in agenda item no. 20 (b) GC&LT (RiversMeet). Cllr von Clemens is a trustee of the Gillingham Open Spaces Trust (GOST), which is linked with Gillingham Community and Leisure Trust Ltd (GC&LT).
289.	<b>To receive and consider reports from the Schools Councils, if available.</b>
	The Mayor commented that Bones Youth Club would like to report their activities to Full Council. In future this item will cover all Youth Organisations.
290.	<b>To receive and consider written reports from outside bodies, if available, for consideration and approval:</b>
	<b>a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT)</b>
	The Mayor commented that there was no report this month.
	<b>b) Town Meadow Group</b>
	Cllr Cullingford gave a verbal report. The loss of income due to the current Pandemic is being made up by Hidden Pizza selling coffee during the day and pizza in the evenings, accompanied by another vendor selling frozen desserts. The sale of puzzles and books have raised another £250. The memorial seat donated by the family of the late Jackie Kemp has been vandalised beyond repair; it is hoped that CCTV evidence will be available.
	<b>c) Gillingham Chamber of Commerce and Industry</b>
	The Mayor reported that there was no report this month.
	<b>d) DAPTC (Larger Towns: Cllr von Clemens, Northern Area: Cllr Towe / Cllr Weeks).</b>
	There had been no meetings this month.
	<b>e) Shaftesbury and District Transport Forum</b>
	The Mayor commented that no meetings have taken place this month.
	<b>f) Gillingham Town Team</b>
	Cllr Gould summarised a report that had been circulated prior to the meeting. Please refer to <b>Appendix A</b> . Cllr Gould reminded members that they should have received an invitation to a presentation on the work undertaken by students studying at Bournemouth University. The presentation is on Community Engagement in Gillingham and will be held remotely on Wednesday, 29 <sup>th</sup> July 2020 at 7.30pm. The proposed Park Run is being organised by Gillingham School. The route is still being decided upon. There were no further comments.

	<p><b>g) Bones (Youth Club) Management Committee (Cllr von Clemens).</b></p> <p>The Mayor reported that Bones Youth Club Management Committee held a Zoom meeting on Tuesday, 21<sup>st</sup> July. At the meeting it was decided to change the name of the Youth Club from Bones to Gillingham Youth Club. Meanwhile, the Youth Club remains closed, but hopes that it will be possible to re-open in September, subject to Government guidelines. The Management Committee has formally agreed to open a dialogue with RV Gillingham (youth outreach) on future partnership working.</p>
291.	<b>To receive, consider and adopt the following standing committee reports:</b>
	<p><b>a) General Purposes Committee meeting held on Monday, 6<sup>th</sup> July 2020</b></p> <p>It was agreed and <b>RESOLVED</b> that the minutes of the General Purposes Committee held on Monday 6<sup>th</sup> July 2020 are approved and adopted. Cllr Griffin abstained.</p>
	<p><b>b) Planning Committee meetings held meeting on Monday, 13<sup>th</sup> July 2020</b></p> <p>It was agreed and <b>RESOLVED</b> that the minutes of the Planning Committee held on Monday 13<sup>th</sup> July 2020 are approved and adopted.</p>
	<p><b>c) Finance Committee meeting held on Monday, 20<sup>th</sup> July 2020</b></p> <p>It was agreed and <b>RESOLVED</b> that the minutes of the Finance Committee held on Monday, 20<sup>th</sup> July 2020 are approved and adopted.</p>
292.	<b>To approve and authorise any payments over £10,000, if any.</b>
	<p>A list of payments over £10,000 was circulated prior to the meeting. Please refer to <b>Appendix B</b>.</p> <p>It was agreed and <b>RESOLVED</b> that the invoices for PJ Froud (£12,720.00), WPS Hallum (£15,799.41) and EG Coles (£29,727.60) are approved and authorised.</p>
293.	<b>To receive and consider applications for Free Room Hire, if any.</b>
	There were no applications for free room hire this month.
294.	<b>To review and agree the Freedom of Information Model Publication Scheme.</b>
	<p>A copy of the current Freedom of Information Model Publication Scheme was circulated prior to the meeting. There were a few minor amendments to the document, which were noted by the clerks.</p> <p>It was agreed and <b>RESOLVED</b> that the Freedom of Information Model Publication Scheme, including minor amendments, is agreed and adopted.</p>
295.	<b>To review and agree the Training and Development Policy.</b>
	<p>A copy of the current Training and Development Policy was circulated prior to the meeting. There were a few minor amendments to the document, which were noted by the clerks.</p> <p>It was agreed and <b>RESOLVED</b> that the Training and Development Policy, including minor amendments, is agreed and adopted.</p>
296.	<b>To receive information from DAPTC regarding the timetable for the forthcoming AGM.</b>
	Information received from the Dorset Association of Parish and Town Councils (DAPTC) was circulated prior to the meeting, which included details of how to make a proposal at the AGM to be held on 14 <sup>th</sup> November. No proposals were received and there were no further comments.
297.	<b>To receive information regarding the consultation on the Code of Conduct proposals being managed by the LGA in conjunction with NALC. To review this information you can use this link to the <u>consultation</u></b>



	Information regarding the consultation on the Code of Conduct proposals currently being considered by the Local Government Association (LGA) were circulated prior to the meeting. Cllr Cullingford commented that she had completed the consultation. The Mayor encouraged all members to participate in the consultation, if they had not already done so.
<b>298.</b>	<b>To receive a report on the work of Rendezvous – outreach youth support.</b>
	A report on the work of Rendezvous Gillingham was circulated prior to the meeting. Please refer to <b>Appendix C</b> . There were no comments or recommendations.
<b>299.</b>	<b>To receive and consider a report regarding the Woodwater Farm Sports Facility, if available.</b>
	<p>Cllr Poulter summarised a report that had been circulated prior to the meeting. Please refer to <b>Appendix D</b>. The report contained one recommendation.</p> <p>It was agreed and <b>RESOLVED</b> that Gillingham Town Council do pay to the FSIF the sum of £11,565.50 from its Reserve Funds subject to and provided that:</p> <ul style="list-style-type: none"> <li>a) such sum is accepted by The FSIF in full and final settlement of all claims of whatever nature either may have against the other arising from the conditions of the Grant Offer contained in the letter from FSIF to GTFC and Gillingham Town Council (GTC) dated 10<sup>th</sup> June 2016 and the Grant Acceptance Form dated the 27<sup>th</sup> June 2016 (together called 'the Grant');</li> <li>b) that SIFS do formally release GTC from the terms and conditions of the Grant upon receipt of the sum of £11,565.50 from GTC;</li> <li>c) that upon receipt by FSIF of the payment of £11,565.50 by GTC, GTFC acknowledges and agrees that such payment is made in full and final satisfaction of all claims of whatever nature either GTFC and GTC may have against each other arising from the terms and conditions of the Grant and further that GTFC has no claim whatsoever against GTC arising from the S.106 grant made by North Dorset District Council pursuant to an offer made by the letter dated 1<sup>st</sup> July 2014 from North Dorset District Council to GTC.</li> </ul>
<b>300.</b>	<b>To receive and consider a report from the Future Workshops Task and Finish Group.</b>
	<p>Cllr Harris summarised a report that had been circulated prior to the meeting. Please refer to <b>Appendix E1 to E3</b>. The report contained three recommendations.</p> <p>It was agreed and <b>RESOLVED</b> that Gillingham Town Council note the progress made to date.</p> <p>It was agreed and <b>RESOLVED</b> that Gillingham Town Council note the ongoing work as listed.</p> <p>It was agreed and <b>RESOLVED</b> that Gillingham Town Council agreed the timeframe update.</p>
<b>301.</b>	<b>To receive and consider a report from the Community Volunteer Task and Finish Group.</b>
	<p>Cllr Harris summarised a report that had been circulated prior to the meeting. Please refer to <b>Appendix F1 to F3</b>. The report contained five recommendations.</p> <p>It was agreed and <b>RESOLVED</b> that Gillingham Town Council note the progress made to date.</p> <p>It was agreed and <b>RESOLVED</b> that Gillingham Town Council note the ongoing work as listed.</p> <p>It was agreed and <b>RESOLVED</b> that Gillingham Town Council agree to fold the GTC Community Volunteer system currently in place into the Community Health Champion system led and managed by the GP Practices as at 1 September 2020.</p>

	<p>It was agreed and <b>RESOLVED</b> to organise a 'Thank You' event for community volunteers at the Rugby Club on Sunday, 6<sup>th</sup> September 2020, subject to Government guidelines.</p> <p>It was agreed and <b>RESOLVED</b> that Gillingham Town Council fund the 'Thank You' event at a cost not to exceed £2,000 to be funded from the National Lottery Community Event grant and the balance from the funds currently allocated to the VE day event which, due to the pandemic, was unable to take place.</p>
302.	<b>To receive a report on the Mayor's and Deputy Mayor's civic activities.</b>
	Cllr von Clemens referred to a list of activities that he had undertaken over the last month. Please refer to <b>Appendix G</b> .
303.	<b>To receive and consider a request for financial support for RiversMeet Community and Leisure Centre</b>
	<p>Cllr von Clemens was not present during the debate of this item as he had previously declared a personal interest (see minute no. 288 above).</p> <p>Cllr Harris as Deputy Mayor presided over this item.</p> <p>Representatives from RiversMeet were in attendance but were not invited to speak.</p> <p>A report providing background information regarding a request for financial assistance had been circulated to members prior to the meeting. Please refer to <b>Appendix H</b>.</p> <p>Cllr Gould had carried out his own research and had checked the finances. The facility was forced to close following Government measures as a result of the Covid 19 Pandemic. The insurance company has not paid out. Many customers continue to support the leisure centre and have paid their direct debits throughout lockdown. The centre receives 300,000 visitors a year. It has done extremely well despite being run on very tight margins. When the facility was run by North Dorset District Council it cost £320,000 per annum to run. Over the last ten years this community run facility has saved the taxpayer £3.2m. This is a valuable community asset and deserves our support.</p> <p>Cllr Kilcourse and others agreed with Cllr Gould's sentiments.</p> <p>Cllr Cullingford thanked the officers for preparing a report, but she still would like more time to consider this matter and suggested that a workshop was held.</p> <p>Cllr Hill, Cllr Toye and Cllr Potheary also commented that more discussion was required.</p> <p>Cllr Poulter considered that the figures were a "guess" and the matter should be deferred for further discussion.</p> <p>Cllr Cullen proposed:  <b>That the town council consider a virement of £9,000 from Budget No. 5403, Highway Works, to support the recovery of RiversMeet Leisure Centre following the COVID19 pandemic.</b> There was no support for this proposal.</p> <p>Cllr Gould Proposed:  <b>That the town council makes a virement of £9,000 from budget no. 5403, Highway Works, plus £14,000 from budget no. 5038, work to the church path, to support the immediate recovery of RiversMeet Leisure Centre following the COVID19 pandemic.</b>  And</p>

