



GILLINGHAM TOWN COUNCIL

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FULL COUNCIL

The minutes of the **Full Council** meeting held on **Monday, 25th November 2019**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

Present

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

In Attendance

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

Press and Public

Press – There were no members of the press present
 Public – 11 members of the public

Prior to the start of the meeting the Deputy Clerk gave a presentation about the Green Flag Awards and South West in Bloom Awards. The Mayor presented the South West in Bloom 'It's Your Neighbourhood Awards 2019' certificates.

Minute no.	
138.	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.
139.	To receive apologies for absence.
	It was agreed and RESOLVED to accept the apologies received from Cllr Gould and Cllr Wareham as they were unable to attend the meeting due to personal reasons.
140.	To approve the minutes of the Full Council meeting held on Monday, 28th October 2019.
	It was agreed and RESOLVED that the minutes of the Full Council meeting held on Monday, 28th October 2019 , were agreed and approved. The Chairman duly signed the minutes.
141.	To receive any questions pertaining to the previous minutes.
	There were no question pertaining to the previous minutes.

142.	To receive declarations of interest. Please note: members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.
	Cllr Potheary declared a personal interest regarding agenda item no. 15, as a Vice President of North Dorset Rugby Football Club.
143.	To receive and consider reports from the Schools Councils, if available.
	Cllr Von Clemens reported that there was no report from the schools' councils this month.
144.	To receive written reports from outside bodies, if available, for consideration and approval:
	a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT)
	Cllr Von Clemens reported that although there had been a Board meeting, there was nothing to report.
	b) Town Meadow Group (TMG)
	Cllr Cullingford reported that no meeting had taken place this month. The lamps have been refurbished by a TMG volunteer and will, hopefully, be installed and working in time for the Annual Festive Light Switch-on which takes place this Friday, 29 th November 2019.
	c) Gillingham Chamber of Commerce and Industry (GCCl)
	Cllr Von Clemens reported that it was 'business as usual'. The Chamber held a successful race night and raised £409 for Rotary. The GCCl is now an associate member of the Dorset Chamber of Trade.
	d) Dorset Association of Parish and Town Councils (DAPTC)
	Minutes of the DAPTC AGM were circulated prior to the meeting. Cllr Von Clemens reported that he had attended a DAPTC Larger Towns meeting on Friday, 22 nd November 2019 at the Town Hall in Gillingham. Cllr Toye reported that a Northern Area meeting will be held in January 2020.
	e) Shaftesbury and District Transport Forum
	Cllr Von Clemens reported that he had not been aware of any meetings this month.
	f) Gillingham Town Team
	Cllr Gould was not present at the meeting. The minutes of the Town Team meeting held on 15 th October at RiversMeet had been circulated prior to the meeting. Please refer to Appendix A .
145.	To receive, consider and adopt the following standing committee reports:
	a) General Purposes Committee held on Monday, 4th November 2019.
	It was agreed and RESOLVED that the report of the General Purposes Committee meeting held on Monday, 4 th November 2019 is adopted.
	b) Planning Committee interim meeting held on Monday, 28th October 2019 and the Planning Committee meeting held on Monday, 11th November 2019.
	It was agreed and RESOLVED that the reports of the Planning Committee interim meeting held on Monday, 28 th October 2019 and the Planning Committee meeting held on Monday 11 th November 2019 are adopted.
	c) Finance Committee meeting held on Monday, 18th November 2019.
	It was agreed and RESOLVED that the report of the Finance Committee meeting held on Monday, 18 th November 2019 is adopted.

146.	To receive and consider reports from the following, if available:
	<p>a) Greener Gillingham Task and Finish Group</p> <p>Cllr Cullen and the Deputy Town Clerk had attended a Dorset Council Climate Change Workshop for Town and Parish Councils on Tuesday, 19th November, at South Walks House, Dorchester. It was an informative evening with advice on how to write a Climate Change Action Plan. The formula used for calculating the carbon footprint of a business and/or parish was also explained. More workshops will be planned in the New Year.</p>
	<p>b) Woodwater Farm Sports Facility Task and Finish Group</p> <p>Cllr Poulter report that a joint meeting was held during the last month and further information has been requested from the football club. When all the information is available another meeting will be arranged.</p>
	<p>c) High Street Facilities Task and Finish Group (Cllr Donna Toye)</p> <p>This task and finish group has been disbanded. Please refer to previous Full Council held on 28th October 2019, minute no.126(c).</p>
147.	To approve and authorise any payments over £10,000, if any.
	There were no payments over £10,000.
148.	To consider and agree a report on the style of new signage at the Town Hall.
	<p>Cllr Von Clemens referred to a report that had been circulated prior to the meeting. Please refer to Appendix B. The following resolutions were agreed:</p> <p>It was agreed and RESOLVED that the signage will have a blue background with gold and white lettering in Cambria font.</p> <p>It was agreed and RESOLVED that the sign above the front door will have raised lettering.</p> <p>It was agreed and RESOLVED that the signage is purchased at a cost of £1001 ex VAT. All funding to be taken from budget no. 6.17 Town Hall maintenance/ refurbishment.</p>
149.	To consider and agree a report on the purchase of large machinery.
	<p>Cllr Von Clemens referred to a report that had been circulated prior to the meeting. Please refer to Appendix C. The following resolutions were agreed.</p> <p>It was agreed and RESOLVED that the Town Council's Financial Regulations are suspended as per section 17.2 to allow the purchase of large machinery as specified in this report for the following reasons:</p> <ul style="list-style-type: none"> • There is justification for the equipment as outlined in paragraph no. 2 of this report. • Three competitive quotations have been sourced for similar equipment from reputable dealers as outlined in paragraph no. 3 of this report. • All equipment has been vigorously trialled by the grounds team and overseen by two members of the Town Council (Cllr Von Clemens and Cllr Hill). • Older machines will be part exchanged against the value of the new equipment and this value is clearly identified in the quotations. • The prices quoted for the preferred machinery will only be held until the end of November 2019 and thereafter be subject to a 20% increase and a possible shortage of machines available for purchase. <p>It was agreed and RESOLVED that a Ransomes HM600 and Ransomes HR 300 including a tool kit etc is purchased from Supplier no. 1 at a cost of £62,772 ex VAT and funded from ear-marked reserves for estate management.</p>

