



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

FULL COUNCIL MINUTES

14 December 2020

The minutes of the Full Council meeting convened on Monday 14th December 2020 at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities 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 4th April 2020.

Present:

Cllr Barry von Clemens, Mayor
Cllr Paul Harris, Deputy Mayor
Cllr Alison von Clemens
Cllr Fiona Cullen
Cllr Sharon Cullingford
Cllr Rupert Evill
Cllr Alan Frith
Cllr Mike Gould
Cllr Dennis Griffin

Cllr Mick Hill
Cllr John Kilcourse
Cllr Graham Poulter
Cllr Val Potheary
Cllr John Robinson
Cllr Donna Toye
Cllr Keith Wareham
Cllr Roger Weeks

In attendance:

Town Clerk, Julie Hawkins
Responsible Financial Officer, Debra Edwards
Office Manager: Jill Ezzard
Chairman Gillingham Town Team: Ian Day
Dorset Council Community Led Development Officer: Hugh De longh

Press and Public:

Michael Streeter, Gillingham and Shaftesbury News
Gemma Gibson, The Vale Journal

There were no members of the public present

Prior to the meeting the Mayor read out a statement as follows:

“As Councillors we are entrusted to serve all our residents, the people of Gillingham, without exception or prejudice. We promise to do so fairly, lawfully, accountably, and to the highest standards.”

390. 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.

391. To receive and accept apologies for absence.

There were no apologies for absence.

392. To approve the minutes as a true and accurate record of the Full Council meeting held on Monday 23rd November 2020 and the Full Council (Budget) meeting held on Monday 30th November 2020.

It was agreed and **RESOLVED** to approve the minutes as a true and accurate record of the meeting held on Monday 23rd November 2020 and the Full Council (Budget) meeting held on Monday 30th November 2020. The chairman will duly sign the minutes when possible to do so.

393. To receive any questions pertaining to the previous minutes.

There were no questions pertaining to the previous minutes.

394. 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 Hill declared a pecuniary interest in Agenda Item No. 11 and informed the Chairman that he would leave the meeting during the consideration of this item.

395. To receive and consider reports from youth organisations, if available.

There were no reports this month.

396. To receive and consider 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 B von Clemens reported that there was no meeting this month.

b) Town Meadow Group

Cllr Cullingford reported that the next meeting of the Town Meadow Group will take place on 17th December 2020.

c) Gillingham Chamber of Commerce and Industry

Cllr B von Clemens informed the meeting that the Chamber are supporting the Shopappy scheme and have offered to be the lead member. Cllr B von Clemens was pleased to report that several new members have recently joined the Chamber.

d) Dorset Association of Parish and Town Councils (DAPTC) – Larger Town meetings and Northern Area

Cllr B von Clemens reported that there was no DAPTC Larger Town meetings this month.

Cllr Toye and Cllr Weeks reported that that were no Northern Area meeting this month.

e) Shaftesbury and District Transport Forum

Cllr B von Clemens reported that there was no meeting this month.

f) Gillingham Town Team

Cllr Gould referred to a report that had been circulated prior to the meeting. Please refer to **APPENDIX A**. There were no recommendations.

g) Gillingham Youth Centre Management Committee

Cllr B von Clemens reported that no meeting had taken place this month.

397. To receive, consider and adopt the following standing committee reports:

h) General Purposes Committee meeting held on Monday 7th December 2020

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee held on Monday 7th December 2020 are approved and adopted.

i) Planning Interim Committee meetings held meeting on Monday 23rd November 2020 and the Planning Committee held on Monday 7th December 2020

It was agreed and **RESOLVED** that the minutes of the Planning Interim Committee held on Monday 23rd November and the Planning Committee held on Monday, 7th December 2020 are approved and adopted.

j) Finance Committee meeting – there was no meeting this month

398. To approve payments for the previous month.

It was agreed and **RESOLVED** to approve payments totalling £108,711.46 for the month of November 2020.

399. To approve payments over £5,000 in accordance with Financial Regulations.

It was agreed and **RESOLVED** that the following invoices are approved and authorised:

Goadsby and Harding for the Service Charge for the workshop at Old Market Centre in the sum of £5,761

Burfit and Garrett for the work undertaken at the Town Bridge Office and Public WC in the sum of £10,859

Citizens Advice Central Dorset – a discretionary grant awarded under section 142 of the Local Government Act 1972 in the sum of £10,000

400. To receive and consider a request for funding from the Town Team for a Station Road West Gillingham – Feasibility/Business Case Study.

A report was circulated prior to the meeting. Please refer to **APPENDIX B**.

Ian Day, Chairman of Gillingham Town Team and Hugh De longh, Dorset Council Community Led Development Officer, answered questions raised by members of the council.

It was agreed and **RESOLVED** that funding is released to Gillingham Town Team in the sum of £5,000 to enable a Station Road West Gillingham – Feasibility/Business Case Study and financed from budget no. 7616.