	<p><b>That Gillingham Town Council nominates two councillors to work closely with GC&amp;LT and 3RP to ensure the long-term continued success of this valuable community owned asset.</b> This proposal was seconded by Cllr Firth</p> <p>Cllr Cullingford proposed:  <b>That a workshop was held to discuss financial support for RiversMeet.</b> This proposal was seconded by Cllr Hill.  A vote was taken on the proposal made by Cllr Cullingford. The proposal received 10 votes in favour and three votes against. Cllr Weeks abstained due to technical difficulties. Cllr Gould's proposal failed.</p> <p>It was agreed and <b>RESOLVED</b> that a workshop is held to discuss financial support for RiversMeet.</p>
<b>304.</b>	<p><b>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).</b></p>
	<p>The following matters pertinent were circulated prior to the meeting.</p> <p>a) Gillingham Road and Transport Improvements – Newbury (High Street) / Shaftesbury Road Junction. Please refer to Appendix I for further details.</p> <p>b) Resurfacing Works along B3092, B3081 and Wyke Street, Gillingham. Please refer to Appendix J for further details.</p>
<p>There being no other business on the agenda, the meeting closed at 8.40pm.</p>	
<p>Signed: _____ Date: _____</p> <p><b>Cllr Barry von Clemens, Mayor of Gillingham</b></p>	

Please note:

- Dorset Council Ward Councillor written report received from:  
Cllr Belinda Ridout. Please see **Appendix K**.  
Cllr David Walsh. Please see **Appendix L**.
- Dorset Council Ward Councillor verbal report received from:  
Cllr Val Potheary. Please see **Appendix M**.

**Gillingham Town Council**

**TOWN TEAM**

**Author: Cllr Mike Gould**

- Town Centre Market – planning and road closure process is underway. Likely opening date 2<sup>nd</sup> Sunday in October
- Park Run – also being progressed with likely first Run in September – and thereafter each Saturday morning
- Bournemouth University Study presentation now booked for 29<sup>th</sup> July at 19.30 hrs
- Station Road market Study – following a meeting with DC planners an initial visit is planned for early August. We continue to seek funding for a more comprehensive Master Plan as called for in the NP
- Use of Royal Forest as a brand for use by local food and craft producers. Discussions continue
- Finally, our AGM was held on 15<sup>th</sup> July. Annual Report and Minutes are available from Hugh de longh. As required both Chair and Vice Chair stood for re-election and were returned unopposed



	GILLINGHAM TOWN COUNCIL 2020/21					
	INVOICES OVER £10,000					
	INVOICE NO.	DATE	SUPPLIER	TOTAL (INCL VAT WHERE APPLICABLE)	DETAIL	Minuted
	3186	14/07/2020	PJ Froud & CM Froud	12,720.00	Drainage works Marlott Road play area	FC 27/1/20 no. 191
	500831220	16/07/2020	WPS Hallam Insurance Brokers	15,799.41	RSA Council Guard Insurance 16/7/20 - 15/7/21	Report to FC 20/7/20
	180862	24/07/2020	EG Coles	29,727.60	Ransomes HR300 Mower and Flail Mower Note part exchanged Kubota HF10 HKV £5,000.00	Full Council 25/11/19 Minute 149



**Gillingham Town Council**

**Rendezvous Youth Outreach - RV Gillingham**

**This update report has been taken from an email received from  
Helen de Silva-Wood, Chief Executive Officer, Rendezvous**

**Update**

- The team have recommenced their sessions in earnest from 2<sup>nd</sup> July. Complaints of anti-social behaviour have been passed on. The session went well with about 30 young people, some old, some new, some who are on the target lists and lots aged from 13 to 17 years. Main concerns Covid, exams, studying etc, etc. The team were very upbeat.
- Sessions will be weekly until October half term and then they will be fortnightly.
- There will be a regular team of two youth workers which will be overseen by senior member who will also act as back up for absence/holiday cover etc.
- Reconnecting with key personnel in the town: community church, shopkeepers, schools, police etc.
- The senior youth worker attends multi agency meeting which have been useful in highlighting key individuals.
- There is still money available for filmmaking in Gillingham.

**Other News**

**Young Parents** - The Gillingham young mum's are missing their group and we're busy watching the guidelines on numbers who can meet out of doors - only 6 at the moment so too small and it's important that we do the right thing and model good behaviour as running a group in the park makes us very visible! (I think I told you that the lottery has paid for staffing for Young Parents work in Sherborne and Gillingham through to the end of April 21).

**Advice & Information/Learning** - Requests for advice and information through young parents tailed off after the initial flurry but we've had another 2 referrals this week and as furlough ends, we're expecting to see an increase as redundancies start to increase. Now that we're working remotely, we're able to promote advice and information further afield and we're creating some online ads/posts promoting it as well as other tutor and learner recruitment posts. When I have them, I'll get them over to you and if you can push them that would be great - I really appreciated the support for the other ones.

**The Rendezvous** - just to give you an update on where we are as a charity. Obviously, the bottom has fallen out of our finances, but I'm pleased that after some frantic bid-writing we have made big inroads into our £100k funding gap - aided by an additional lottery Covid emergency grant. This means things are beginning to stabilise financially for this year although we will still be drawing heavily on our reserves. However, we remain concerned for the next financial year when emergency funding is no longer available, and community fundraising events are only just beginning to restart. That said, I remain cautiously optimistic generally -

and in fact almost upbeat when I think about the value the lottery places on us as I believe this will stand us in good stead later in the year when things begin to settle and I can put in a multiyear grant.

**And finally**, on a separate note, I'd just like to say thank you to Barry and indeed everyone at the council. It really is such a pleasure working with you. You've always given us the space and flexibility to develop the work without tying us up in reporting knots - we are always at busy but Covid has introduced a whole new level of business and conundrums to solve so I really cannot tell you how much that is appreciated. In fact, it's the trust and support you've shown us that has encouraged us to keep pushing to develop the work in Gillingham and - it really does feel like an integral part of what we do. We all really enjoy working in Gillingham and are delighted we can now be back in person! Goodness, that sounds a bit gushy, doesn't it?! Gushy but heartfelt.

**Gillingham Town Council**

**Woodwater Farm Sports Facility Task and Finish Group**

**Report to Full Council**

**Author: Cllr Graham Poulter**

**1. Introduction**

Following discussions and correspondence with the Football Foundation on behalf of The Football Stadia Improvement Fund (FSIF) and correspondence with Gillingham Town Football Club (GTFC), the Foundation has confirmed it's satisfaction that the GTFC has the funds which will enable it to repay the FSIF one half of the outstanding sum of £23,131 due as a result of there being no grandstand and floodlights installed under the terms of its grant.

**2. Recommendation**

This group has resolved that this long running issue should be brought to a conclusion and therefore makes the following recommendation:

**That Gillingham Town Council do pay to the FSIF the sum of £11,565.50 from its Reserve Funds subject to and provided that:**

- a) **such sum is accepted by The FSIF in full and final settlement of all claims of whatever nature either may have against the other arising from the conditions of the Grant Offer contained in the letter from FSIF to GTFC and Gillingham Town Council (GTC) dated 10<sup>th</sup> June 2016 and the Grant Acceptance Form dated the 27<sup>th</sup> June 2016 (together called 'the Grant');**
- b) **that SIFS do formally release GTC from the terms and conditions of the Grant upon receipt of the sum of £11.565.50 from GTC;**
- c) **that upon receipt by FSIF of the payment of £11,565.50 by GTC , GTFC acknowledges and agrees that such payment is made in full and final satisfaction of all claims of whatever nature either GTFC and GTC may have against each other arising from the terms and conditions of the Grant and further that GTFC has no claim whatsoever against GTC arising from the S.106 grant made by North Dorset District Council pursuant to an offer made by the letter dated 1<sup>st</sup> July 2014 from North Dorset District Council to GTC**

**Gillingham Town Council**

**Workshop Task and Finish Group**

**Lead: Deputy Mayor**

**1. Current Progress**

Since the last report the Task and Finish Group has:

- Presented a report to the Extraordinary Full Council meeting 25<sup>th</sup> June 2020, obtaining the Councils agreement to purchase the subject site and to apply for a PWLB loan of £345K.
- Met on 26<sup>th</sup> June, minutes attached.
- Town Clerk instructed the Solicitor approved by Full Council 25<sup>th</sup> July 2020 to work on behalf of GTC for the site purchase. Forms have been signed and an initial payment made.
- Completed the final loan paperwork and submitted it by hand to the Chief Executive DAPTC on Monday 29<sup>th</sup> June.
- Town Clerk received a Heads of Terms document from the sellers' agent on 1 July 2020. This contained erroneous information and the Town Clerk was tasked to engage with the Seller to ensure that his agent had the correct details and the agreed timeline.
- Received notification by email from the CE DAPTC on 2<sup>nd</sup> July 2020 that, with an update to the electorate # on the covering application form, the application was sound and was submitted it to the PWLB on 6<sup>th</sup> July 2020. CE DAPTC noted that DCLG allow a 21-day turn around and that starts the moment they get it. (NB there was no clarification concerning days; working, calendar etc. GTC continue to work on 8 weeks from submission to DAPTC)
- Met on 9<sup>th</sup> July, minutes attached.