150.	To consider and receive a report following a review of the Local Councils Risk Management undertaken by the Mayor and Deputy Mayor.
	Cllr Von Clemens explained that the Local Councils Risk Management was still being progressed despite best efforts to complete the work in time for Full Council. It was agreed and RESOLVED that the LCRM will be completed as soon as possible and presented to Full Council.
151.	To consider a verbal report from the Traffic Management Sub-committee regarding a request from Dorset Council seeking support from Gillingham Town Council to proceed with the primary consultations for the following:
	Cllr Von Clemens explained that a deputation from Gillingham Town Council (consisting of The Mayor, Town Clerk, Cllr Potheary and Dorset Councillors: Belinda Ridout and David Walsh) had visited Dorset Council on Tuesday, 19 th November 2019, to meet with Emma Baker, Project Engineer – Highway Improvements, Infrastructure Service. In order to progress the transport improvements for Gillingham, it is necessary for the Town Council to agree and approve the Traffic Regulation Orders (TRO) as detailed in items (a) and (b) below. Cllr Von Clemens, aware that not everyone agreed with the proposed TROs, informed the meeting that further public consultation would be held once the Traffic Regulation Orders had been progressed. Only 90 people had responded to the first public consultation.
	a) Gillingham Road Transport Improvements Station Road One-Way and Newbury/Le Neubourg Way Right-hand ban Traffic Regulation Order (on the understanding that the mini roundabout remains).
	Please refer to Appendix D1 . It was agreed and RESOLVED that Gillingham Town Council agrees to the advertising of the proposals, as outlined in the email from Emma Baker, Dorset Council, dated 14 th November 2019, regarding Gillingham Road and Transport Improvements – Station Road One-Way and Newbury/Le Neubourg Way Right-Turn Ban Traffic Regulation Order, on the condition that the mini-roundabout remains and a toucan crossing is installed 20m West of the give-way line.
	b) That Gillingham Town Council supports Dorset Council to proceed with the primary consultation for Gillingham Sustainable Transport Scheme - Station Road 20mph Zone and Parking Amendments Traffic Regulation Order.
	Please refer to Appendix D2 . It was agreed and RESOLVED that Gillingham Town Council agrees to the advertising of the proposals, as outlined in the email from Emma Baker, Dorset Council, dated 14 th November 2019, regarding Gillingham Sustainable Transport Scheme – Station Road 20mph zone and Parking Amendments Traffic Regulation Order.
152.	To consider and approve a letter to North Dorset Rugby Football Club (NDRFC) supporting their application to the Dorset Council Leisure Development Fund.
	A draft letter had been circulated prior to the meeting. Please refer to Appendix E . It was agreed and RESOLVED to approve the draft letter supporting the NDRFC application to the Dorset Council Leisure Development Fund.
153.	To consider a Participating Employers Personal Data Retention Policy as recommended by the Dorset County Pension Fund (the Administating Authority) and, to amend the Town Councils Document Retention Schedule accordingly.
	The Town Clerk explained that a Participating Employers Personal Data Retention Policy had been based on a template document prepared by Dorset County Pension Fund. Under General Data Protection Regulations (GDPR) Gillingham Town Council is required to adopt a policy that sets out the retention of personal data relating to its employees who are members of the Fund. Please refer to Appendix F . It was agreed and RESOLVED that the recommendations contained in the report were taken en-boc.

153.	To consider a Participating Employers Personal Data Retention Policy as recommended by the Dorset County Pension Fund (continued):
	It was agreed and RESOLVED : <ul style="list-style-type: none"> • that Gillingham Town Council adopts the Participating Employer Personal Data Retention Policy as issued by Dorset County Pension Fund, the administration authority; • that section 15 of Gillingham Town Council's Document Retention Schedule is amended to read 15 years; • that section 24 of Gillingham Town Council's Document Retention Schedule is amended to read "<i>A maximum period of fifteen years after termination of employment unless through ill health or industrial tribunal case (keep until person reaches state retirement age)</i>".
154.	To consider and agree a request to Dorset Car Parks for five free car parking dates in 2020.
	Cllr Von Clemens referred to a report that had been circulated prior to the meeting. Please refer to Appendix G . The following resolution was agreed: It was agreed and RESOLVED that the 2020 free car parking days are allocated to: VE Day celebrations, Gillingham in Gear, Annual Carnival, Festive Lighting Parade and The Spirit of Christmas.
155.	To nominate and agree a council representative for the Bones (Youth Club) Management Committee.
	The following councillors expressed an interest in representing the Town Council on the Bones (Youth Club) Management Committee, as follows: <u>Proposal/Nomination no. 1</u> Cllr Von Clemens nominated by Cllr Cullingford and seconded by Cllr Griffin. <u>Proposal/Nomination no. 2</u> Cllr Harris nominated by Cllr Poulter and seconded by Cllr Hill A vote was taken on Proposal no. 1: received a total of 10 votes. A vote was taken on Proposal no. 2: received a total of 5 votes. It was RESOLVED and agreed that Cllr Von Clemens is the council representative for the Bones (Youth Club) Management Committee.
156.	To agree that the Finance Committee scheduled for Monday, 9th December 2019 acts as Full Council for the purposes of setting the precept for FY 2020/21.
	It was agreed and RESOLVED that the Finance Committee scheduled for Monday, 9 th December 2019 acts as Full Council for the purposes of setting the precept for FY 2020/21.
157.	To resolve that Gillingham Town Council meets the eligibility criteria as set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I. 2012 No.965) to allow Gillingham Town Council the power as a local authority to do anything that individuals generally may do (Localism Act 2011, s. 1).
	It was agreed and RESOLVED that this item was deferred pending clarification of General Power of Competence eligibility.
158.	To receive a report on the Mayor's and Deputy Mayor's civic activities.
	For information, a report on the activities of the Mayor has been circulated prior to the meeting. Please refer to Appendix H .
159.	To receive matters pertinent to this meeting. <u>Please note:</u> Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).
	a) Cllr Hill appealed to fellow councillors for more help with the Annual Festive Lights Switch-on on Friday, 29 th November 2019.

159.	To receive matters pertinent to this meeting (continued).
	b) Temporary Parking Restriction on Hardings Lane, Gillingham, to facilitate Gillingham 'Spirt of Christmas 2019'. The parking restriction will be in operation on Saturday, 7 th and Sunday 8 th December 2019 from 08:00 and 23:00 hours.
There being no other business on the agenda, the meeting closed at 8.30pm	
Signed: _____ Date: 16 th December 2019	

The following reports were submitted by Dorset Councillors:

- Dorset Councillor, Belinda Ridout, please see **Appendices I & J**
- Dorset Councillor, Val Potheary, gave a short verbal report

Minute no. 144(f)

Gillingham Town Team

Notes of meeting held at RiversMeet on Tuesday 15th October 2019

Agenda Item		Action
Present:	Ian Day (Chair), Philippa Turnbull, David Beaton, Mark Hebditch, Cllr Paul Harris, Cllr Mike Gould In attendance: Hugh de longh Apologies: Cllr Barry Von Clemens, Cllr Su Hunt (standing down as no longer Mayor), Ashley Kemp (standing down on a temporary basis)	
Minutes last meeting	The minutes of the last meeting, 2 nd April 2019, agreed a correct record.	
Town Team:		
Minutes of the Last Meeting	<p><u>Compulsory Purchase.</u> Following a request from the last meeting, Hugh de longh outlined how the Compulsory Purchase (CPO) process works. It is a legal process with checks, balances and opportunities to appeal which balances the public need to acquire land/property with the protection of the land/property holder. In reality, most acquisition is done by negotiation, with the CPO process available if needed.</p> <p><u>Community Interest Company.</u> Gillingham Enterprises Ltd is converting to a Community Interest Company (CIC). However, the conversion has hit a problem with the CIC Regulator, as Gillingham Enterprises had named the Town Council as the asset lock organisation, but the Regulator has said the Town Council is not a qualifying asset lock body under the legislation. There are a couple of other examples where Town or Parish Councils have been accepted as asset lock bodies, so this will be taken up with the Regulator.</p> <p><u>Social Media.</u> With some expert input from the High School, a Town Team Facebook page has been opened, but it now needs a number of people to promote activity on Facebook</p> <p><u>Town Team meetings, bringing new people in.</u> Mark Lavis from the High School + Sharon Cullingford from the Chamber have been invited. Mike Gould to follow up with Churches, to involve them.</p>	Mike Gould

Future High Streets Fund	This was a comprehensive application, but unsuccessful. This programme seemed to be aimed at larger towns, judging by those that were successful, and there is a need for a similar programme for market town towns.	
Station Road Feasibility Study	<p>Funding had been received from the old North Dorset District Council. The work went out to tender but came in significantly over the funding available. So, a bid has been submitted by Ian Day to the SW Railway Community Fund to bridge the gap, decision in January 2020 sometime.</p> <p>The Town Team is keen at the outset to achieve an overview through some sort of masterplan approach and avoid a piecemeal approach.</p>	
Commercial initiatives	<p>Mike Gould outlined meetings with developers, and a general positive response.</p> <p>Two streams running:</p> <ul style="list-style-type: none"> • One developer looking at the whole of the Station Road area & Brickfields Ind Estate on the other side of the railway line. • One developer looking at the wider town, including the town centre and the potential for a cinema, inc the Co-op premises (which has the potential for 4 screens) <p>Once some improvements are happening, other initiatives will follow on, e.g. Hall & Woodhouse & the Red Lion</p> <p>Ian Day updated on an initiative for Bournemouth University students to look at the promotion and marketing of the town, as part of their degree course. This will provide a report which the town can consider and put into action.</p>	
Business Improvement District (BID)	<p>There is a meeting on 22nd October to look at potential for a BID. The key major businesses are potentially interested.</p> <p>Wimborne generates circa £120k p.a., for 5 years, and the Wimborne BID will be talking to the meeting about their experience.</p>	
Funding of Town Team	<p>The Town Council is supporting the running costs of the Town Team for this year.</p> <p>Other bids are being considered.</p>	
AOB	<p>There is a need to raise the profile of the Town Team within Dorset Council. Dorset Council Councillors can help with this.</p> <p>Mike Gould is giving a presentation to Probus</p>	