Cllr Gould, Cllr Griffin, Cllr Poulter and Cllr Wareham abstained from voting.

401. To receive information from Cllr Val Potheary regarding a proposal from Dorset Council for the enhancement of Gillingham High Street.

Cllr B von Clemens informed the meeting that information is not available at the present time, however a press release from Dorset Council is expected shortly.

402. To receive information regarding the public consultation for the Draft Dorset Local Plan and to set up a task and finish group to draft recommended responses for consideration by Full Council - documents are now available from the Dorset Council's website:

<https://moderngov.dorsetcouncil.gov.uk/ielssueDetails.aspx?Ild=11239&Opt=3>

A report presenting the background of the Draft Dorset Local Plan consultation was circulated prior to the meeting. Please refer to **APPENDIX C**

It was agreed and **RESOLVED** to set up a task and finish group to study the Dorset Council Local Plan consultation documents and to draft responses for consideration by the Full Council.

It was agreed and **RESOLVED** that the following people should form the Dorset Local Plan Task and Finish Group: Cllr Cullingford, Cllr Potheary, Cllr Gould, Cllr Poulter, Cllr Toye, Cllr Weeks, Cllr Wareham, the Town Clerk and the Office Manager.

403. To receive and consider applications for Free Room Hire, if any.

There were no applications to consider this month.

404. To receive and consider Cllr Val Potheary's resignation from the Finance Committee.

It was agreed and **RESOLVED** to accept the resignation of Cllr Potheary from the Finance Committee.

It was agreed and **RESOLVED** that the Finance Committee should run with a vacancy until the Annual Council Meeting in May 2021.

405. To receive and consider reports from the following task and finish groups:

a) Woodwater Farm Sports Pitch

Cllr Poulter confirmed that the terms of the resolution made on 15th October 2020 at the Extra-ordinary meeting of Full Council, as recoded in Minute No. 346, have now been met.

On behalf of the Task and Finish Group, Cllr Poulter thanked the Football Foundation and the Football Stadia Improvement Fund for their co-operation and help.

Cllr Poulter stated that the Town Council can now look forward to liaising with Gillingham Town Football Club and helping them to achieve their aspirations for the future.

It was agreed and **RESOLVED** that as the terms of the resolution, as recorded in Minute No.346, have now been met, the sum of £11,565.50 should be paid forthwith to the Football Stadia Improvement Fund from Earmarked and General Reserves.

It was agreed and **REOLVED** that the requirement for a monthly report to Full Council is no longer necessary and the Task and Finish Group should only be called upon to make a report when requested.

b) Town Council Workshops

Cllr Harris presented a report on the progress of the refurbishment of the Town Council Workshops. Please refer to **APPENDIX D**.

It was agreed and **RESOLVED** that the Town Council consider and agree to rename the new workshop site "Roman Court".

It was agreed and **RESOLVED** that the Town Council task the Town Clerk to take the necessary action with the Dorset Council Licensing Department to register the new name, requesting that the road sign is changed appropriately.

It was agreed and **RESOLVED** that the Town Council approve the following virements:

- £9K from Budget No. 5403, Highways, to Budget No. 7211 Premises New Works Depot.
- £1.8K from Budget No. 5061, General Maintenance, to Budget No. 7211 Premises New Works Depot

It was agreed and **RESOLVED** that the Town Council's Financial Regulations are suspended as per section 17.2 to allow the electrical installation at the new workshop as specified in this report for the following reasons:

- Early availability
- Value for money
- Knowledge of the company having used it previously and been satisfied with the high service delivered
- Local company
- Competitive quotation

It was agreed and **RESOLVED** that Company 4 is chosen as the preferred supplier to complete the electrical installation at the new workshop and that the installation for the sum of £32,474.95 ex VAT is made from monies earmarked specifically for this project.

It was agreed and **RESOLVED** that the Town Council's Financial Regulations are suspended as per section 17.2 to allow the building works at the new workshop as specified in this report for the following reasons:

- Early availability
- Value for money
- Knowledge of the company having used it previously and been satisfied with the high service delivered
- Local company
- Competitive quotation

It was agreed and **RESOLVED** that Company 1 is chosen as the preferred supplier to complete the building works at the new workshop and that the work for the sum of £42,102.80 ex VAT is made from monies earmarked specifically for this project.

c) Gillingham Neighbourhood Plan Review

The Town Clerk reported that work is ongoing.

406. To receive and consider the Quarterly Newsletter (Winter Edition), prior to circulation.

A copy of the Quarterly Newsletter (Winter Edition) was circulated prior to the meeting.

It was agreed and **RESOLVED** that the Quarterly Newsletter is agreed and approved for publication.

407. To receive a report on the Mayor's and Deputy Mayor's civic activities.

The Mayor reported that he had attended the White Hart Market on Saturday, 12th December with The Chairman of Dorset Council, Cllr Val Potheary. The Mayor also reported that he had visited Upper Lodden Public Open Space in Gillingham where he was pleased to support GANG in the creation of the town's second community orchard.