The Task and Finish Group ongoing work includes:

- Continued interaction wrt the site purchase
- Waiting for loan approval.

**2. Timeframe Update**

The key activities continue to be scheduled. Those to be considered are:

- Council meeting 27<sup>th</sup> July 2020
  - Received reports from Workshop T&F Group
- Extraordinary Full Council Meeting early/mid-August, date TBC depending on date of loan authorisation.
  - Authorise the RFO to draw down the loan following notification of its approval. NB; once a loan has been authorised it must be drawn down within 12 months of the authorisation by submitting a drawdown form appropriately signed.
  - Authorise the Mayor and Town Clerk to sign the exchange of contract on behalf of the Council



- Authorise the Mayor and Town Clerk to sign the contract completion on behalf of the Council at the appropriate time.
- Direct Task and Finish Group to oversee the relocation

### **3. Recommendations**

- That GTC note the progress made to date
- That GTC note the ongoing work as listed
- That GTC agree the timeframe update

### **Attachments:**

1. Minutes of the T&F Group 26<sup>th</sup> June 2020
2. Minutes of the T&F Group 9<sup>th</sup> July 2020
3. Email Trail GTC & DAPTC

**Gillingham Town Council**

**Workshop Task and Finish Group**

**Meeting Minutes 26 June 2020**

**Members:**

Cllr P Harris, Lead Member  
Cllr J Kilcourse  
Cllr J Robinson  
Cllr G Poulter  
Mrs J Hawkins, Town Clerk

**In Attendance:**

Cllr B von Clemens

**1. Post FC Meeting 25 June – Cllr Harris**

Following the FC decision on 25 June 2020 to proceed with the purchase of the Roman Business Centre, the T&F Group met to determine next steps. It was decided that there were parallel activities to deliver. It was noted that, as the purchase was to go ahead as soon as possible, once the PWLB loan had been approved it would need to be drawn down quickly to meet the sellers proposed August completion date. The impact was that the first repayment would be due before the end of this FY and thus the first repayment cost had to be included within the budget. The first repayment was not in the FY 20/21 Precept as the purchase had not been conceived when the Precept was constructed.

**Action:**

- **Cllr Poulter** to:
  - speak to the seller and
    - confirm all agreed points made during negotiations
    - Confirm that the contents of the letter received by the Council from the sellers agent were incorrect.
  - With the **Town Clerk** draft a response to the sellers agent.
- **Town Clerk** to:
  - Engage the solicitor chosen by Full Council 25 June 2020
  - issue the letter from above to the sellers agent
  - conduct final peer review of PWLB submission with RFO and make any final adjustments, including to the budget as above, that are required.
  - get final signatures for the PWLB
  - Submit PWLB by hand to appointed DAPTC recipient

**2. Next Meeting**

This will be called as required to progress the project

**Gillingham Town Council**

**Workshop Task and Finish Group**

**Meeting Minutes 9 June 2020**

**Attendees:**

Cllr P Harris, Lead Member  
Cllr J Kilcourse  
Cllr J Robinson  
Cllr G Poulter  
Mrs J Hawkins, Town Clerk  
Mr S Dobie, Works Manager

**1. PWLB Submission – Town Clerk**

The Town Clerk reviewed the actions leading up to, and subsequent to, the PWLB submission. It was received by Chief Executive DAPTC who required some administrative amendments and who then made the formal submission on behalf of GTC on 6<sup>th</sup> July. Whilst the mandated process is that it takes 21 days (not specified by assume working days) turn around for the application to be agreed, the current pandemic situation may make the process slower. The T&F Group therefore don't expect a formal response until mid-August.

**2. Programme Review - Cllr Harris**

Cllr Harris reviewed "next steps" in the project programme. The immediate action was fencing and submitting planning permission for this. It was determined by the Group that fencing was not a priority until GTC is about to move equipment to the site. This then can be re-programmed to take place after the refurbishment is complete. An amendment to the programme was made subsequent to the meeting.

**3. Site Name Review – Cllr Harris**

Cllr Harris suggested that the location name of "Roman Business Centre" would no longer be appropriate once GTC was operating from the site. It would not be a Business Centre as the term is generally understood in relation to other business centres across the country/ The Group thought it appropriate to invite Full Council to consider renaming the site once GTC had taken possession. T&F Group members had a variety of immediate suggestions, but if a change were to be agreed then all councillors would need the opportunity to suggest and debate, perhaps in a workshop setting. This subject will be highlighted to Full Council at an appropriate time, post completion.

**4. Other Activities**

The Town Clerk reported:

- Receipt of a Heads of Terms letter from the seller's agent. The details were incorrect, and she had made contact with the seller, who is currently completing the Commercial Property Standard Enquiries form. The seller has been asked to correct his agent.

- Solicitors had been appointed, appropriate forms had been signed by the Mayor and Town Clerk and returned to the solicitor. The immediate down payment of £500 had been paid.
- The change of use application, by applying for a certificate of lawfulness is scheduled for a determination by 7 August 2020.

The T&F Group determined next sequential steps were:

- Receipt of the PWLB loan offer
- The probability of requiring an Extraordinary Full Council meeting in August, following receipt of the loan offer, to:
  - Authorise the RFO to draw down the loan immediately. NB once a loan has been authorised it must be drawn down within 12 months of the authorisation by submitting a drawdown form appropriately signed.
  - Authorise the Mayor and Town Clerk to sign the exchange of contract on behalf of the Council
  - Authorise the Mayor and Town Clerk to sign the contract completion on behalf of the Council at the appropriate time.



**Gillingham Town Council**

**Community Volunteer Task & Finish Group**

**Lead: Deputy Mayor**

**1. Current Progress**

The T&F Group:

- Met on 7 July to review the current volunteer and prescription system; consider the proposal from Gillingham GP Practices Social Well Being lead (Mr Harrison) to expand the current Community Health Champion model by folding in the community volunteer system and make this a permanent volunteer organisation in the Town, led by the GP Practices; consider closing the GTC community volunteer system on 1 September 2020 as current Government guidance allows those shielding to cease doing so from the beginning of August 2020; identified the continued need to capture lessons learned; identified the need to formally recognise the support of the volunteers to the community with an event on 6 September 2020 following the closing of the system. Meeting minutes are attached.
- A newsletter was released to the community volunteers.
- Met on 21 July to engage with Mr Harrison on the proposal to fold the current community volunteer system into the Community Health Champion system and, if agreed by Full Council, explore the need for a handover workshop on 19 August 2020. The Group received a brief on a model used in Shaftesbury which the GP practices wanted to replicate in Gillingham, Sturminster Newton and Marnhull. Meeting minutes are attached.

The T&F Event subgroup:

- Met on 21 July to consider options for an event to recognise and thank the Community Volunteers for their unstinting work for the period March to 1 September 2020.
- Options for location were reviewed leading to a recommendation that the Rugby Club outside space was suitable for the numbers, provided government guidelines permitted the group size to meet. The Club is available and will provide a PA system, all at no cost. The Club would open the bar for personal purchases.
- Options for a date close to the close of the volunteer system were considered and PM Sunday 6<sup>th</sup> September was recommended.
- The 130+ Community Volunteers should be presented with a certificate of thanks.
- The event should involve Community Volunteers, their partner and their children (if they wish), Councillors and, if they wish, GTC Office staff involved in the project.
- The event should include a pre-packaged Tea, which the Rugby Club is able to provide.
- An outline budget for the event has been constructed and should not exceed £2,000. Currently GTC hold a £1K grant for a community event from the National Lottery and hold £3,319 unused for a cancelled VE day event.

The T&F Group ongoing work includes:

- Running a Workshop on 19<sup>th</sup> August in the Council Chamber to finalise handover of the volunteer system as at 1 September 2020, if agreed by Full Council.
- Keeping community volunteers informed of actions through the regular newsletter produced by the Project Administrator.
- Planning the Thank-You event on 6 September 2020, under the lead of Cllr Cullen, if agreed by, and financed through, Full Council

## 2. Recommendations

- That GTC **note** the progress made to date
- That GTC **note** the ongoing work as listed
- That GTC **agree** to fold the GTC Community Volunteer system currently in place into the Community Health Champion system led and managed by the GP Practices as at 1 September 2020
- That GTC **agree** to run a Thank You event for community volunteers at the Rugby Club on 6<sup>th</sup> September.
- That GTC **agree** to fund the Thank You event at a cost not to exceed £2,000 to be funded from the National Lottery community event grant and the balance from the funds currently allocated to the VE day event which, due to the pandemic, was unable to take place.

Attachments:

1. Minutes of the T&F Group 7<sup>th</sup> July 2020
2. Minutes of the T&F Group 21<sup>st</sup> July 2020

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**Gillingham Town Council**  
**Community Volunteer Task & Finish Group**  
**Meeting Minutes 7 July 2020**

**Attendees:**

Cllr P Harris	Cllr Toye
Cllr Cullen	Cllr Weeks
Ms S Burgess - Project Administrator	

This meeting was held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4 April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. Whilst the 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England and not Task & Finish Groups, this Group met under the same regulations.

**1. Intro, Aim, Agenda review, apologies – Cllr Harris**

Cllr Harris welcomed the new T&F Group, reviewed its aim which is to manage the drawdown of the current, GTC organised, Community Volunteer system and folding it into a permanent Volunteer system under local NHS direction. There were no apologies though some members did have intermittent challenges with internet links during the meeting.