Date of Next Meeting	This will be set when there is progress to report	
Follow on meeting	There was a follow on wider Open Meeting for local businesses and others to come and talk about current projects, issues to work on etc, as part of involving more people in working together for Gillingham around Town Team type issues. Although the Open Meeting wasn't formally minuted, it included Alan Waistell with the big Christmas event at RiversMeet, a question about how Chantry Fields could be better used, etc	

Gillingham Town Council

Town Hall Refurbishment

Author: Mrs Jill Ezzard, Office Manager

1. Background

At the Full Council meeting on 23rd September 2019 it was resolved that the Mayor, Chairman of Finance, Chairman of General Purposes and the Office Manager arrange a meeting to consider the replacement signage options available for the Town Hall.

A meeting was arranged, to replace the 6 internal room signs, the car park sign and signage for the front door.

An example of the colour and style of typeface chosen is shown below:



2. Recommendations

- That the signage will have a blue background with gold and white lettering in Cambria font.
- That the sign above the front door will have raised lettering.
- That the signage is purchased at a cost of £1001 plus vat. All funding to be taken from budget no. 6.17 Town Hall maintenance / refurbishment.

Please note: Three quotes were received from local companies as previously presented to Full Council on 27th August 2019. Only one company could fulfil the specification; the company has been used by the town council on previous occasions.

Gillingham Town Council

Purchase of Large Machinery

Authors: Works Manager and Deputy Town Clerk

1. INTRODUCTION

This report will outline the reasons why new mowing machinery is being considered and how it can be purchased.

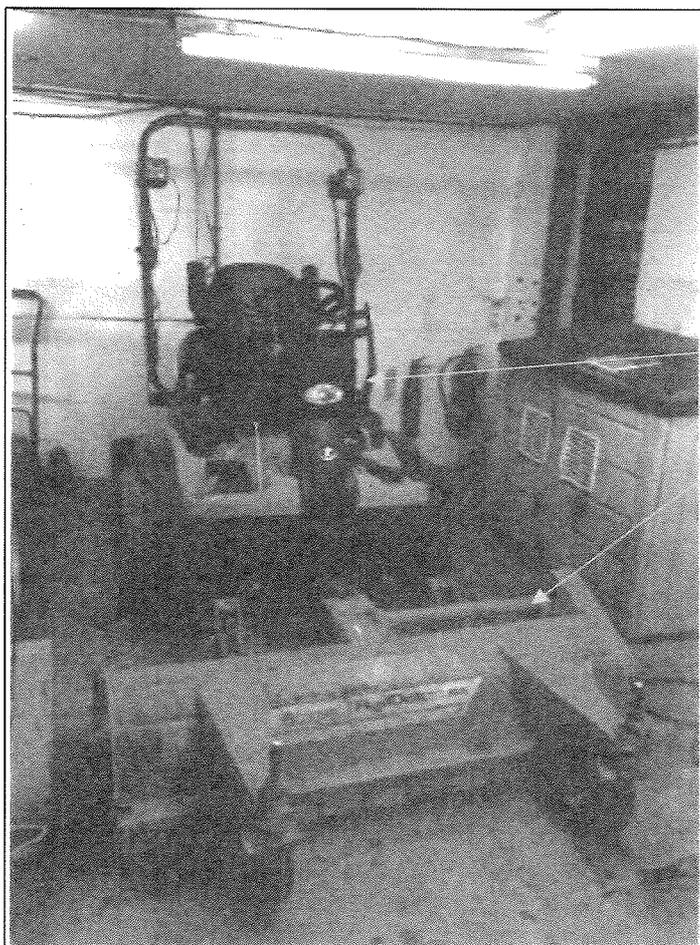
The following pieces of mowing machinery have been purchased over the last few years:

2010 – Kubota F3680 tractor

2014 – Kubota F3680 tractor

2014 – Kubota 60" mower

2017 – Trimax flail mower



Existing equipment:

Kubota F3680
with **flail** mower attached.

A tractor is the piece of equipment that an out-front mower is attached to. There are two different types of out-front mower.

A flail mower can cut overgrown grassed areas including brush by a series of rotating knives, which reduces the risk of flying debris. Flail mowers produce a good cut and can disperse clippings (mulch) evenly. Flail mowers have more manoeuvrability than a rotary mower.

A rotary or cylinder mower is lighter than a flail mower. Grass is cut by blades producing a 'scissor' action which blunt quickly and need to be sharpened regularly to maintain a good cut. Rotary mowers do not work so well on uneven ground and are not so easy to manoeuvre.

The current mowers are flails that are shaft driven, causing noise and vibration for the operator. Over the last year they have not been very reliable due to numerous repairs. The cutting width of the flail mowers is 1.8m and is not particularly effective when cutting larger expanses of grassed areas such as the open space at Jubilee Fields off Marlott Road.

To give a better idea of the machinery that is being discussed in this report, please refer to the photographs at the end of this report or if possible, watch the most recent short films of the machinery being described on [youtube.com](https://www.youtube.com). The search information that you need, is as follows:

- Ransomes HM600
- Roberine F5 Unit Flail Mower
- Muthing MUE 160 Front Flail Mount
- Toro LTF 3000
- Kubota F3690

2. PROPOSAL

Over the last ten years the amount of grass cutting has increased. The existing equipment is due for renewal. New equipment would outperform existing equipment and is more economical.

The type of flail mower system that has been recommended is made by Muthing. This flail mower is often incorporated into mowing systems.

It is proposed to purchase two replacement tractors complete with superior flail mowers. The specification of the machinery required is as follows:

- 1 x Tractor with mulching flail, 3.2m cutting width – for use on large open spaces
- 1 x Tractor with mulching flail, 1.8m cutting width – for use on grass verges and smaller areas

This would present an opportunity to:

- Increase productivity – only 1 man plus machine required to cut large areas rather than 2 men and two machines.
- Increase safety for users.
- Reduce vibration for users.
- Easier to operate on uneven surfaces and slopes.
- Increase vehicle reliability and reduce cost repairs and unnecessary down time.
- Meet current emission standards.
- Easier use on highway with headlamps, break lights etc.

It would not be economical or viable to replace the flail mowers only, for the following reasons:

- The current flail mowers have little trade-in value
- Replacement flail decks would not be any wider and therefore there would be no increase in productivity.
- The equipment would not improve safety or vibration.
- The existing tractors would need replacing within three to five years and do not have any other use apart from propelling mowers.
- The cost of an out-front flail mower is £5,500 plus the cost of parts that would need to be purchased to convert the equipment to be used in conjunction with existing tractors. Likely cost £11,000 plus for two flails. Please note: conversion is not always possible; not all models are compatible.

3. QUOTATIONS

Local dealerships have provided quotations based on the best machines that they can offer against given preferred requirements (specification). All three tractor mower combinations have been trialled extensively by the grounds team.

Cllr Hill and Cllr Von Clemens witnessed the demonstration of the Ransomes machinery.

3.1 Supplier 1 -Tractor and Mower – combination no. 1

Ransomes HM600 (see photo no. 1)

A reliable tractor and mower with Muthing flail system, easy to manoeuvre with anti-roll system and various safety features.