408. To receive matters pertinent to this meeting. Please note: 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) Equilibrium Youth Work CIC

Information was received from Equilibrium Youth Work CIC regarding the possibility of building a North Dorset College. This matter will be included on the agenda for the January meeting of Full Council. Please refer to **Appendix E**.

b) Ham Roundabout, Shaftesbury Road

Several members congratulated the Gateways Task and Finish Group on the work to the roundabout at Shaftesbury Road and thanked everyone involved in the project.

c) Staff achievements

The Mayor congratulated staff members for the following achievements:

- Debra Edwards, RFO, who has been awarded a BSc (Hons) in Global Development and Sustainability;
- Jill Ezzard, Office Manager, has been awarded AAT Foundation Certificate in Accounting Level with distinction, and
- Julie Hawkins, Town Clerk and Clare Ratcliffe, Deputy Town Clerk have both qualified as Principal Members of the Society of Local Council Clerks.

d) Christmas wishes from the Mayor

The Mayor reminded members that this was the last meeting of 2020 and thanked councillors and staff for their hard work during the past year. The Mayor wished everyone a very happy Christmas and a prosperous new year.

There being no other business on the agenda, the meeting closed at 21.03.

Signed: (Cllr Barry von Clemens, Mayor of Gillingham)

Date: 25th January 2021

Dorset Councillor Ward Reports, as follows:
Cllr Belinda Ridout, **APPENDIX F**

Full Council – 14th December 2020

Minute no. 396(f)

Gillingham Town Council

Town Team Report

Author: Cllr Mike Gould

Town Team Report for December

- Master planning funding request has been pended in favour of a Feasibility/Business Case Study now for consideration by Gillingham Town Council. Dorset Council have given qualified matched funding support pending a review in January up to £5k.
- Funding for an initial year subscription to the Shopappy site for all shops and other traders and organisations in Gillingham (worth £240 per business) has been agreed by the LEP. This gives local traders an internet platform to compete with Amazon etc.
- Inaugural White Hart Market on the High Street on Saturday, 12th September 2020.
- BID Feasibility work (again funded by Dorset Council) will proceed early in 2021.
- Some High Street vacant property has given permission for Art displays.

Gillingham Town Team**Station Road West Gillingham – Feasibility/Business Case Study****Author: Ian Day, Chairman of Town Team****1. Background**

This study is a tightly focused piece of external specialised consultancy work to demonstrate to ‘key stakeholders’ the practicality and various benefits (particularly commercial financial costs and benefits) of regenerating Station Road West, Gillingham. This is within the Terms of Reference of Town Team which require us to support the economic development of the Town. ‘Key stakeholders’ in the context of this study are:

- Property/landowners in Station Road West
- Tenants of property/landowners in Station Road West
- Gillingham Town Council and Gillingham Town Team
- Dorset Council
- Network Rail and South Western Railways

Manager

- To be decided and supported by Dorset Council planners

Definition of the Study Area

- The study area has been defined around the existing commercial landowners and occupiers within Station Road West, Gillingham. They have all expressed a positive interest to the Gillingham Town Team in looking at the relocation and regeneration opportunities in this area. This also gives sufficient ‘critical mass’ to make delivery of such a project viable.

Timing

- Dorset Council believe there is a distinct ‘window of opportunity’ now and in the medium-term to secure much needed regeneration of this important approach to Gillingham Railway Station because of the following:
 - Gillingham Strategic Site Allocation (mixed use Southern Expansion of the town) (SSA)
 - Current work being undertaken to complete the Master Plan Framework for the same – now focussed on commercial areas of Brickfields and Kingsmead Industrial Estates

- The owners of Merck/Brickfields land allocation for industrial /commercial development have availability
- The owner of Kingsmead Industrial site continues to have availability of industrial/commercial land
- The Gillingham SSA is due to deliver circa 1,800 dwellings which will boost the local economy and generate the need for more local employment and new commercial floorspace
- The significant planned housing development, together with the changing nature of employment in market towns away from the more traditional town centre and agricultural/rural services requires a catalyst to stimulate employment site development and address market failure.
- Local employment opportunities are needed to reduce out-commuting so making Gillingham significantly more sustainable.

Strategic Fit

- Dorset LEPs vision is:
 - “By 2033 Dorset will be one of Britain’s Core City-Regions, and the most sustainable of these” with an objective that “Each part of Dorset will play its role delivering sustainable growth across Dorset”,
 - Sustainability - positively seek opportunities to meet the development needs of the area (Defra)

Local Plan

- Ensuring the Vitality of the Market Towns
- The objective is to support the role and function of the market towns of Blandford Forum (and Blandford St. Mary), Gillingham, Shaftesbury and Sturminster Newton as the main service centres for the District by:
 - making them the main focus in the District for housing development, including affordable housing;
 - enhancing their employment and training opportunities, particularly through the provision of sufficient employment land, to meet the growing needs of the towns and their hinterlands;
 - ensuring that housing development is delivered in step with employment opportunities, community facilities and infrastructure
 - Gillingham Neighbourhood Plan - ‘made’ 27 July 2018:
 - “The plan will direct future development at Gillingham to meet the changing needs of the community in the period to 2031. It indicates where and when that development should take place and what additional community facilities will be required as a result of it.”
 - Policy 7 addresses development within the defined town centre boundary, and Policy 8 focusses specifically on the Station Road Mixed Use Area.