**2. Review current volunteer position – Cllr Toye, Project Administrator**

Volunteers were contacted recently. Two thirds responded. 56 residents are currently supported. Extrapolating figures across all volunteers gives an estimate of 84 households being currently supported. Many households are self-isolating rather than shielding under Government instruction. Volunteers are currently supporting residents with social care issues that would exist even if the pandemic did not. The project Administrator has engaged with Keith Harrison, Social Prescribing & Wellbeing Lead, to get statutory assistance for these residents. Feedback from volunteers indicates that they personally feel useful in their role. Some report that volunteering during this time is good for their own mental health.

**3. Review current prescription service – Project Administrator**

Current GTC prescription service runs twice a week.

**4. Current Government guidance – Cllr Harris**

Whilst those shielding have a target date of 1 August to stop shielding, Government requires local authorities to continue providing support. After discussion it was determined that the T&F Group recommend to GTC to cease its temporary Community Volunteer system on 1<sup>st</sup> September 2020 and have it replaced by a permanent Community Volunteer system. See more in paragraph 6 below.

## 5. Issues Identified/Lessons Learned – Project Administrator

Very few lessons have been recorded thus far.

### Action:

- **Project Administrator** to contact all councillors requesting lesson learned points from Councillors
- **Cllr Harris** to reinforce this in the T&F Group report to the July full council.

## 6. Next Steps overview - Project Administrator

The Project Administrator previously provided an update report which is at the annex to these minutes.

After discussion the following **Actions** were determined:

- **Project Administrator** engages with Keith Harrison to:
  - Hold a virtual meeting 21<sup>st</sup> July (1300-1400) between available T&F Group members, Keith and any of his staff he wishes to invite to explore the mechanisms required to hand the temporary community volunteer system to the Social Prescribing & Wellbeing Lead who wishes to create and run a permanent community volunteer system for Gillingham for the future
  - Arrange a workshop (half day) w/c 10 Aug between the T&F Group and the Social Prescribing & Wellbeing staff to start the handover of the community volunteer system and provide the GTC experience to the new team.
  - Recommend, subject to Full Council agreement, the handover to be complete by 1 September 2020.
- **Project Administrator** to send out the next volunteer newsletter next week and include:
  - Advanced notice that the Community Volunteer T&F Group are recommending to GTC, at its July full council meeting, to close the GTC sponsored Community Volunteer system on 1 Sep
  - Advanced notice that a permanent Community Volunteer system, run by the local Social Prescribing & Wellbeing Lead, is proposed to replace the GTC temporary system providing Gillingham with a permanent Community Volunteer group.
  - A request for feedback on the proposal to create a permanent Community Volunteer group
  - A request to consider becoming a member of the permanent group. Details for joining such a group would be disseminated in August after the workshop during w/c 10 August. It would be an individual decision to contact the new Group and volunteer for it.
  - If Volunteers continue to support residents on a personal basis (we think some will) after 1 Sep, they need to tell the resident the GTC scheme has ended but they will continue
  - From close of business on 1 September 2020, volunteers will no longer be covered under GTC insurance
  - Ask for return of hi-viz jackets and unopened boxes of gloves post 1 September. A programme will be publicised in August.
  - Ask if they would be prepared to help again if there is a second wave of the virus and consent to us passing their details to the permanent Community Volunteer Group or delete their details if they opt out.
  - Informing them that we are standing Cllrs down from making regular calls to volunteers who are not currently engaged helping residents.



- **Project Administrator** to immediately stand Cllrs down from making regular calls to volunteers who are not currently engaged helping residents.
- **Cllr Harris** to include the recommendation to close the GTC Community Volunteer system on 1 September and transfer it to Keith Harrison as a permanent volunteer system in the T&F Group report to July Full Council.

## 7. Celebrating Community Volunteers - Cllr Harris

Our residents have responded to the call for volunteers in a magnificent way. GTC now needs to recognise this in a meaningful way. An event has been recommended, using event funds provided by the National Lottery for an 'event that brings the community together'. GTC should also consider providing a framed certificate of appreciation to the 120-130 residents, plus the staff and councillors, who have given their time and expertise to supporting the community. To be meaningful, and subject to Government guidelines in effect at the time, the event should take place as soon as possible after the completion of the Community Volunteers activities on 1 September. It was recommended that Saturday 6<sup>th</sup> Sep be considered.

After discussion the following **Actions** were determined:

- **Project Administrator** to consult with:
  - the office manager on:
    - Certificate preparation. This should be in a similar style, and on similar weight paper, to the Freeman certificates.
    - The certificates should be framed.
    - The overall cost per certificate (given the quantity) should, perhaps, be limited to or close to £5 per individual
  - The Town Meadow Group secretary to determine availability of the Town meadow on 6 September 2020, and provisionally book it if available, pending authorisation by Full Council.
- **Cllr Harris** to:
  - Receive information from the Project Administrator concerning costs associated with the VE Day event (marquee, PA system hire) that can be transferred to this event.
  - Work with T&F Group members over the next two weeks to produce a costed outline event programme
  - Provide a recommendation to hold a costed, programmed event, if appropriate and permitted under Government guidelines, to the July Full Council meeting.
  - Make a recommendation, if necessary, to fund any excess required over the National Lottery grant from appropriate budget lines in collaboration with the RFO.

## 8. Communication including newsletter - Project Administrator

Communication with Community Volunteers and the newsletter had been subject to discussion under previous agenda headings. There was nothing further to add.

## **Overview Report – Project Administrator Volunteers**

### **Current position:**

The demand for support is very low with most volunteers no longer supporting any residents. We are no longer replacing volunteers by allocating a new volunteer and distributing new cards, we are simply allocating a volunteer to pick up those who are still receiving support. Any new requests for support are directed to GTC and we will find a volunteer (none received as yet)

### **Gillingham Medical Practice**

We have been working closely with Keith Harrison, Social Prescribing & Wellbeing Lead in relation to the needs of some residents

Keith is widening the current Community Health Champions group to provide an ongoing service similar to that provided by our pandemic volunteer team

I am planning to include the details in a volunteer newsletter in the hope that some of them will continue as part of Keith's group

### **Recommendations**

- End the volunteer service on Friday 21 August. This is based on: shielding ending on 31 July, GP meeting on 3 Aug; GTC contacting volunteers after GP meeting; volunteers contacting residents and giving them time to get used to supporting themselves or to make other arrangements
- Include in comms to volunteers:
  - If continue to support residents on a personal basis (I think some will), they need to tell the resident the GTC scheme has ended but they will continue
  - Volunteer will no longer be covered under GTC insurance
  - Ask for return of hi-viz jackets and unopened boxes of gloves (need to consider logistics)
  - Ask if they would be prepared to help again if there is a second wave of the virus and consent to us keeping their details, or delete their details if they opt out

### **Cllr calls**

Stand Cllrs down from making regular calls to volunteers who aren't doing anything. We can communicate this as soon as the list is complete

### **Prescription deliveries**

#### **Current position:**

Deliveries being made on Tuesdays and Fridays – demand is steady but not excessive

#### **Recommendation:**

End this service on the same date as the volunteer service for the same reasons

## **Second Wave/Future lockdown**

### **Recommendations:**

- Although the risk is currently rated as Low in our area, we should prepare by taking into account learnings from the current exercise, updating documentation etc
- If there is a need to resurrect the volunteer network, work with Keith Harrison's group to manage this between us

### **Thanks**

Consider an event (at an appropriate time) to thank the volunteers. Remember, we have £1,000 from the National Lottery for an 'event that brings the community together' that was going to be used for VE Day.

**Gillingham Town Council**  
**Community Volunteer Task & Finish Group**  
**Minutes of Meeting 21 July 2020**

**Attendees:**

**GTC**

Cllr P Harris	Cllr D Toye
Cllr Cullen	Ms S Burgess - Project Administrator

**External**

Mr K Harrison, Social Well Being lead local GP Practices  
Deb Martin, Social Well Being team  
Rosie Thompson, Gillingham Community Volunteer  
Brian Lock, Shaftesbury Support Group

**Apologies**

Cllr R Weeks

This meeting was held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4 April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. Whilst the 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England and not Task & Finish Groups, this Group met under the same regulations.

**1. Intro, Aim, Agenda review, apologies – Cllr Harris**

Cllr Harris welcomed the participants thanking them for attending; reviewed its aim which is to manage the drawdown of the current, GTC organised, Community Volunteer system and folding it into a permanent Volunteer system under local NHS direction. Cllr Weeks gave apologies for personal reasons.

**2. Review current GTC volunteer & prescription system – Cllr Harris**

The history of the current system was outlined. Key points were that it was a temporary measure set up by GTC for the initial pandemic with a potential to be re-energised for a second wave. The current government advice on shielding was coming to an end at the beginning of August, so GTC proposed closing its system on 1 September. This delay allowed for a reversal in government advice and for community volunteers to assist those still being helped to gain confidence in going out in the new normal situation.

**3. Introduce a proposed future permanent volunteer system – Mr Harrison, Mr Lock**

The Blackmore Vale GP group has a Community Health Champion programme and wish to extend this to cover the majority of the tasks carried out by the GTC Community Volunteers. This is a system they wish to use in Gillingham, Sturminster Newton and Marnhull and is based on a model used by the Shaftesbury support group. Lead Shaftesbury volunteer, Mr Lock, outlined that model. Key points in the model were the use of WhatsApp, a dedicated support



phone line as a single point of contact and a team of volunteers who could be tasked to provide assistance across a range of activities depending on their personal skills. The theme to the model was to assist with well-being and independent living; assist with social isolation; overcome the fear of going out and shopping; continued delivery of prescriptions. This system would be in place and be the lead model for any subsequent wave of the current pandemic and future community needs.

#### **4. Overview of systems handover – Cllr Harris, Mr Harrison, Project Administrator**

The run-down and handover of the GTC Community Volunteer system is subject to agreement of the full council at its 27 July 2020 meeting. Assuming that is positive, the system will be reviewed at a GTC led workshop held (socially distanced) at the Council Chamber in Gillingham town hall at 1400, 19<sup>th</sup> August 2020. Those attending this 21<sup>st</sup> July meeting are workshop invitees, plus further individuals nominated by Mr Harrison. The formal handover will be on 1 September 2020 and this will be recognised at a GTC Community Volunteer Thank-You event on 6 September 2020. In the interim the GTC Project Administrator will liaise with Mr Harrison on workshop programme contents. GTC will distribute the agenda by 12 August.