Cutting width 3.2m

Cost including discount: £47,999 ex VAT

Ransomes HR300 (see photo no. 2)

A reliable tractor and mower with Muthing flail system, easy to manoeuvre with anti-roll system and various safety features.

Cutting width 1.83m

Cost including discount £23,498 ex VAT

A tool box, storage pod, beacon and slope kit for the above would cost £1,275 ex VAT

Part-Exchange (as per page 1)

2010 – Kubota F3680 tractor

2014 – Kubota F3680 tractor

2014 – Kubota 60" mower

2017 – Trimax flail mower

Part-Exchange value: £10,000 ex VAT

Purchase price for combination no. 1 above, including part exchange is £61,497 ex VAT. A tool box etc for the HR300 would increase the cost to £62,772.

3.2 Supplier no. 2 - Tractor and Mower – combination no. 2

Roberine F5 Unit Flail Mount (see photo no. 3)

Self-propelled flail mower with roll over protection with front mount flail

Cutting width: 3.0m

Cost including discount: £63,725

John Deere 1570 Terrain Cut, Commercial Front Mower with Muthing MUE 160-1 Front Mount Flail (see photo no. 4)

Cutting width: 1.8m

Cost including discount £19,750 plus Muthing flail £4,325 = £24,075 ex VAT

Part-Exchange (as per page 1)

2010 – Kubota F3680 tractor

2014 – Kubota F3680 tractor

2014 – Kubota 60" mower

2017 – Trimax flail mower

Part-Exchange value: £7,000 ex VAT

Purchase price for combination no. 2 above, including part exchange is £80,800 ex VAT

3.3 Tractor and Mower – combination no. 3

Toro LTF 3000 tractor with Kubota flail (see photo no. 5)

2.12m flail head

Cost: £39,995 ex VAT

Kubota F3690 with Wessex FRX150 1.5m flail head (see photo no. 6)

Cost: £22,865 ex VAT

Part-Exchange (as per page 1)

2010 – Kubota F3680 tractor

2014 – Kubota F3680 tractor

2014 – Kubota 60" mower

2017 – Trimax flail mower

Part-Exchange value: £10,000 ex VAT

Purchase price for combination no. 3 above, including part exchange is £52,860 ex VAT

3.4 Summary

Combination	Part Ex Offered £	Price to Pay £
Combination no. 1	10,000	61,497
Combination no. 2	7,000	80,800
Combination no. 3	10,000	52,860

3.5 Conclusion – Tractor and Mower Combinations

Combination no. 1 - Ransomes

- Robust machine with a myriad of safety features to assist the operator.
- Excellent for working on grassy banks with sensors to prevent tipping.
- Excellent flail system.
- Speed restrictions can be set for road use and cutting use.
- Large cutting width (max 3.2m) which can be varied to suit conditions.

Combination no. 2 – Roberine F5 and John Deere 1570

- No safety features for working on grassy banks and slopes.
- There are no speed restrictions for mowing or driving along the highway.
- The flails recommended for the Roberine F5 are not of a satisfactory standard.
- There are no front rollers so the machine will dig in to grassy banks.

Combination no. 3 – Toro LTF 3000 and Kubota F3680

- The Kubota F3680 has a smaller mower (1.5m) which is not as good as existing machinery.
- No improvements would be made to existing machinery, productivity or improvements to safety of machine or operator.
- The Toro LTF3000 only has a cutting deck of 2.12m and has no safety improvements against existing machinery.
- There would be no gain to be made from the purchase of this combination.

3.4 Preferred Equipment

Combination no. 1 – Ransomes - is the preferred option for the following reasons:

- Ransomes provide the best performance and safety features and is value for money compared with comparative machines.
- The Ransomes tractor will have an estimated life of 10 years.
- The Muthing out-front flail mowers should last at least 3 to 5 years, provided the recommended servicing schedules are adhered to.
- Ransomes provide training on the servicing of their machines.
- Ransomes machines are manufactured in the UK.
- The Muthing flail mowing machine is manufactured in Germany.
- The warranty offered on tractors and flails is usually two years.

4 FINANCIAL IMPLICATIONS

Under the Town Council's Financial Regulations, Contractors, section 11.1 (b) there is a requirement for contracts over £25,000 to comply with The Public Contracts Regulations 2015. However, the thresholds under the Public Contracts Regulations are considerably higher (currently £164,176 for services and £4,104,394 works).

Under the Town Council's Financial Regulations, Suspension and Revision of Financial Regulations, section 17.2, the council can resolve to suspend Financial Regulations if reasons for suspension are recorded and that an assessment of the risk arising has been presented in advance to Full Council.

The cost of the preferred equipment totals £62,772 ex VAT and cannot be funded from the current precept; however, it could be financed as follows:

4.4 Hire Purchase

Combination no. 1 – Ransomes

It is possible to purchase this equipment over a 3 to 5 year period. Hire purchase is permitted under the Town Council's Financial Regulations, Loans and Investments, section 8.2. An example of hire purchase repayments is illustrated overleaf:

HP Scheme				
Purchased Price: Based on £61, 497 ex VAT				
Deposit: Part Exchange would count as a deposit				
Fee: £50 document fee plus £10 fee at the end of the payments				
Years	Months	Monthly Amount £	Annual £	Total cost over lease period £
3	36	1,809.00	21,708	65,124.00
4	48	1,397.96	16,775.52	67,102.08
5	60	1,152.65	13,831.80	69,159.00

4.5 Outright Purchase

Combination no. 1 – Ransomes

The Town Council has earmarked reserves for estate management totalling £102,000. This is the residue of commuted sums received from developers for future maintenance of the open spaces. Originally this money was used to offset the maintenance of the open spaces. This is no longer the case and this expense is included within the precept.

Some accruals were allowed for in the precept for FY19/20; however, there is insufficient funds to purchase any large machinery.

If the proposed purchase is taken from ear-marked reserves, then enough accruals must be allowed for within the budget to enable replacement of similar equipment in the future, especially as estate management reserves would be low. For example:

- A flail that costs £5,000 with an expected life of 4 years will require annual accrual of £1,250 for each flail (currently 2 no.)
- A tractor that costs £43,000 with an expected life of 10 years will require an annual accrual of £4,300.
- A tractor that costs £18,500 with an expect life of 10 years will require an annual accrual of £1,850.

5 CONCLUSIONS

The preferred machine appears to be an excellent machine and offered at a competitive price compared to other machines that have been offered by other dealers. It appears to have been tailored to the municipal market rather than sports pitch or lawn maintenance.

The cost of hire purchase is considered too costly. The monthly repayments would need to be included in the annual budget plus sufficient accruals to purchase new machinery in the future.

If the machinery was purchased outright then this would have less impact on the budget, but accruals would need to be checked to see that they are sufficient to cover the cost of replacement machinery in the future.

6 RECOMMENDATIONS

6.1 Recommendation no. 1

That the Town Council's Financial Regulations are suspended as per section 17.2 to allow the purchase of large machinery as specified in this report for the following reasons:

- **There is justification for the equipment as outlined in paragraph no. 2 of this report.**
- **Three competitive quotations have been sourced for similar equipment from reputable dealers as outlined in paragraph no. 3 of this report.**
- **All equipment has been vigorously trialled by the grounds team and overseen by two members of the Town Council.**
- **Older machines will be part exchanged against the value of the new equipment and this value is clearly identified in the quotations.**
- **The prices quoted for the preferred machinery will only be held until the end of November 2019 and thereafter be subject to a 20% increase and a possible shortage of machines available for purchase.**

6.2 Recommendation no. 2

That a Ransomes HM600 and Ransomes HR 300 including a tool kit etc is purchased from Supplier no. 1 at a cost of £62,772 ex VAT and funded from ear-marked reserves for estate management.