Context

The four main towns in North Dorset (Blandford, Gillingham, Shaftesbury, and Sturminster Newton) are relatively isolated sitting on or near the A350 but remote from the major local economies and employment areas. The A350 connectivity is identified by business as critical for their growth and expansion (as expressed at the Combined Authority Prosperous Dorset Consultation -June 2015).

With major new housing allocations in Blandford, Gillingham and Shaftesbury (Local Plan requirements 2011 – 2031 totalling in excess 4500 units) planned, there is an increasing aspiration and need for these towns to offer local employment opportunity to make the settlements more sustainable.

Growth rates in residential land values have far exceeded growth rates in employment land values resulting in an increasing disparity in land values. Housing land in North Dorset is worth about four times that of employment land (Land value estimates for policy appraisal - DCLG 2015) while commercial rents are between 30% and 50% lower than larger centres of employment (valuation data) making new employment developments less attractive and with uncertain returns for land owners, investors and developers in more rural areas. As a result, employment land allocations have not been developed at a rate commensurate with the growth in housing. It is considered that the employment sites in recent years have not come forward without public sector intervention – market failure

Historically these towns have been service centres for an agricultural economy and rural hinterland, with retail activities and agricultural related services predominating. More recently the local economies have diversified, and some new industries have been established.

Town centres are undergoing change as the impact of Covid 19 and online shopping continue to be felt.

To maintain the health of our market towns and avoid them becoming dormitories, greater self-sufficiency in leisure, hospitality, entry level sites for start-ups and back office functions will be beneficial.

Greater self-sufficiency also supports the Green aspirations of the Town by reducing CO2 emissions resulting from commuting.

Gillingham in particular already experiences significant out-commuting for employment (net losses of 1100). With the additional housing growth planned for the towns, out-commuting will increase unless significant additional employment opportunities are created through the release of the employment land allocations.

Stimulating release of the employment sites also helps to address other economic imbalances locally. Gillingham and Shaftesbury have the lowest level of skills each with 24% working in low skill occupations (process/plant/machinery operatives and elementary occupations) – below the county and England averages.

With the development of these sites allowing the attraction of new businesses (and the long-term possibility of a North Dorset FE hub in Gillingham providing accessible local skills provision) there is an opportunity to raise the skills levels locally and achieve a more diverse higher value local economy.

Merck at the existing Brickfields are the UK node of a European warehousing and distribution network. Their local skills base also provides customer services, order management, procurement, and strategic specialist sourcing. They are a significant local employer – circa around 170 staff - in the Life science and chemicals industry identified in the LEP Vision as a potential future key growth sector. Development of the employment allocation could facilitate the growth of this significant company and support this element of the LEP vision.

Also notable on the existing Brickfields industrial estate is Dextra Lighting which employs well over 500 staff, 2/3 in basic manufacturing workshops.

Gillingham and Blandford also form a natural economic activity link and extension of the Western Dorset Growth corridor along a route identified by businesses as critical to their growth and survival

2. Proposal

This submission seeks £5,000 to fund specialist consultancy advice to produce a tightly focused feasibility / business case study for regenerating Station Road West, Gillingham.

This to be tendered for and procured under the supervision of Dorset Council

The objective is to produce a sound commercial assessment that demonstrates the potential financial costs and benefits associated with a coherent approach to the regeneration of Station Road West, Gillingham, within the context of the statutory Development Plans (Local Plan and Neighbourhood Plan).

The study should provide evidence of the feasibility and business case to demonstrate the potential added value to landowners and existing tenants participating in such a project, or not, as the case may be. Either way the study should helpfully inform whether or not the project is worthy of progressing.

If the study can demonstrate a sound business rationale for adding value to the Station Road West regeneration project areas, it will be a powerful tool to secure buy-in from all the key stakeholders and potential investors.

This in turn may act as the catalyst to also secure the regeneration of key areas of Station Road East, the Railway Station and public transport hub. The study needs to be considered in that context identifying potential elements of planning gain. It may also provide the ‘critical mass’ in terms of identifiable need for alternative and or new commercial floorspace on allocated employment land either at Brickfields or Kingsmead Industrial Estates.

Input:

Specialist consultancy advice with knowledge of the local commercial market including office, industrial, warehousing, leisure and retail. Knowledge of comparable alternative commercial development models and opportunities to tap into business funding. Consider opportunities / options that could 'pump prime' regeneration and development of new allocated employment land in Gillingham.