#### **5. Communications – Project Administrator**

The Project Administrator will inform GTC community volunteers of the intent to change through the volunteer newsletter issued at the end of July 2020. Further information will be distributed through a GTC newsletter after the workshop.

Minute no. 302

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**Gillingham Town Council**

**Mayor's Report**

**July 2020**

<b>Date</b>	<b>Event</b>	<b>Comments</b>
17 July2020	Book Launch	It was great to join Anne Kings who has written a lovely children's book with the proceeds going to Julia's House.
27 July 2020	Cat's Protection Raffle Prize Draw	Great to welcome another business on the high street and to be asked to draw the raffle.

**Gillingham Town Council**

**Request for financial support for  
RiversMeet Community and Leisure Centre**

**Authors: Town Clerk and Deputy Town Clerk**

**1. Introduction**

At the meeting of Full Council held on 27<sup>th</sup> April 2020 a report from the Chairman of Gillingham Community and Leisure Trust Ltd (GC&LT), regarding RiversMeet was received and considered.

GC&LT has asked the town council to consider awarding financial support of £22,290 towards payment of utility bills at RiversMeet, during the COVID19 pandemic.

Full Council resolved that the Town Clerk would write to the Chairman of the GC&LT requesting further information.

A full response from the Chairman of GC&LT was received and circulated to councillors.

Following receipt of the information, councillors requested to see a business plan. This is a confidential document available to councillors, on request, from the Town Clerk.

**2. Background**

As detailed in the report by GC&LT, RiversMeet is a valued community owned asset which provides facilities for many schools, organisations and groups.

As a charitable organisation GC&LT must comply with the rules as set out by the Charity Commission which means they are reliant on the financial support of the community and any surplus funds must be reinvested in the facility.

Over the past three months the community has demonstrated their support for RiversMeet by continuing to pay their membership and swimming lesson fees despite not being able to use the facilities.

Infrastructure is needed to support the town's sustainable growth, and the community and leisure centre is an essential part of the town's future development.

**3. Economic and Community Recovery**

The town council has facilitated the community response to the pandemic which has been a lifeline to vulnerable members of the community and has been much appreciated.

Unexpected costs have been incurred; however, the town council has been successful in obtaining grant funding to cover 50% of the costs, in addition to donations from local organisations, businesses and individuals.

As the country emerges from the current crisis the town council will need to show local leadership, guidance and support to ensure economic and community recovery. As a result, priorities may have to change, and some projects postponed.

#### **4. Financial Implications**

The RFO has advised that, at the current time, General Reserves are low and the Earmarked Reserves for this financial year will be required.

In the budget for FY2020/21 there is currently a balance of £9,000 allocated for highway work. It is unlikely that this project for additional gully emptying and highway cleansing will be delivered during this year and, therefore, it may be considered that this money could be used to support economic and community recovery.

#### **5. Discretionary Powers**

In times of crisis, communities look to statutory organisations and local authorities, for local leadership, guidance and financial support.

Given the severity of the crisis and the nature of the organisation, GC&LT is looking to the council for support.

There are over 60 discretionary powers in place to enable local councils to improve the services and amenities for their community.

Gillingham Town Council is legally able to assist GC&LT using the following discretionary powers:

- Local Government (Miscellaneous Provisions) Act 1976, s.19
- Sports and Recreational Facilities – Power to provide sports facilities in or outside the council's area or contribute towards the expenses of any voluntary organisation or local authority that provides sports facilities in or outside the council's area.
- Public Health Act 1936, s221
- Public Health Act 1936, s222
- Public Health Act 1936, s223
- Swimming Pools – Power to provide public baths. Power to charge for use of public baths.

#### **6. Conclusion**

Gillingham Town Council has the power to support GC&LT.

There is community support for the facility.

Currently, the council is unable to provide the full financial support requested; however, £9,000 is available in the current budget and could be used towards financial recovery.

#### **7. Further information**

1. If you have any questions regarding this report, please contact the following prior to the Full Council meeting on Monday 27th July.
2. For information regarding the town council's budget, please contact the RFO.
3. For information regarding the delivery of projects, please contact the Town Clerk or the Deputy Town Clerk.



4. For information regarding RiversMeet please contact Alan Waistrell on 07739 132262 or email [alan.waistrell@riversmeetgillingham.org](mailto:alan.waistrell@riversmeetgillingham.org).

#### **8. Recommendation**

- **That the town council consider a virement of £9,000 from Budget No. 5403, Highway Works, to support the recovery of RiversMeet Leisure Centre following the COVID19 pandemic.**

**Dorset Highways**

County Hall, Colliton Park, Dorchester, DT1 1XJ

☎ 01305 221000

🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

Landowners, occupiers and  
tenants in the vicinity of the  
roadworks in the County Council  
electoral division of Gillingham

**Date:** 23 July 2020**Ref:** HI1206**Officer:** Emma Baker

☎ 01305 228257

✉ [highwayimprovements@dorsetcouncil.gov.uk](mailto:highwayimprovements@dorsetcouncil.gov.uk)

Dear Sir/Madam

**Gillingham Road and Transport Improvements – Newbury (High Street)/Shaftesbury Road Junction**

As part of the continuing multi-million-pound transport overhaul in Gillingham we will soon be starting work at the Newbury (High Street)/Shaftesbury Road junction.

Funding secured by the Dorset Local Enterprise Partnership through the Government's Growth Deal is providing a transport improvement package for the town to support its expansion.

Following consultation feedback from local residents the junction will remain as a mini roundabout and the works will improve the environment for pedestrians and cyclists.

**Construction programme**

Work will start on Monday 3 August 2020 and will take around six weeks to complete.

The scheme includes widening the existing footways to create a shared-use footway/cycleway around the mini roundabout and we will be installing a toucan crossing on Le Neubourg Way, to the west of the mini roundabout.

Please find a scheme plan enclosed.

**Traffic management**

To enable the work to be carried out safely there will be four-way temporary lights in place. These will need to be in use 24/7 but we will monitor the traffic flow and remove the temporary lights when it is safe to do so.

Pedestrian access will always be maintained.

**Further works**

This will be followed by works on Station Road to introduce a one-way flow southbound on Station Road (Higher) to improve the pedestrian environment, and then improvements at the Shaftesbury Road/New Road junction.



**Dorset  
Council**

**Dorset Highways**

County Hall, Colliton Park, Dorchester, DT1 1XJ

☎ 01305 221000

🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

**Contacting us**

Unfortunately, with this sort of work, some inconvenience may be caused but we will ensure that it is kept to a minimum. If you feel the work is likely to cause any particular problems, which could be helped by special arrangements (e.g. for anyone with a mobility problem or for special deliveries you might be expecting), please contact the Scheme Engineer, Kerry Stone, on 01305 225412 or email the project team at [highwayimprovements@dorsetcouncil.gov.uk](mailto:highwayimprovements@dorsetcouncil.gov.uk)

Please let us know as soon as possible if you have any problems during the work, so we can help resolve any issues that may come up.

Further information is available online: [www.dorsetcouncil.gov.uk/gillingham-growth-package](http://www.dorsetcouncil.gov.uk/gillingham-growth-package)

Yours faithfully

**Emma Baker**

Project Engineer

Highway Improvements

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**If you require this information in an alternative format, please call Dorset Direct on 01305 221000**



**Dorset**  
Council

**Dorset Highways**

County Hall, Colliton Park, Dorchester, DT1 1XJ

☎ 01305 221000

🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

Copies:

- Council Members for Gillingham – by email
- Clerk of local Town Council – by email
- [dorsetpassengertransport@dorsetcc.gov.uk](mailto:dorsetpassengertransport@dorsetcc.gov.uk)
- [publictransport@dorsetcc.gov.uk](mailto:publictransport@dorsetcc.gov.uk)
- [debbi@southwestcoaches.co.uk](mailto:debbi@southwestcoaches.co.uk)
- [mark.reynolds@salisburyreds.co.uk](mailto:mark.reynolds@salisburyreds.co.uk)
- [info@fromebus.co.uk](mailto:info@fromebus.co.uk)
- Licensing Team – [LicensingTeamB@dorsetcouncil.gov.uk](mailto:LicensingTeamB@dorsetcouncil.gov.uk)
- Construction Team – Paul Hughes & Tony Price, Charminster (by email)
- Client – Laura Russ (by email)
- Dorset LEP – by email
- Tom Fitzgerald, Highway Improvements (by email)
- Highways Manager – Michael Westwood (by email)
- Dorset Direct (via email to [dorsetdirect@dorsetcouncil.gov.uk](mailto:dorsetdirect@dorsetcouncil.gov.uk))
- Out of hours service, Boing UK – by email to [reg.tomkins@boingrapidsecure.com](mailto:reg.tomkins@boingrapidsecure.com)



## PROPOSED WORKS IN YOUR AREA - Le Neubourg Way Gillingham

Dear Sir /Madam

Following the Government's guidance for construction activity - that it should continue where it fits with both the current Public Health England requirements and in accordance with industry safety guidance - Dorset Council is restarting a programme of carefully selected surfacing works.

The revised list of surfacing sites is made up of roads that are in a deteriorating condition and are essential to help keep life-saving medicine, equipment, supplies and key workers travelling safely across the county.

Additional safety measures are also being taken to ensure the health and safety of workers in these unprecedented times.

We are working closely with other highway authorities across the south west and with industry bodies to share knowledge of new ways of working.