THE HM600 HAS BEEN BUILT IN COLLABORATION WITH MUIRHEAD TO DELIVER A ROBUST, RELIABLE MOWER WITH THE ABILITY TO TACKLE THE TOUGHEST JOBS, AND THE FINESSE TO MANOEUVRE TIGHT SPACES WHILE PROVIDING A QUALITY AFTER CUT APPEARANCE

Photo no. 1
Ransomes HM600 with flail mowers attached.



POWERFUL FINE CUT

THE HR300 UTILISES A 3-CYLINDER TURBO-CHARGED 24.5 KW (33 HP) KUBOTA DIESEL ENGINE. THIS IS MATCHED WITH A REVISED HYDRAULIC TRANSMISSION SYSTEM GIVING HIGH TORQUE AND POWER

- Improved transmission efficiency provides an additional 10% torque and 10% fuel economy
- 1200mm deck width for better cutting of tall grasses and trees
- 1000mm deck width for better cutting of tall grasses and trees
- 1000mm deck width for better cutting of tall grasses and trees

Photo no. 1
Ransomes HR300 with flail mower attached



Photo no. 3
Roberine F5 with flail mower
attached.



Photo. 4
John Deere 1570 with out-front
mower attached.

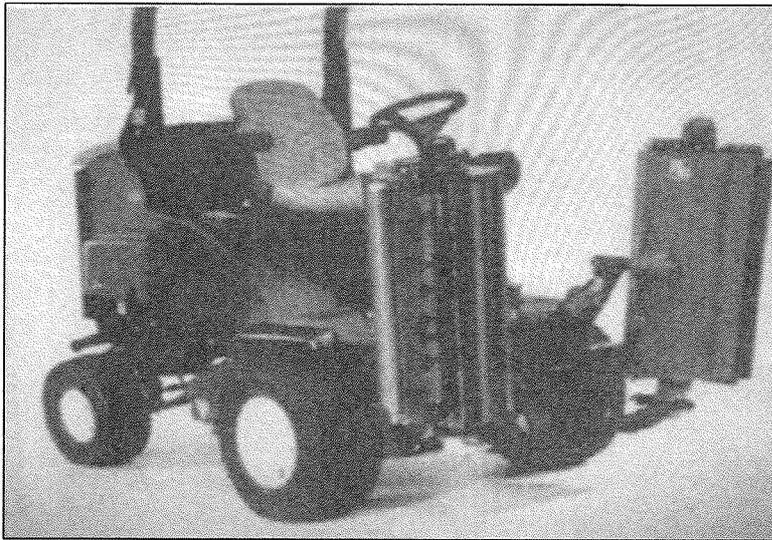
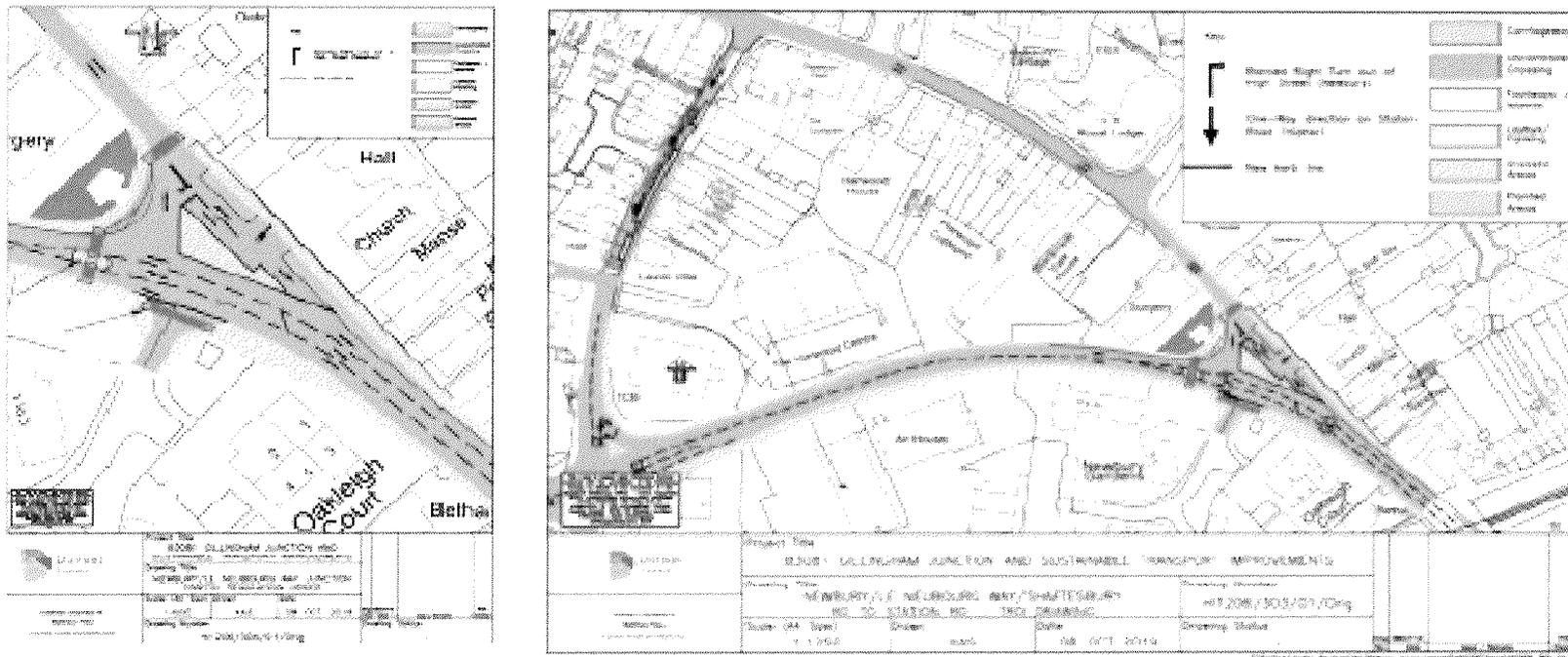


Photo no. 5
Toro LTF3000 with out-front
mowers attached.



Photo no. 6
Kubota F3690 with out-front mower
attached
This machine is the same as existing
equipment.



Recommendation:

That Gillingham Town Council agrees to the advertising of the proposals, as outlined in the email from Emma Baker, Dorset Council, dated 14 November 2019, re. Gillingham Road and Transport Improvements - Station Road One-Way and Newbury/Le Neubourg Way Right-Turn Ban Traffic Regulation Order, on the condition that the mini-roundabout remains and a toucan crossing is installed 20m West of the give-way line.

**GILLINGHAM TOWN COUNCIL**

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

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

Our ref: GTC/FC251119/M

26th November 2019

Mr Ian Archer, Hon Secretary
 North Dorset RFC
 Slaughtergate
 Longbury Hill Lane
 Gillingham SP8 5SY

Dear Mr Archer

Dorset Council – Leisure Development Fund

I am writing to confirm that Gillingham Town Council supports the application by North Dorset Rugby Football Club for a grant from the Leisure Development Fund at Dorset Council towards the cost of a storage building at the rugby ground in Gillingham.

In October 2019 the town council supported the project by awarding North Dorset Rugby Club a grant of £1,000.

The current provision of formal outdoor sports pitches in Gillingham is well below the recommended level¹ and the Gillingham Neighbourhood Plan² lists North Dorset Rugby Club as an area where this shortfall should be met.

Opportunities for outdoor sport and recreation can make an important contribution to the health and well-being of residents. This project will enhance and improve the facilities at North Dorset Rugby Club enabling the club to facilitate and encourage the playing of rugby union football for persons of all ages from 5 years upwards and contribute towards improving the quality of life for residents.

The proposed work will help towards the management and conservation of a valuable community asset and has the full support of Gillingham Town Council³.

Yours sincerely

Julie Hawkins
 Town Clerk

¹ Table 11.1 Page 42 Gillingham Neighbourhood Plan

² Para 11.12 Page 43 Gillingham Neighbourhood Plan

³ Planning Application No. 2/2018/0342/FUL. Full Council meeting 25.11.19 Minute No???