Output:

Feasibility / business case study report to:

- Analyse the present commercial / employment market in Gillingham.
- Identify opportunities to relocate existing businesses within Station Road West to other suitable commercial premises in the Gillingham catchment area.
- Identify significant infrastructure constraints, solutions and costs.
- Identify likely costs involved with relocation.
- Identify potential new build opportunities.
- Identify potential costs and returns on investment.
- Provide an executive summary and conclusions identifying the key objectives and findings of the study.

The study should provide a sound evidence base to allow Gillingham Town Council, Dorset Council and the Town Team to establish whether there is a business case or not to progress seeking to pro-actively regenerate Station Road West within the present 'window of opportunity' identified.

If viability is proven and added value can be quantified, this will assist with securing 'buy-in' from key stakeholders and the promotion of the opportunity. This should also assist with infrastructure servicing of employment land allocations at Gillingham (Brickfields and Kingsmead).

Identify opportunities to redesign Station Road west to use land more intensively and valuably by providing an attractive, walkable mixed-use link between the Station and the town centre (a long-standing aspiration, as Le Neubourg Way is such a barrier).

Identify examples of place-making in comparable sites in England which have led to enhanced value, footfall and economic and social vitality – which will assist with securing 'buy-in' from key stakeholders and investors.

Timescale

Length of project and major milestones to completion. Include period over which benefits will be realised.

Indicative Timeline: January – April 2020

- Draft and agree project tender specification with Dorset Council and Gillingham Town Council / Town Team January 2020

- Out to tender - January 2020
- Appoint Consultant - February 2020
- Scoping / inception meeting with client - February 2020
- Draft report produced April 2020
- Finalised report agreed with client and produced

Gillingham Town Council**Dorset Council Local Plan****1. Background**

The following press release was issued by Dorset Council on 3rd December 2020:

A decision is to be made which will affect the lives of people in Dorset for the next 15 years and you have the chance to put forward your views.

A consultation on the draft Dorset Council Local Plan will start in January 2021.

The local plan outlines the strategy for ensuring the growth that the area needs happens in the right places, and is of the right character and quality, while protecting Dorset's natural environment and acting on climate change. It also ensures that the right level of community services is provided, including schools, as well as retail, leisure and other community facilities.

Once adopted, the Local Plan, alongside any Neighbourhood Plans, will be the legal starting point in determining planning applications for the area. The papers and plan can be viewed at <https://moderngov.dorsetcouncil.gov.uk/mgAi.aspx?ID=6723#mgDocuments>

The council is required to consult with a range of stakeholders including public bodies such as the Environment Agency and voluntary bodies such as local charities.

In addition, the council will continue to consult town and parish councils.

The Duty to Cooperate, a legal test that requires cooperation with neighbouring planning authorities, means that the council will be talking to neighbouring councils to ensure that all housing and employment needs have been met.

The first Dorset Council Local Plan consultation will begin in January 2021 and will last for eight weeks. There will be a further opportunity to comment in late 2021 before the Plan is submitted for independent examination and adopted in 2023.

The draft Dorset Council Local Plan will be available on the council's website at www.dorsetcouncil.gov.uk/dorset-local-plan. During the consultation, there will be displays in libraries where you can borrow a hard copy of the plan. A dedicated phone line will be available for enquiries from Monday – Friday. The council will also be holding virtual webinars on key themes within the Local Plan.

There is also a series of podcasts that have been developed to help people understand key local plan topics such as consultation, housing, the Green Belt and infrastructure (including roads and public transport). These are available via Spotify, iTunes and Anchor.

The Draft Dorset Council Local Plan has used all the information gathered by the former borough and district councils.

Neighbourhood plans will be used in conjunction with the overall Dorset Council Local Plan to inform planning decisions.

2. Recommendation

- That a task and finish group is set up to study the Dorset Council Local Plan consultation documents and draft recommended responses for consideration by Full Council.

Gillingham Town Council**Workshop Task and Finish Group****Lead: Councillor Paul Harris, Deputy Mayor****1. Current Progress**

The task and finish group held an MS Teams meeting Friday 11 December and noted that:

- Internal painting continues
- The mezzanine floor has been removed
- Blockwork to refurbish external areas continues
- The drainage contract was completed, noting that additional work was required due to a change in conditions within one drain.
- Doors for units 1a to c will be delivered on Tue 15 Dec and installed. Doors for other units will be delivered in early Jan 21.
- Building Control submission awaits SAP calculation completion and is scheduled to be submitted before Christmas.
- Tender submissions for electrical and building works to units 1d (office) and 2c (mess room) have been received for tender board selection.

2. Renaming Workshop Site

The task and finish group have kept the name of the site under constant review since purchase. The name Roman Business Centre is felt to be inappropriate under the Town Councils ownership. The site is no longer a business centre, but a council works department site. It was recognised that the name should continue to reflect the heritage of the town. Numerous alternative names were tested within the group. Many endings familiar throughout Gillingham were tested; such as Park, Way, Lane, Road, Avenue, Street, Close, Place, Drive, Terrace and Square. The group considered that Court was the most appropriate. The site is bounded on three sides and is only open to those who work or visit the location. It is fitting that the current period descriptor is retained. The task and finish group therefore recommend that the site is remained Roman Court, Le Neubourg Way.