As you can appreciate this is a rapidly developing situation, so we are doing our best to keep Dorset's businesses and residents up to date as this work progresses. The latest information on all planned road works can be found at [www.dorsetcouncil.gov.uk/roadworks](http://www.dorsetcouncil.gov.uk/roadworks)

To enable us to carry out maintenance work, we plan to close Le Neubourg Way Gillingham between 19th August 2020 and 2nd September 2020. The road will be closed at night between the hours of 19.00 and 06.00 but it will be open daily and at weekends.

We will be repairing sections of road within the area marked in red indicated on the map. The works are to be carried out in 3 sections with individual diversions. These will be available and sent out nearer the start of works..

In the current financial climate, the highways service has had to focus its budget on targeting the most damaged sections of road and areas with safety issues.

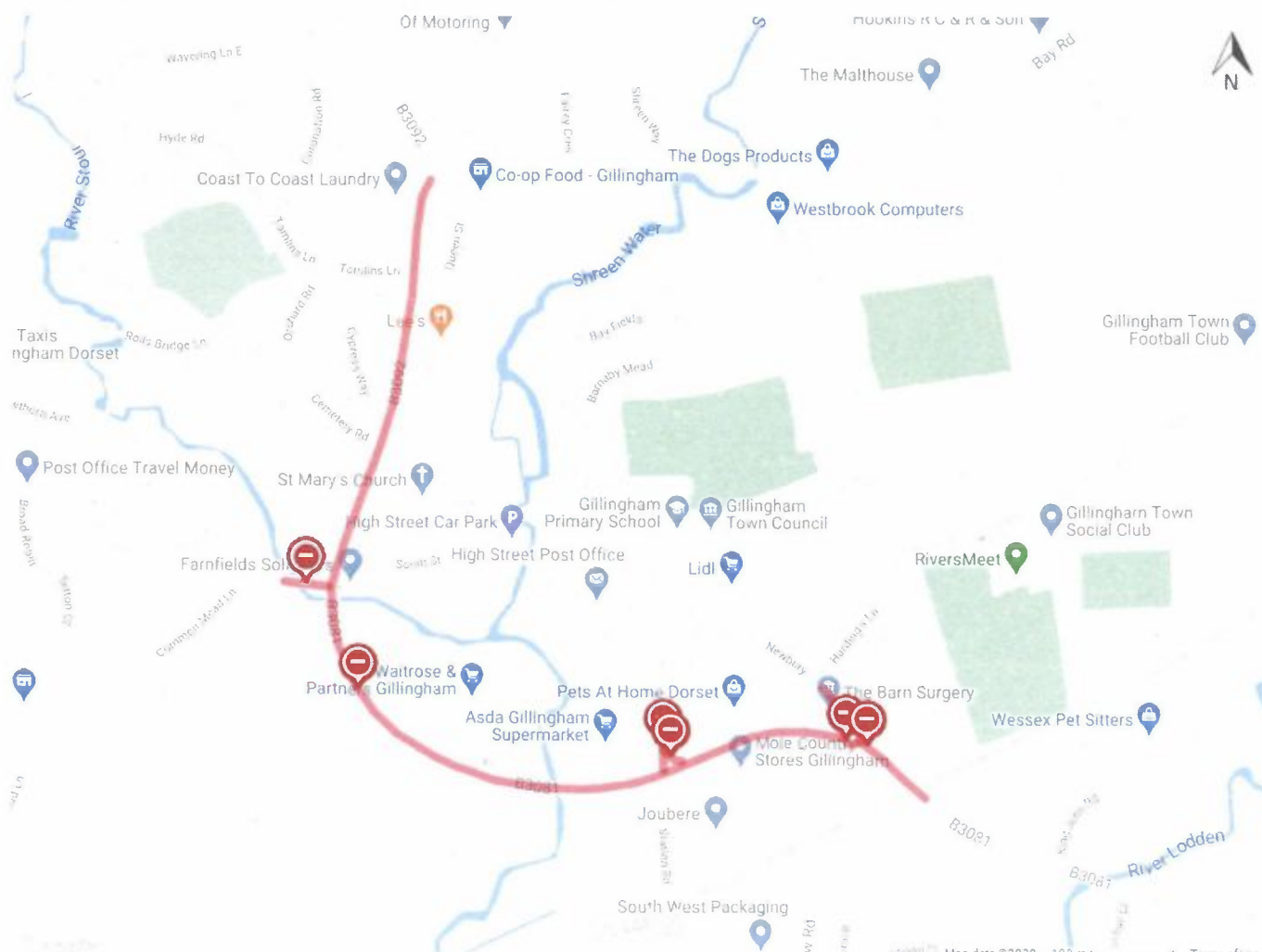
We will contact you again nearer the time to confirm the dates of the work and the closure needed.

If you wish to discuss any issues regarding this work, please [contact us](#).

Yours faithfully

Jason Loibl  
Site Agent  
Dorset Highways

01305 228100



Dorset Councillor Report – Cllr Belinda Ridout

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There continues to be many press releases and updates coming out every day from Dorset Council as we progress through the COVID-19 crisis. My report covers up to Friday, 3<sup>rd</sup> July.

**Preparing for easing of lockdown from 4<sup>th</sup> July 2020**

As more businesses look to re-open, DC is working with town and parish councils and Dorset Police to keep residents and visitors safe across the county while social distancing measures remain in place. To support the opening of pubs, cafes and restaurants, the government has issued guidance recommending additional sitting out areas for hospitality businesses and asking highways authorities to control the use of available space effectively and safely. As a priority DC has been working with town and parish councils to identify areas with a concentration of bars and restaurants that have sitting-out licences, as well as being heavily used by pedestrians and vehicles.

Some of these requests will require planning permission or a variation of existing planning conditions and it is recognised that businesses will be looking to move forward as a matter of urgency. With this in mind and having regard to the governments clear intention that planning should positively support the recovery, DC Planning has prepared a guidance note which will be published shortly. This is aimed at setting out how DC can assist and advise businesses and to explain that the Local Planning authority will take a pragmatic stance on enforcement as long as what is being done is reasonable and not causing unacceptable impacts. The guidance has been prepared in consultation with licensing, environmental health, building control and highways as it is important to have a coordinated position across legislative responsibilities.

**Regulatory Advice – re-opening Dorset High Streets – Community and Public Protection.**

To help with local queries from businesses with on regulatory issues around reopening Dorset high streets, the following webpages are continuing to be developed:

<https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/emergencies/coronavirus/business-and-employers/reopening-dorset-high-streets.aspx>.

These draw on the regulatory roles across Community and Public Protection, including Food, Safety and Port Health, Trading Standards, Licensing and Environmental Protection and links to other agencies and services where necessary. These services continue to provide guidance to businesses through existing routes, with a coordinated approach having been in place since the business closure requirements came into force during the Coronavirus 'Lockdown'.

A new single contact point is available via [reopeningbusiness@dorsetcouncil.gov.uk](mailto:reopeningbusiness@dorsetcouncil.gov.uk)

There are still some businesses that must remain closed. These notably include the provision of overnight accommodation including hotels; guest houses; B&Bs; Air BnBs; privately owned holiday lets; campsites and holiday parks subject to very specific reasons set out on the Business Closure webpages:

<https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/emergencies/coronavirus/business-and-employers/emergency-business-closure-requirements-what-do-they-mean-to-you.aspx> .

### **Government Funding**

On Thursday, 3<sup>rd</sup> July the Government announced the Comprehensive New Funding Package for councils to help address coronavirus pressures and cover lost income during the pandemic. This announces three additional sources of support for local government:

1. Extra £500m support to councils to manage the impact of COVID-19.
2. A scheme to protect councils from lost income. The first 5% of losses will be borne by councils themselves with 75p in the pound above that protected by government.
3. Flexibility to recover council tax and non-domestic rates deficits over a 3-year period rather than in a single year as is routinely the case.

Awaiting details of these schemes including a share of the £500m funding.

### **DC Employees**

Following the Government's announcements on 22<sup>nd</sup> June outlining further easing of lockdown restrictions and forthcoming changes to the guidance for extremely vulnerable people who are shielding. As from 1<sup>st</sup> August people who were previously shielding can return to work, if they can't work from home, as long as their workplace is COVID secure. The national free essential food boxes will stop being delivered. However, people will still qualify for priority slots for online shopping and help with medicine deliveries, etc. Dorset Council will be looking at what ongoing support can be put in place locally. People who have been shielding may feel anxious about these changes, so DC is looking to provide reassurance to both residents and DC employees.

### **Changes to shielding helpline operating hours**

With the Government's announcement to relax advice to those who've been shielding during the pandemic, this may cause anxiety to some as to whether to go out or not. If people still need help and support to get food, medicine or even access to befriending services, they can call the community response helpline on 01305 221000. From Wednesday, 1<sup>st</sup> July the operating hours will be 9am to 6pm Monday to Saturday, in line with the government helpline opening hours. More than 4,400 calls have been received to date.

### **Dorset Council's COVID-19 Outbreak Control Plan**

It is anticipated that there may be local 'flare-ups' of COVID and the Government 'will not hesitate' to reintroduce restrictions where needed. Public Health Dorset published their draft Local Outbreak Control Plans on 30<sup>th</sup> June (available on the council website), after consideration by the Health & Wellbeing Board. The 'Health & Wellbeing Board' will be used as the 'local member engagement board' should there be a local outbreak. Of course, it is hoped that this is not the case but must be prepared, so the outbreak control plan outlines how DC would work with communities to manage any potential future outbreaks of COVID-19 and how people would be kept safe. The test and trace system is a really important part of this. The DC Public Health team are constantly looking for signs of any increase in cases locally. Currently there is one new positive case a day in both the DC and BCP areas.



## **COVID -19 testing**

If you have COVID-19 symptoms, you can request a test online ([nhs.uk/coronavirus](https://nhs.uk/coronavirus) ) or by calling 119.

## **Virtual Meetings, as follows:**

These have been going well and feeling quite the 'norm' now.