Gillingham Town Council**To consider a Participating Employers Personal Data Retention Policy as recommended by the Dorset County Pension Fund and, to amend the Town Councils Document Retention Schedule accordingly.****Author: Julie Hawkins, Town Clerk****1. Background**

Employees of Gillingham Town Council are entitled to join the Local Government Pension Scheme administered by Dorset County Pension Fund who are the Administering Authority. Attached to this report is a template personal data retention policy for employers issued by the Dorset County Pension Fund. The purpose of the document is to:

- help make clear how long employers should keep data for (following the introduction of General Data Protection Regulations ("**GDPR**") in May 2018)
- help clarify expectations of employers in relation to the retention of personal data they may need to be provided to the fund.

The Dorset County Pension Fund has created a personal data retention policy in their capacity as data controller of personal data relating to the LGPS fund for which they are responsible, to satisfy their obligation under GDPR in relation to the retention of personal data.

Karen Gibson, Pension Manager has informed us of the following:

"In collecting and processing personal data required by the Fund, individual employers will be acting as separate, individual data controllers to the Administering Authority. The Administering Authority will assume responsibility as data controller, the Administering Authority expects individual employers to adopt certain minimum data retention periods.

In determining what data retention period to adopt, the council should note in particular that:

- *you may have to provide salary information to the Administering Authority for certain Members relating to the thirteen years prior to the date of ceasing pensionable service in the Fund;*
- *the working hours of Members who have pre-1 April 2014 pensionable service in the Fund and are entitled to final salary benefits, are used in the calculation of certain benefits - queries regarding the Member's working hours can be received many years after any change in the Member's working pattern took effect;*
- *you are responsible for making ill health determinations in respect of both active and deferred Members (i.e. your former employees) and, in the case of deferred Members, may need to provide job descriptions to Independent Registered Medical Practitioners many years after a Member has ceased employment with you in order to assess if the Member is permanently incapable of doing the job they were employed to do whilst in employment with you;*
- *queries about salary data may arise sometime after the relevant pay period for which it was provided, due to the complex definitions of pensionable pay in the Local Government Pension Scheme Regulations 2013 and the interaction with the tax regime for pension benefits;*

- *legal and tax requirements may change, requiring the Fund to recalculate benefits for which additional personal data is needed (for example, the Government may amend the LGPS to take account of recent Court cases concerning age discrimination within public sector pension schemes following benefit changes in 2014/5).*

2. Conclusion

Gillingham Town Council, as an employer, is responsible for providing payroll information and other data to the Administering Authority. In order that the Administering Authority can fulfil its legal obligations in relation to the data, the Administering Authority expects individual employers to adopt certain minimum data retention periods as set out in the template policy attached to this report. The template policy should be cross-referenced with Gillingham Town Council's Document Retention Schedule as agreed by Full Council on 27th August 2019 (Minute No. 88) and this should be amended accordingly.

3. Recommendations

- **That Gillingham Town Council adopts the Participating Employer Personal Data Retention Policy as issued by Dorset County Pension Fund, the administration authority.**
- **That section 15 of Gillingham Town Council's Document Retention Schedule is amended to read 15 years.**
- **That section 24 of Gillingham Town Council's Document Retention Schedule is amended to read "A maximum period of fifteen years after termination of employment unless through ill health or industrial tribunal case (keep until person 65 years)".**

PARTICIPATING EMPLOYER PERSONAL DATA RETENTION POLICY

Gillingham Town Council (the "Employer" and "we")

This document has been prepared by the Employer, in its capacity as a scheme employer in the **Dorset County Pension Fund** (the "Fund") and sets out the Employer's policy on the retention of personal data relating to its employees who are members of the Fund.

This policy document can also be accessed via the following link: www.gillinghamdorset-tc.gov.uk and should be read in conjunction with the Employer's and Fund's privacy notices, which can be accessed via the following links:

https://gillinghamdorset-tc.gov.uk/wp-content/uploads/2019/08/GTC_PRIVACY_POLICY_-_MAY_2018.pdf

and <https://www.yourpension.org.uk/Dorset/Accessibility/Privacy-and-Cookie-Policy.aspx>

1. INTRODUCTION

As data controllers, we are required by legislation to comply with the principles of data minimisation and storage limitation. Personal data we process:

- must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed; and
- must not be kept in a form which permits identification of a data subject for longer than is necessary for the purposes for which the personal data is processed.

We are obliged to retain certain records (whether in hard copy or electronic form) for various periods of time because:

- we have a statutory obligation¹ to do so; and/or
- the information contained in those records may be necessary for the future (for example, questions may arise about the calculation of benefits either to be put into payment or that have been paid in the past, and data that may be relevant to a possible legal claim needs to be kept until the period within which that claim could be brought has expired).

This policy document sets out the measures adopted by the Employer to comply with the principles of data minimisation and storage limitation in relation to personal data that we hold and process for the purposes of the Fund.

2. TYPES OF PERSONAL DATA WE HOLD

We hold and process the following types of personal data in relation to our current and former employees who are Members of the Fund:

- Contact details, including name, address, telephone numbers and email address.
- Identifying details, including date of birth, national insurance number and employee and membership numbers.
- Information that is used to calculate and assess eligibility for benefits, for example, length of service, history of hours worked or membership and salary information necessary for the calculation of the Member's benefits in the Fund.

¹ Scheme employers have a statutory obligation to provide information to the pension fund under regulation 80 of the Local Government Pension Scheme Regulations 2013.

- For current employees, information about the Member's family, dependants or personal circumstances, for example, marital status and information relevant to the distribution and allocation of benefits payable on death in service.
- Information about the Member's health, for example, to assess eligibility for benefits payable on ill health, or where the scheme Member's health is relevant to a claim for benefits following their death.
- Information about a criminal conviction if this has resulted in the Member owing money to the Employer or the Fund and the Employer or Fund may be reimbursed from the Member's benefits.

3. RETENTION PERIODS FOR PERSONAL DATA

In compiling our policy on the retention of personal data, we have taken into account the guidelines on the retention of personal data as set out by / in:

- Information and Records Management Society;
- The National Archives;
- HMRC compliance handbook manual CH15400;
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000;
- ICO's retention policy;
- EU Article 29 Working Party guidance; and
- The Pension Regulator's code of practice 14 for public service pension schemes.

Data protection legislation requires that we retain personal data for no longer than is necessary in order to fulfil the purpose(s) for which it is processed. Given the long-term nature of pensions, we need to ensure that personal data is retained to:

- comply with our legal and regulatory obligations as a participating employer regarding the payment of pensions from the Fund; and
- deal with any questions or complaints that we or the Fund may receive about a Member's pension entitlement from the Fund.

Personal data will be retained for a maximum period of fifteen years² after termination of employment.³

During any period when we retain personal data, we will keep that personal data up to date and take all reasonable steps to ensure that inaccurate data is either erased or rectified without delay. We will periodically review the personal data that we retain and consider whether it is still required; any personal data that we no longer require will be destroyed.

4. MEMBER'S AND BENEFICIARY'S RIGHTS

Beneficiaries form a wider category of people who receive benefits from the Fund, for example the active/deferred/pensioner member's spouse / child(ren) / dependants). Members of the Fund and Beneficiaries have a right to access and obtain a copy of the personal data that we hold about them and to ask us to correct personal data if there are any errors or it is out of date or incomplete.

² The suggested period of "fifteen years after termination of employment" is based on the current maximum statutory limitation period, as any complaints about the calculation of either deferred or pensioner benefits would usually be expected to be brought within that timeframe.

³ This will need to be tailored to fit the circumstances of the individual scheme employer. The Fund will hold the relevant information for the greater of "100 years from date of birth" and "last payment of benefits to the Member/Beneficiary plus 15 years", however the Fund is conscious that individual scheme employers may have their own individual data retention policies in place.