3. Electrical Work

A schedule of work, with appropriate diagrams and mapping, to install appropriate power and lighting to the seven units was drawn up. The specification was compiled with input from the works manager, staff and experienced members of the task and finish. The schedule was distributed to six companies who were chosen to supply a formal quotation,

having either previously supplied services to the town council or been recommended to the council to supply services. Four responded as shown below.

Contractor 1	Contractor 2	Contractor 3	Contractor 4
£31,298.63	£32,846.19	£33,625.00	£32,474.95

Contractors 2-4 all visited the site by arrangement. Contractor 1 provided the tender from documentation.

The tender board consisted of 3 Councillors from the workshop task and finish group, supported by specialist knowledge from the works manager and his deputy. The board looked for value for money, cost, early availability to complete the task, local company, familiarity with the company, its services and standards.

Preferred Choice

The tender board preferred choice is Contractor 4 for the following reasons:

- Early availability
- Value for money
- Knowledge of the company having used it previously and been satisfied with the high service delivered
- Local company
- Competitive quotation

The full information submitted by each company is available to councillors on request.

4. Refurbishment Work to Units 1D (office/training complex/disabled toilet) and 2C (mess room/showers).

A schedule of work, with appropriate diagrams and mapping, to conduct building work was drawn up. The specification was compiled with input from the works manager, staff and experienced members of the task and finish group. The schedule was distributed to five companies who were chosen to supply a formal quotation, having either previously supplied services to the town council or been recommended to the council to supply services. Two responded as shown below:

Contractor 1	Contractor 2
£42,102.80	£51,174.00

The tender board, consisted of 3 Councillors from the workshop task and finish group, supported by specialist knowledge from the works manager and his deputy. The board looked for value for money, cost, early availability to complete the task, local company, familiarity with the company, its services and standards.

Preferred Choice

The tender board preferred choice is Contractor 1 for the following reasons:

- Early availability
- Value for money
- Knowledge of the company having used it previously and been satisfied with the high service delivered
- Local company
- Competitive quotation

The full information submitted by each company is available to councillors on request.

5. Budget Review

The group reviewed the outline budget. Items such as the boundary fence and gates have been removed due to cost. Items such as water rates and electricity can be funded from the current workshop funding lines as the work force is dividing its time between sites and costs at the current site are reducing. Funds allocated to planning permission for the fence and for moving costs have been removed as currently unnecessary. Costs for work on gas supply pipes have been inserted following quotes from appropriately qualified companies. Some of the new workshop budget funds are reserved for non-refurbishment costs (i.e. 1st repayment of loan costs) which total £22,273. This reservation impacts the new workshop refurbishment programme funding. The work to complete the electrical installation and unit refurbishment outlined in paragraphs 3 and 4 above is underfunded. Changes to the work schedules to reduce costs now will result in a partial solution. Reinstatement later would incur far greater costs. A solution is to conduct a virement of funds from underused budget lines to the new workshop by replacing a portion of the non-refurbishment costs of £22.3K to the value of £10,800. In conjunction with the Town Clerk underused funds, that given past experience could be subject to virement, are identified as budget line 5493, highways £9K and budget line 5061, general maintenance £1.8K out of the £5.8K currently remaining.

6. 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.

7. Recommendations

- That the Town Council consider and agree to rename the new workshop site “Roman Court”.
- That the Town Council task the Town Clerk to take the necessary action with the Dorset Council Licensing Department to register the new name, requesting that the road sign is changed appropriately.
- That the Town Council consider and agree budget line virements as follows:
 - £9K from budget line 5403, highways, to budget 7201 Premises New Works Depot
 - £1.8K from budget line 5061, general maintenance, to budget 7211 Premises New Works Depot
- That the Town Council’s Financial Regulations are suspended as per section 17.2 to allow the electrical installation at the new workshop as specified in this report for the following reasons:
 - Early availability
 - Value for money
 - Knowledge of the company having used it previously and been satisfied with the high service delivered
 - Local company
 - Competitive quotation
- That Company 4 is chosen as the preferred supplier to complete the electrical installation at the new workshop and that the installation for the sum of £32,474.95 ex VAT is made from monies earmarked specifically for this project.
- That the Town Council’s Financial Regulations are suspended as per section 17.2 to allow the building works at the new workshop as specified in this report for the following reasons:
 - Early availability
 - Value for money
 - Knowledge of the company having used it previously and been satisfied with the high service delivered
 - Local company
 - Competitive quotation
- That Company 1 is chosen as the preferred supplier to complete the building works at the new workshop and that the work for the sum of £42,102.80 ex VAT is made from monies earmarked specifically for this project.