## **Northern Area Planning Meeting, 23<sup>rd</sup> June 2020**

Two applications for Gillingham:

**Bleet Farm, Bleet Lane, Gillingham, replacement dwelling, 2/2019/1554/FUL**, was approved with amendments to conditions 5 & 6 conditioning additional tree planting and maintenance, with a minimum tree height of 3m and planting maintenance period extended to 15 years. Also, anti-reflection glass, louvres and blinds to be part of the conditioning on the NW elevation looking over the Stour Valley to reduce the impact of glare and light pollution. Under condition 9, External painting to be included in the removed Permitted Development rights to future proof any change in the agreed external pallet.

**Land East of Barnaby Mead erect 50 dwellings, 2/2019/1649/REM**, was approved with a note to reconsider the bespoke tree planting scheme around Bay Farm, (condition 14), particularly around the solar array. Also, the landscaping maintenance period to be extended from 5 to 15 years, condition 7, to ensure the health and wellbeing of planting schemes over the longer term.

## **Climate and Ecological Emergency Executive Advisory Panel (EAP)**

Officers have put in a huge amount of work to produce the **draft Strategy Document** (60 pages) and the **draft Technical Papers** (161 pages). Members scrutinised both and made recommendations. the Strategy document forms the basis for a fully costed Action Plan with regular review dates built in, to go to Scrutiny at least 6 monthly and to take account of policy/legislation changes. The Technical papers are the detailed back-up to the Strategy document, covering topics: buildings and assets, food and drink, low carbon economy, waste, water, transport and natural assets.

Next step is to produce the **Action Plan** and targets, which has to be meaningful and deliverable and needs to sit alongside the council's normal budget, scrutiny and public engagement processes. It will detail direct, indirect and influence/leadership actions, linking in with targets in the Strategy Document.

## **Timescale**

- Draft Strategy published August 20.
- 6-8 weeks consultation period (Aug/Sep 20) and present to town and parish councils and other interest groups.
- Period to deal with responses (may take time if response is as good as for 'Call for Ideas'.
- EAP to agree final draft – December.
- To Cabinet – December. By this time the Action Plan should be drafted (September) and ready for submission to Cabinet at the same time.

Noted that public participation is very important whilst the consultation/adoption process is taking place and important that during this time the council continues to actively look at implementing ideas which will feed into the strategy/action documents.

Next EAP 25<sup>th</sup> August, when Cllr Walsh as Portfolio Holder for Planning is invited to discuss climate change and the developing Local Plan.



### **Weekly Webinar, as follows:**

**Children's Services, 25<sup>th</sup> June** – plans for the 'Summer in Dorset' programme is going well. During COVID, a team led by Dorset Council has been working closely with schools to support around 3000 children and young people who, due to their vulnerabilities DC have been most concerned about. It is the intention to continue this support through the summer holidays with positive activities and support. There will be activities suitable for 0-5 years, school age children, children/young people with special education needs or disabilities and children/young people with complex needs. Organisers have been busy coordinating with community groups, e.g. youth clubs and Adult Education & Activity Centres, library and leisure centre staff and the private sector to put together a great programme of summer activities across the Council area. (Gillingham Youth & Community Centre has been offered as a venue)

**County Lines** – (trafficking drugs into rural areas and smaller towns away from major cities).

Members heard that the Police are being very vigilant and responding very quickly to any reported abnormal activity across the Dorset Council area.

### **School transport**

With new government legislation regarding social distancing, the full offer of transport will be made come September. However, parents will have the option to take their children to school *without* losing their transport place. This will apply to both mainstream and SEND children.

### **Other updates, as follows:**

#### **Disposable BBQ's**

DC is seeking agreement to look at measures prohibiting or controlling the use of disposable barbecues and other fire-related activities in the council area. A report was considered by Dorset Cabinet on 30<sup>th</sup> June. Decision:

That working with Dorset and Wiltshire Fire and Rescue and other partners Cabinet:

- i) authorise officers to proceed with detailed work to establish an options paper that looks at both the legislative as well as other alternatives available to control or prohibit barbeques and other fire related activities relating to the Dorset Council area.
- (ii) continue to support, until any further formal measures are put in place, the ongoing publicity campaign throughout the summer months in conjunction with partners. This will include the continued use of targeted signage at certain locations as well as supporting a range of social media campaigns.

To protect: Dorset's habitat; ecology and wildlife; human health; Dorset Council's and private property and to support the safety of Dorset's emergency services and Dorset Council staff.

#### **Dorset Libraries**

Following the Government's recent announcement, libraries managed by Dorset Council will start a phased re-opening from 8<sup>th</sup> July. The initial re-opening plans, focussed on the safety of customers and library employees, will provide existing users with an order and collect service. Books available to order online at [www.dorsetcouncil.gov.uk/libraries](http://www.dorsetcouncil.gov.uk/libraries) or by phoning **01305 228400**.

#### **Key workers Parking**

With the further relaxing of travel restrictions and the imminent reopening of restaurants/cafes, Dorset Council will be returning to normal charging practices and from Wednesday, 1<sup>st</sup> July, the scheme that allows key workers to park for free in Council run car parks will be coming to an end.

## **Addition to July report – Part 1**

### **Local Plan Executive Advisory Panel, 8<sup>th</sup> July 2020**

The agenda discussion being: What is the priority for the Local Plan?

Discussions included settlement hierarchy as a focus for growth. Strategic priorities: climate and ecological emergency, economic growth, unique environment, suitable housing, strong, healthy communities, staying safe and well; also, development viability, biodiversity net gain, affordable housing, climate change mitigation, energy performance homes, infrastructure funding, optional technical standards for water, space and access. And other policy requirements such as good quality design and green infrastructure, electric vehicle charging points, broadband connections, grid capacity, sheltered accommodation/care facilities and self-build. Whichever approach is taken, the cumulative impact of all policies will need to be viability tested.

#### **Next steps:**

- Officers to write policies to reflect priorities put forward by members.
- Test the approach through consultation, seeking feedback from public and developers.
- Undertake detailed viability assessment to test preferred approach.
- Amend approach to reflect the evidence and feedback.

#### **Timescale:**

Draft Local Plan to Cabinet, originally 8<sup>th</sup> September, delayed to 6<sup>th</sup> October 20. Delays related to evidence gathering – unable to undertake fieldwork/site visits during Covid.

**Options Consultation** to go out October 20.

**Submission 2021 and adoption 2023.** Plan is 15 years until 2038 but effectively planning for a 17-year period.

### **Transforming planning**

When DC became a unitary authority, the reorganisation combined district, borough and county councils, with all 6 organisations having their own versions of planning management software from two different suppliers. Obviously, this was not practical or efficient. Therefore, work begun to combine policies, people, users, processes and software into a one team system capable of delivering excellent customer service while supporting the growth and regeneration of the county. Three phased approach: 1. Deal with the current backlog, 2. implement a single system, 3. improve communication. An agency has been employed to concentrate on clearing the backlog. A plan is being created to use technology to help prevent a return of the backlog. A new system will be in place mid-September, with phases of implementation for the different areas with a complete system by March 21. Work is continuing to improve communications. A clearer website, use of chatbots and automatic checking will help to achieve this. Consistency across all the work is essential.

### **The Dorset Council website**

Is an invaluable tool for finding out the latest information and about essential services affecting the public.

## **Addition to July report – Part 2**

### **Virtual Meetings, as follows:**

#### **Youth Advisory Executive Advisory Panel**

It was agreed at a full council meeting on 18<sup>th</sup> February that there would be benefit in setting up a cross-party Youth EAP to focus on the council's youth offer, the findings of which should be reported through the People Scrutiny Committee and onto cabinet. As a trustee of Gillingham Youth Foundation, which now looks after and maintains the buildings of the Gillingham Youth and Community Centre and directly involved with the handover from DCC in 2016, I was asked to be a member of this EAP. The purpose of this EAP is to identify learning from the transfer of youth and community centre assets commenced by the predecessor council, DCC and to explore the current offer for young people in Dorset. The first meeting took place on, Monday, 13<sup>th</sup> July, primarily to agree the terms of reference, with the following aims:

- i) To identify learning from the transfer of property assets to communities and make recommendations for addressing these;
- ii) To identify any outstanding issues that exist following the asset transfer and make recommendations for addressing these;
- iii) To develop an understanding of the universal youth, offer for young people including the provision of youth clubs, places to go and things to do;
- iv) To develop an understanding of the targeted and specialist youth offer for young people including meeting the needs of the most vulnerable;
- v) To agree the outcomes that we are seeking to achieve for young people and develop an understanding of best practice in the delivery of these outcomes;
- vi) To ensure the above dovetails with the development of the Children, Young People and Families Plan;
- vii) To develop an understanding of the wishes and views of young people.

The EAP will gather information and evidence through conversations and visits to existing youth provision, using online or virtual visits where face to face visits are not possible.

I welcome any concerns/views regarding youth provision which can be fed into discussions.

#### **Climate & Ecological Emergency Executive Advisory Panel (EAP).**

The Place Scrutiny Committee considered the draft Climate and Ecological Emergency Strategy and recommended it goes to Cabinet on 28<sup>th</sup> July, for approval for public consultation, August/September (6-8-week period).

### **Members Webinars, as follows:**

#### **Homelessness, Thursday 15<sup>th</sup> July**

COVID has exacerbated and highlighted the homelessness situation in Dorset with people having to move out of their rented rooms due to landlords having to shield through COVID. At the same time, hotels, B&B's, caravan parks closed under Government guidance, causing a severe shortage of rented/available accommodation during a time of unprecedented demand. As at Monday, 15<sup>th</sup> July, 335 households in temporary accommodation.

**Empty properties** – properties remain empty for all sort of reasons. DC can offer:

- Financial assistance – loans to bring properties back into use or sell.
- Private sector leasing – Council pays a lease on the property and rents to people on the housing register.



DC has ways in which to bring empty properties back into use by:

- ASB Legislation (community protection notices).
- Planning Law – detriment to the amenity of the area.
- Empty dwelling Management Order - Council takes control of property and rent for 7 yrs.
- Compulsory purchase.