In certain circumstances a Member / Beneficiary has the right to:

- object to the processing of their personal data
- restrict the processing of their personal data until any errors are corrected;
- transfer their personal data; or
- erase their personal data.

If the exercise of the Member's / Beneficiary's rights would prevent us from providing the personal data to the Dorset County Pension Fund in order for the payment or continued payment of a pension from the Fund, we will consider retaining a minimised version of that Member's / Beneficiary's personal data in order to fulfil our legal obligations.

5. REVIEW

This policy will be reviewed by Gillingham Town Council at least annually.

Gillingham Town Council

Report on Dorset Councils Parking Policy

Author: Jill Ezzard, Office Manager

1. Background - Information received from Dorset Councils Partnership

Dorset Councils Partnership allows town councils up to five free parking days each year. Each town council can decide how they would like to use their allocation.

2. Considerations

In 2019 Gillingham Town Council allocated the following free parking days:

1. June – Gillingham in Gear
2. Summer - Town Fete (bi-annually)
3. October – Annual Carnival
4. December – Festive Lighting Parade
5. December – The Spirit of Christmas

3. Proposal

Gillingham Town Council should consider the following town events, for the 2020 allocation of five free car parking days that Dorset Councils Partnership allow each town:

1. May – VE Day celebrations
2. June – Gillingham in Gear
3. October – Annual Carnival
4. December – Festive Lighting Parade
5. December – The Spirit of Christmas

4. Recommendations

- **That the 2020 free car parking days are allocated to: VE Day celebrations, Gillingham in Gear, Annual Carnival, Festive Lighting Parade and The Spirit of Christmas.**

Minute no. 158

Gillingham Town Council

Mayor's Report

October - November 2019

Date	Event	Comments
31 Oct	Community Café Gillingham	Always happy to go to support this fabulous initiative offering a free meal to anyone in our community and supported by Asda and Café Newt
1 Nov	Robin Hussey memorial service	It was a great honour to attend this service for one of our towns great men who has sadly left us. A true gentleman who has done so much for Gillingham. He will be greatly missed.
3 Nov	Gilly Hill Race	A great turn out for this annual event with over 70 runners from across the county and beyond.
7 Nov	Richard Roberts Memorial service	A sad good bye to another of our town's true gentleman. Richard has been part of our towns life for many years and will be greatly missed.
10 Nov	Remembrance Sunday	A chance to pay our respects to all those who have lost their lives to enable us to live our lives in freedom today.
11 Nov	Remembrance Day	A short break in our busy lives at 11am for quite reflection.
12 Nov	Artist in Residence Grace Dalgleish	Great to meet Grace and hear about the community art project at the Gillingham Library another great example of how our libraries are cultural hubs.
16 Nov	Power of Love Concert	A joint concert by Dementia Friendly Gillingham and the poppy appeal with a fabulous concert and massive community support raising a great amount for both groups.
18 Nov	Merck Opening of the Gillingham Distribution Centre Expansion	It was great to meet everyone at the opening and to see an international company committing £800 million investment here in Gillingham. Also making the new build as sustainable as they could with 90% of the old building being recycled. Also planting of trees and pollinator friendly plants within the site.

Dorset Councillor, Belinda Ridout – Ward Report – no. 1

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

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

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

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

Climate Change Advice Seminar Has been arranged for Tuesday, 19th November starting at 6pm till 9.15pm at South Walks House, Dorchester. Since DC declared a Climate Emergency, Dorset Council’s Low Carbon Dorset programme has received an influx of applications for support from Town and Parish Councils seeking advice on what they can do to reduce the carbon footprint of their operations and buildings. If your parish has not received an invitation, please let me know immediately. For more information contact katie.dawes@dorsetcouncil.gov.uk or go to: <https://town-parish-climate-emergency-advice-workshop.eventbrite.co.uk> .

A Climate Change Inquiry Day Following a very successful workshop on 18th October, it is clear that we need to broaden the opportunity for people to share their ideas and proposals, involving increased communications with members of the public, including setting up the

means for anyone to submit their thoughts. Therefore, the Inquiry Day scheduled for Friday, 29th November has been postponed until February 2020.

Local Plan Executive Advisory Panel, Dorchester As a member of this panel we are tasked with keeping the preparation of the Local Plan for the whole of the Unitary authority area on track for the next 4 years. On 30th October we looked at the Spatial Strategy (potential areas to build across the unitary area), the top two tiers being Bournemouth, Christchurch and Poole and Dorchester, followed by larger towns and the villages). Taking into consideration all 'evidence of need', 'Issues and Options' consultations, planning applications and constraints to development for the four functional areas: north, west, Dorchester/Weymouth and the areas bordering Bournemouth, Christchurch and Poole and neighbouring authorities, to fulfil 'duty to cooperate' obligations regarding housing and infrastructure.

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

Northern Planning Committee Met at Sturminster Newton Tuesday, 22nd October. There were no applications for the Gillingham ward.

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

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

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

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

Other Matters

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

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

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

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

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

Gillingham and Shaftesbury Transport Forum meeting – Wednesday, 6th November

- The unmarked bus stop south of the Peacemarsh roundabout to be investigated by Sarah Ballenden, Schools and Services Manager, South West Coaches.
- Much discussion took place regarding local bus routes and it was agreed to look into how they fit with customer need rather than running empty buses, along with connectivity with trains at Gillingham (bearing in mind train timetable changes).
- Cllr Derek Beer and I to organize a Public/Community Transport Open Day covering the Gillingham/Shaftesbury area in the New Year to promote and inform communities of transport options to help mitigate climate change.

Gillingham Sustainable Transport Improvements I attended a meeting on Wednesday, 13th November with Emma Baker (Project Engineer, Highway Improvements) and Laura Russ/Wayne Sayers, Transport Planning, along with Cllrs Walsh and Potheary and representatives from Gillingham Town Council to discuss amended highway and sustainable transport proposals, following a public exhibition/engagement in July. Overall there was a positive response to the proposals, the Newbury junction proposal being the most contentious (signalised rather than keeping the roundabout).

The proposals were submitted by the developer as part of the outline planning permission for the southern extension and subsequently amended by Dorset Highways to ensure that improvements to the highway are for *all users*. The next steps are to progress the necessary Traffic Regulation Orders for parking amendments and moving traffic and to consider proposals for the Waitrose junction, subject to funding.

Planning Training Thursday, 14th November by the Planning Advisory Service (PSA). Very useful recap of the basics and detailed discussion on the status of 'made' and emerging Neighbourhood Plans, which need to conform with policies of the new Local Plan for the Dorset Council area, due to come into operation 2024.

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

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

Dorset Councillor, Belinda Ridout – Ward Report – no. 2

Climate Change and Ecological Emergency Executive Advisory Panel (EAP) Following a public request at the Full Council meeting on Thursday, 21st November, EAP members were supportive of adding 'Ecological Emergency' to the EAP's title. There is now a Climate Change short cut on the DC website front page for easier access. Following an extremely positive and productive workshop in October between officers and members and a recent Climate Change Advice Seminar attended by Town and Parishes, 'task and finish' groups (each consisting of officers and two EAP panel members) are now in the process of being set up to cover each topic area identified: Transport, Waste and Energy, Buildings and Assets, Leadership and Influence and Natural Environment. Topic based monthly EAP meetings will review the outcomes of these groups, feeding in the wider views from engagement activities. A public call for evidence (information gathering) will be announced in December, open to everyone, with a cut-off date mid-January 2020. Submissions will be reviewed, and invitees selected to an Inquiry day (open to the public) in late February. By March it is hoped to have an action plan, with budget, ready to submit to Cabinet, to be followed by public consultation. Young people ranging from primary age to sixth form came to talk and make a presentation to the EAP on Friday 22nd November, with a clear message that not enough is being done to raise awareness of climate change, particularly amongst young people and a lack of awareness of how people can make a difference. They were all genuinely concerned and had significant worries about their future, which I found extremely sad and worrying. They were assured that their views and ideas will be fed into the Dorset Council action plan.