Full Council – 14th December 2020

Minute no. 408

Gillingham Town Council

Matters Pertinent

Equilibrium Youth Work CIC



Equilibrium youth work cic

C/o The Blandford Youth Centre Mill down Road Blandford Dorset DT11 7SQ
 tel 01258 471759 email office@eqcic.co.uk web www.eqcic.co.uk

Open letter to North Dorset Councils:

equilibrium: a state of physical balance; a state of mental or emotional equanimity; a state in which the energy in a system is evenly distributed and forces, influences etc. balance each other;

A not for profit community interest company working with young people: also known as eq

Re: Possibility of building a North Dorset College.

Dear Councillors,

My name is Paul Williams and I am the Director of Equilibrium Youth Work, a mentoring service for children and young people across the whole of Dorset.

I have lived and worked in North Dorset since 1991 and have long held the belief that the young people living in North Dorset would benefit greatly from a Local Technology College, to provide them with the knowledge, skills and qualifications they need going forward in our ever-increasing technological world.

By a Technology College, I do not mean a Technical College, indeed this college should concentrate on future technologies not those of the past like car mechanics and hairdressing! A college that focuses on Bio Metrics, Artificial Intelligence, Robotics, Augmented Reality, Quantum Computing, Renewable Energies, to name just a few.

I believe that a Technology College like this would not only be a great starting point for our young people in this modern world, but would likely attract prospective employers to the area, with a ready-made work force to recruit from.

The reason I am writing to you all at this point in time, is because I am aware of the Chancellors 'Levelling Up Fund' which could potentially pay for the construction of such a major resource.

I have raised the idea of a North Dorset College some years ago, but could not secure the funding needed to pay for the infrastructure, but there was never a doubt about the need for such a resource.

I do hope that Councillors share my belief in the benefits a college of this type could bring to the area and would be more than happy to help explore the viability of an application under the 'levelling up fund' should anyone wish to pursue it.

Thanking you for your time this evening.

Yours faithfully

Full Council – 23rd November 2020

Dorset Council Ward Report – Cllr Belinda Ridout

REMINDER: The Draft Climate and Ecological Emergency Strategy and Action Plan consultation has been extended to Wednesday, 20th January 2021.

Member’s Briefing, Thursday, 15th November: Food Security

Vulnerable individuals and families, Winter Pressures Grant. Dorset Council has a strong partnership with local communities, volunteers, informal and formal voluntary and the community sector, more so during the COVID lockdown: vulnerable individuals, families, self-isolating (Test and Trace) and Clinically Extremely Vulnerable (CEV’s), previously referred to as the ‘shielded’. Help is available through the Dorset Council (DC) website, the ‘Help and Kindness’ website <https://www.helpandkindness.co.uk/>, the Dorset Council Contact Centre (for reactive and proactive calls) and the CAB call centre (for food and other related matters).

Dorset Council supports the food supply network by:

- Mapping the wide and varied offers across the county;
- Encouraging everyone to resister with #helpandkindness;
- Creation of a Food Bank forum/Network;
- Financial support to food banks and other community food supply;
- Supporting the development of community fridges and social supermarkets.

The key principles to supporting people: Personalisation and helping them to help themselves; Sustainability - seeking to address the causes of food insecurity and local sources of support. These can be achieved by understanding the barriers to food security: Logistical – by securing supermarket delivery slots, volunteer pick up, and Financial: by linking to offers of support in the local area; providing emergency food parcels (in exceptional circumstances) coordinated by Dorset Volunteer Centre from 4 hubs or by referring to the CAB for further advice and support.

Winter Pressures Grant

A new £170m Covid Winter Grant Scheme has been announced with up to £922k for Dorset Council. To be paid in 3 instalments. This is managed by the Department for Work and Pensions with delivery from 1st December through to 31st March. The funding is ring-fenced, and detailed guidance awaited. Spend should be locally determined with at least 80% earmarked to support with food and essential utility costs; at least 80% spent on families with children. It is not means-tested and doesn’t affect benefits.

The proposed approach is to issue food vouchers to families eligible for free school meals, working with schools to deliver over Christmas and half-term in February with an on line form/call centre, primarily targeted at: families with children in the early years; care leavers; young people with education, health and care plans; 18-25 year olds and vulnerable families.

Covid update

Cases across Dorset decreased by 70% during lockdown, despite an early spike during November. On the first day of lockdown, 205 people tested positive for coronavirus – 144 cases in the BCP area and 61 cases in the Dorset Council area. On Tuesday, December 1st, cases had fallen to just 61 across the county – 14 in Dorset Council area and BCP Council area saw 47 people test positive. The statistics suggest that the lockdown has worked in reducing the spread of coronavirus across the county.

Cosy at Christmas – winter coats and pyjamas appeal.

An appeal asking for new or nearly new children’s winter coats and pyjamas (suitable for ages 3-12) to be donated started the first week in December. 2020 has been a tough year for many and DC would like to make it just a little bit better for children and families in Dorset. There will be one week when people can drop off items, an isolation period to minimise the risk of COVID and then a week where families can drop-in and pick up coats and pyjamas.