DC identifies empty properties by council tax records, Public reports/Officer reports, Local representatives.

Long term empty properties can be reported to the Housing Standards Team, [housingteam@dorsetcouncil.gov.uk](mailto:housingteam@dorsetcouncil.gov.uk).

### **Recovery & Reset Executive Advisory Panel - Thursday, 23<sup>rd</sup> July**

Members updated on work of the first meeting on 10<sup>th</sup> June to identify priorities, including flexible planning during COVID, tailored support for High Streets, continuance of the 'shielded' programme, green transport, homelessness accommodation, future members' webinars and the continuance of the employee 'skills audit', which has proved to be very useful and inspiring during the pandemic and may prove to be job enhancing, both mentally and physically, post pandemic.

### **Updated by James Vaughan, Dorset Police Chief Constable and chair of Dorset Local Resilience Forum (DLRF)**

Delivers a coordinated response in emergencies. Since the major pandemic declared 11.3.20, the Strategic Coordinating Group (SCG), DC being part of this group, has met 41 times and Tactical Command Group (TCG) has met 36 times. Estimated that over 20 support sub-groups and cells have been set up, delivering day-in, day-out response, e.g. warning, PPE and informing groups. 98 daily/weekly situation reports to the Ministry of Housing, Communities and Local government.

DLRF have reached ½ million people on Twitter and 3/4m on Facebook with the 'Think Twice' and 'Respect & Communities' campaigns. As well as tackling the pandemic the DLRF has to also manage simultaneous incidents, e.g. Wareham fire.

DLRF receiving a minimum of 2 central drops of PPE every week, as well as managing supplies and distribution to agencies: from care homes to prisons, GP's to funeral directors.

DLRF has received regional and national recognition as exemplar partnership working with a high level of coordination, working alongside an incredible volunteering force.

**Face-coverings:** James Vaughan confirmed that the police will support the opening up of the economy and, if necessary, will respond to requests to deal with/enforce people wearing face coverings in shops, issuing fixed penalty notices (FPN's) if necessary, unless the person has a medical exemption to not wear a face mask. There is useful guidance on GOV.UK on how to make a cloth face covering.

### **Update by Same Crowe, Director of Public Health in Dorset and Bournemouth, Christchurch and Poole Councils.**

Cases remain very low with one positive case per day in DC and BCP. Now planning for winter – seasonal flue, possibly even resurgence of Covid. Care-homes accounted for 50% of the national outbreak. Local Authorities are now responsible for local outbreaks.

**Local Outbreak Control Plan** has been published. Dorset Council's Health & Wellbeing Board will function as the Local Outbreak Engagement Board. This is supported by a Test & Trace Grant worth £1.28m to DC and £1.8m to BCP. Three levels to the plan:

1. Business as usual – day to day outbreak response in specific setting;
2. Several outbreaks with potential to spread into the wider community requiring additional community engagement, possible DLRF involvement.
3. Local outbreak with national significance.

Ports and borders are being carefully monitored through the Ports and Borders Group.

### **Future Council Meetings**

On 5<sup>th</sup> April this year, new regulations came into force giving flexibility to Local Authorities to hold virtual meetings, which will remain in force until May 2021. New Government advice in July on the safe use of council buildings, Section 3(c) recommends that: 'Where meetings can take place digitally, without the need for face to face contact, they should do so. Where council buildings need to be used for physical meetings, these meetings must be managed within the social distancing guidance and principles set out'. DC is equipped to hold digital meetings and so no meetings will be face to face or hybrid meetings at this time.

The guidance from NALC continues to strongly advice that local councils continue to meet remotely, without the need for face to face contact, unless they are unable to conduct council business any other way. There is a link on the front page of the DAPTC website to guidance published by NALC. Jonathan Mair, Corporate Director, Legal and Democratic, will be contacting town and parish clerks on the above.

### **Dorset libraries re-opening**

Since 8th July residents have been able to use an 'order and collect' service at 22 of Dorset Council's 23 libraries, but from Monday, 27<sup>th</sup> July, 9 Dorset Council libraries will reopen. This will allow local people to browse the library shelves and use the public computers, which will be available for a 45-minute session but need to be pre-booked. Gillingham library will be open from 9.30am to 1pm, Monday to Saturday, excluding Wednesday. The online library services will continue to offer a programme of activities.

### **Dorset workplace update**

From 1<sup>st</sup> August the Government will give employers more discretion to decide how staff can work safely, which could include allowing more employees to return to 'covid-secure' workplaces. DC advice to all employees is to continue working as they are now until at least the end of September. For many, this will mean continuing to work from home. A 'Dorset Workplace' group is looking at future ways of working as an organisation.

**The Dorset Council website** is an invaluable tool for finding out the latest information and about essential services affecting the public. **For those residents not on line, who have important questions or concerns, call Dorset Council on 01305 221000, 8am to 8pm, 7 days a week or email: [communityresponse@dorsetcouncil.gov.uk](mailto:communityresponse@dorsetcouncil.gov.uk).** Dorset Council website: <https://www.dorsetcouncil.gov.uk>



Dorset Councillor Report – Cllr David Walsh, Portfolio Holder - Planning

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In Planning we still have our officers working from home though as you will now know, our enforcement officers are out on the ground where important cases dictate.

With regards planning applications: Where there were practical difficulties (such as being able to visit sites) we made good use of technology, such as Google Earth, asked applicants to email photographs or put up site notices themselves where they were able to do so safely, and held skype meetings. Those practical solutions helped us continue working on applications including, trees and listed buildings but in some cases, we have had to delay decisions.

There were concerns raised that all decisions would be made by officers as committees were not sitting but I can assure you, that was never the case.

I am very pleased to say that Dorset Council's virtual Area Planning Committee meetings have been very successful and this Thursday with North Dorset area Committee sitting, that will be the 10<sup>th</sup> to have taken place. Three from the Eastern Area Board and four from the Southern and Western area. I have sat through each one and been very impressed by the professionalism.

We currently have a large backlog of Planning Applications and a number of vacancies across the service. We are working very hard to clear this and Terraquest who were helping clear the Validation backlog are now continuing with support to clear the Decision backlog.

We are recruiting more Enforcement Officers and Planning Officers in line with the Planning Transformation Programme but I ask that people are patient while we clear the backlog.

Due to COVID-19 we have had to make changes to the Protocols for Public Speaking at Virtual Planning Meetings and that for any Site Visits: please read below:

**Change to public speaking protocol for Planning committee meetings**

When Dorset Council moved to virtual/online Planning committee meetings early on during the COVID outbreak, it was agreed to adapt the public speaking protocol for meetings. Formerly, the arrangement was 15 minutes maximum per item during which members of the public could speak live to give their views on an application. The new arrangement was that members of the public could submit a written statement (maximum of 450 words) giving their views on an application which would be read out during the committee meeting by a Democratic Services officer.

We have found that many more people are now sending in written statements than anticipated. The consequence of having to read out all written statements during a meeting is that meetings are significantly over-running, and one item can take well over an hour to get through.

It has therefore been agreed by the Chairs and Vice Chairs of Dorset Council Planning committees that we will introduce a new protocol after 9 July which will limit the number of written statements being read out during meetings to a maximum of three in favour and three opposing for each item. These statements will be selected on a first come first served basis. It is hoped that this will help keep Planning committee meetings to a reasonable length.

All written statements submitted will continue to be circulated to all councillors on the committees in advance for them to read and will also be published on the council's website.

## **Dorset Council**

### **Covid-10 Pandemic – Addendum to the Site Visit Protocol for Planning Committee meetings**

Due to the Covid-19 pandemic the Council has had to put in place measures to enable the Council's decision making processes to continue whilst keeping safe members of the public, councillors and Council staff in accordance with the Government's guidance on social distancing and the Planning Advisory Service/Local Government Association's advice on committee site visits.

The following procedures will apply to planning committee site visits until further notice, replacing the Planning Site Visit Protocol. As with the Planning Site Visit Protocol, site visits under this protocol will be the exception and only made when expressly suggested by officers or resolved by the Committee.

- 1 The case officer will visit the site and record a video showing the site. In particular, the video will show particular features that the officer considers important to the application and which members have identified as particularly of interest.
- 2 The case officer or Area Manager will liaise with committee members to find out those features of interest that the committee members wish to see on the video.
- 3 The video will be circulated to members ahead of the relevant committee meeting.
- 4 If members consider that they still need to visit the site, having seen the video, they need to make their own arrangements to visit the site individually noting that they should see the site only from any public vantage point unless express authority has been gained from the landowner.
- 5 Members visiting the site must ensure that they follow the Government's guidance on social distancing.
- 6 If members visit the site, they will not be able to discuss the application with any third parties who happen to be on the site at the same time, be that the owner, applicant or a member of the public.

**The Dorset Council website** is an invaluable tool for finding out the latest information and about essential services affecting the public. **For those residents not on line, who have important questions or concerns, call Dorset Council on 01305 221000, 8am to 8pm, 7 days a week or email: [communityresponse@dorsetcouncil.gov.uk](mailto:communityresponse@dorsetcouncil.gov.uk). Dorset Council website: <https://www.dorsetcouncil.gov.uk>**

Full Council – 27<sup>th</sup> July

Dorset Councillor Ward Report – Cllr Val Potheary

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**1. Update on Covid 19 in Dorset**

Since last Thursday eight more cases were confirmed positive for the virus which brings the cases in the whole of Dorset to a total of 1,444

838 in the Bournemouth Christchurch and Poole Council area.

614 in the Dorset Council area.

A total of 156 people have died in hospitals across the whole County after testing positive (as of last Saturday, 25<sup>th</sup> July 2020)

**2. Dorset Council Cabinet meeting, Tuesday, 28<sup>th</sup> July.**

The agenda includes:

- A new Strategy for Growth
- Climate and Ecological Emergency Strategy (in preparation for a public consultation)

**3. Northern Planning Committee on Thursday 30<sup>th</sup> July.**

No items pertain to Gillingham.