Low Carbon Dorset (www.lowcarbondorset.org.uk) has emailed a toolkit in Excel spreadsheet format to all towns and parishes attending the recent CC Advice Seminar to help work out their carbon footprint and half-day sessions will be organised for larger Town Councils with more complicated figures. *(If you haven't received this or couldn't attend the meeting and would like a copy, please let me know).*

Local Plan Executive Advisory Panel, Dorchester. As a member of this panel we are tasked with keeping the preparation of the Local Plan for the whole of the Unitary authority area on track for the next 4 years. The next meeting is scheduled for Wednesday, 27th November.

Northern Planning Committee Met at Sturminster Newton Tuesday, 19th November. Planning application for 6 new dwellings on land adjacent to Somerville, Bourton, 2/2019/0359/FUL was unanimously approved. Despite Bourton PC objection, there were no significant grounds to refuse this application because concerns previously raised with regard to overdevelopment/views through to Tan Lane and rural character, had been minimised through applicant/case officer agreement.

Full Council, Thursday, 21st November - of particular interest:

Community Safety Annual Report Members unanimously supported a recommendation from the Place Scrutiny committee 24th October 2019 to Cabinet to adopt the Community Safety Plan 2017-2020 (2019 refresh), Reducing Reoffending Strategy 2018-2021 (2019 refresh), including the amendment, and Bournemouth, Poole and Dorset 2016-2020 Alcohol and Drugs Strategy. This is to ensure DC meets its duties as set out in relevant legislation.

The Dorset Community Safety Partnership (CSP) is a statutory partnership under The Crime and Disorder Act 1998. It brings together the following responsible authorities who must work together to understand and address community safety issues in their area:

- Dorset Council
- Dorset Police
- Dorset Clinical Commissioning Group
- Dorset and Wiltshire Fire and Rescue Authority
- National Probation Service (Dorset)
- Dorset, Devon and Cornwall Community Rehabilitation Company

There are several other organisations who attend the CSP and contribute to it work but are not under the same statutory duty, including:

- The Dorset Combined Youth Offending Service
- Public Health Dorset
- The Office of the Police and Crime Commissioner
- The Dorset Association of Parish and Town Councils
- Dorset and Wiltshire Fire and Rescue Service

In line with national trends total crime has increased in Dorset over the past 3 years. It is believed this is largely due to changes in recording practices where many more incidents are now being recorded as crimes. Detailed Crime Trend Information can be found on the DC website.

Review of Polling Arrangements The Council has a duty to carry out a review of polling districts, polling places and polling stations within Dorset by 31st January 2020 in accordance with the Electoral Registration and Administration Act 2013. Although consultation has been completed, it has not been possible to implement all the findings prior to the calling of the Parliamentary election on 12 December. Members approved the proposed arrangements with some exceptions to be further reviewed about multi-election scenarios. With regard to the Gillingham Ward, this has meant a review of the allocation of electors to polling districts in the town and rationalising the number of stations from 3 to 2, The Dolphin Inn and Methodist Hall (Town Hall dropped), resulting in approximately an additional 450 electors at the Dolphin Inn and 970 electors at The Methodist Hall.

Other items

LGA Peer Review (October 19) – a report will be presented to Cabinet by the end of January 2020.

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Climate Change and Ecological Emergency Executive Advisory Panel (EAP) Following a public request at the Full Council meeting on Thursday, 21st November, EAP members were supportive of adding 'Ecological Emergency' to the EAP's title. There is now a Climate Change short cut on the DC website front page for easier access. Following an extremely positive and productive workshop in October between officers and members and a recent Climate Change Advice Seminar attended by Town and Parishes, 'task and finish' groups (each consisting of officers and two EAP panel members) are now in the process of being set up to cover each topic area identified: Transport, Waste and Energy, Buildings and Assets, Leadership and Influence and Natural Environment. Topic based monthly EAP meetings will review the outcomes of these groups, feeding in the wider views from engagement activities. A public call for evidence (information gathering) will be announced in December, open to everyone, with a cut-off date mid-January 2020. Submissions will be reviewed, and invitees selected to an Inquiry day (open to the public) in late February. By March it is hoped to have an action plan, with budget, ready to submit to Cabinet, to be followed by public consultation. Young people ranging from primary age to sixth form came to talk and make a presentation to the EAP on Friday 22nd November, with a clear message that not enough is being done to raise awareness of climate change, particularly amongst young people and a lack of awareness of how people can make a difference. They were all genuinely concerned and had significant worries about their future, which I found extremely sad and worrying. They were assured that their views and ideas will be fed into the Dorset Council action plan.

Low Carbon Dorset (www.lowcarbondorset.org.uk) has emailed a toolkit in Excel spreadsheet format to all towns and parishes attending the recent CC Advice Seminar to help work out their carbon footprint and half-day sessions will be organised for larger Town Councils with more complicated figures. *(If you haven't received this or couldn't attend the meeting and would like a copy, please let me know).*

Local Plan Executive Advisory Panel, Dorchester. As a member of this panel we are tasked with keeping the preparation of the Local Plan for the whole of the Unitary authority area on track for the next 4 years. The next meeting is scheduled for Wednesday, 27th November.

Northern Planning Committee Met at Sturminster Newton Tuesday, 19th November. Planning application for 6 new dwellings on land adjacent to Somerville, Bourton, 2/2019/0359/FUL was unanimously approved. Despite Bourton PC objection, there were no significant grounds to refuse this application because concerns previously raised with regard to overdevelopment/views through to Tan Lane and rural character, had been minimised through applicant/case officer agreement.

Full Council, Thursday, 21st November - of particular interest:

Community Safety Annual Report Members unanimously supported a recommendation from the Place Scrutiny committee 24th October 2019 to Cabinet to adopt the Community Safety Plan 2017-2020 (2019 refresh), Reducing Reoffending Strategy 2018-2021 (2019 refresh), including the amendment, and Bournemouth, Poole and Dorset 2016-2020 Alcohol and Drugs Strategy. This is to ensure DC meets its duties as set out in relevant legislation.

The Dorset Community Safety Partnership (CSP) is a statutory partnership under The Crime and Disorder Act 1998. It brings together the following responsible authorities who must work together to understand and address community safety issues in their area:

- Dorset Council
- Dorset Police
- Dorset Clinical Commissioning Group
- Dorset and Wiltshire Fire and Rescue Authority
- National Probation Service (Dorset)
- Dorset, Devon and Cornwall Community Rehabilitation Company

There are several other organisations who attend the CSP and contribute to it work but are not under the same statutory duty, including:

- The Dorset Combined Youth Offending Service
- Public Health Dorset
- The Office of the Police and Crime Commissioner
- The Dorset Association of Parish and Town Councils
- Dorset and Wiltshire Fire and Rescue Service

In line with national trends total crime has increased in Dorset over the past 3 years. It is believed this is largely due to changes in recording practices where many more incidents are now being recorded as crimes. Detailed Crime Trend Information can be found on the DC website.

Review of Polling Arrangements The Council has a duty to carry out a review of polling districts, polling places and polling stations within Dorset by 31st January 2020 in accordance with the Electoral Registration and Administration Act 2013. Although consultation has been completed, it has not been possible to implement all the findings prior to the calling of the Parliamentary election on 12 December. Members approved the proposed arrangements with some exceptions to be further reviewed about multi-election scenarios. With regard to the Gillingham Ward, this has meant a review of the allocation of electors to polling districts in the town and rationalising the number of stations from 3 to 2, The Dolphin Inn and Methodist Hall (Town Hall dropped), resulting in approximately an additional 450 electors at the Dolphin Inn and 970 electors at The Methodist Hall.

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