Our nearest drop off/pick-up point is Shaftesbury Children’s Centre, Wincombe Lane, Shaftesbury SP7 8PZ, Tel: 01258 474036.

Drop off dates/times: Fri 4th, Mon 7th – Thurs 10th. 9.30am-4pm.

Pick up dates/times: Mon 14th – Fri 18th, 9.30am to 4pm.

Libraries

All 23 Dorset Council libraries will be open from Wednesday, 2nd December. Customers will be able to browse books and use the library computers (bookable slots). The order and collect service will still be available as an alternative to visiting.

Gillingham Library opening times:

Monday 9.30am to 1pm

Tuesday 9.30am to 1pm, then 2pm to 5.30pm

Wednesday Closed

Thursday 9.30am to 1pm

Friday 9.30am to 1pm.

Saturday 9.30am to 1pm and 2pm to 4pm

Shaftesbury Household Recycling Centre

Members received an interesting briefing on the workings of this depot. The current refuse collection vehicles from this depot consist of three single vehicles collecting three waste streams: food, recycling and glass and 3 dual vehicles, collecting refuse and food waste. These will be replaced in the Spring of next year with all dual vehicles, collecting recycling

and waste. In May there will be changes to rounds and days/weeks of collection. More details to follow.

A missed bin collection can be reported online using the DC website, clicking on: **Bins, Recycling and Litter**, following the links and filling in the form. There is general information on reporting, but it is important to report a missed bin the same week it is missed. Fly tipping can be reported in the same way from the **Bins, Recycling and Litter** tab and then selecting **Street Cleaning and Litter** problems. There is an interactive map where the location can be exactly pin pointed. Photographs are also very useful. Dorset Waste works with the Ranger Service where fly-tipping is on bridleways/footpaths. Please note that Dorset Waste only removes fly-tipping from the public highway, not on private land (the landowner has to clear). However, the DC Waste Enforcement team may be interested in looking at fly-tipping on private land to search for evidence and check for links with tipping on the public highway. In certain circumstances DC can offer a paid waste removal service for fly tipping on private land.

Very little waste goes to landfill. Recycling and household waste collected by the Shaftesbury depot goes to Blandford or Sherborne transfer stations and then onto the relevant treatment plants. About 60,000 tonnes of residual waste goes to New Earth Solutions near Wimborne. Here, waste is treated in a mechanical biological treatment process with some materials such as metals, reclaimed. A compost like output is produced from the organic fraction with waste baled for burning as a refuse derived fuel.

Food waste goes to be treated at the Eco Anaerobic Digestion plant in Piddlehinton. Household waste is used for energy from fuel. It is very important that no food waste goes in the household black waste as this contaminates the waste. Recycling waste is 'bulked up' near Hurn and then sent to Shotton, North Wales where materials are separated. Seems a long way to send waste but it is home to the United Paper Mill and Dorset produces high quality fibre content waste, which is used in the paper mill, so a good price is obtained.

As refuse collection crews are the eyes and ears of communities, on a week to week basis, a system is being drawn up to flag up potential safeguarding/vulnerability issues with customers, where crews can report to their supervisor and the concern relayed to the relevant DC department (e.g. housing, care services) or police if necessary. E.g. bins not put out repeatedly might indicate a customer's difficulty to put their bin out (assisted bin service needed) or they might be ill and needing attention.

SWR timetable changes

SWR have announced that the planned increased services from 13th December 2020 will not be happening partly due to the second COVID lockdown. The decision has been made to 'rollover' the weekday timetable from 13th December 2020 to 26th March 2021. So, from 13th December, SWR will continue to operate the same weekdays timetable that has been running since September 2020. Some weekend timetables will still change to reflect patterns in demand and accommodate planned engineering works. The advice is to check before you travel. More information on current and future timetables can be found at: <https://www.southwesternrailway.com/plan-my-journey/timetables>.

Help and Support for Dorset Residents

As part of DC and partners' community response to COVID 19, there is help and support on offer to struggling residents this winter. The focus is on supporting families with children, people in financial difficulties and those facing loneliness and isolation over the festive season. The aim is to make sure vulnerable people have access to food and warm clothing for their children, and someone they can talk to if they need to.

Help to deal with financial struggles:

Dorset Citizens Adviceline on Freephone 0800 144 8848.

Support also available online: www.dorsetcouncil.gov.uk/reaching-out.

Coping with Isolation and Loneliness: Dorset Together Team, support including food shopping and delivery, collection of prescriptions, dog walking and befriending. Help can be accessed via an online form on the Dorset Council website or by calling the **Dorset Together helpline on 01305 221000**, 8.30am to 5pm, Monday to Friday.

Digital Hotline – people with queries about getting online or improving online skills can call the **Dorset Digital Hotline on 01305 221048**, Monday to Friday from 10am to noon. Outside of those times you can leave a message and a Digital Champion will get back to you.

If you are on a low income and do not have a broadband connection or device at home to connect to the internet, it may be possible to help you to get set up.

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. Dorset Council website: <https://www.dorsetcouncil.gov.uk>.