



GILLINGHAM TOWN COUNCIL

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FULL COUNCIL MINUTES

The minutes of the **Full Council** meeting convened on, **Monday, 26th October 2020** at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4 April 2020.

Present

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

In Attendance

Town Clerk: Julie Hawkins
Deputy Town Clerk: Clare Ratcliffe
Office Manager: Jill Ezzard
RFO: Debra Edwards

Press and Public

Press: Michael Streeter: Gillingham and Shaftesbury News; Gemma Gibson: The Vale Journal
Public: Two members of the public

At the request of the Mayor, prior to the Full Council meeting, there was a short presentation at 7.15pm by Rendezvous, the organisation that provides youth outreach work in the town. Additional information and an Annual Report for 2020 had been circulated prior to the meeting. A short postproduction clip of the film ‘Covid and Me’ made by a young person and a professional filmmaker was shown. The Mayor expressed his appreciation for all the work that Rendezvous is doing in Gillingham.

The Full Council meeting commenced at 7.32pm.

Minute no.	
347.	Public Participation. <u>Please note:</u> 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.
348.	To receive and accept apologies for absence.
	There were no apologies for absence.
349.	To approve the minutes as a true and accurate record of the meeting held on Monday, 28th September 2020 and the Extra-ordinary meeting held on Thursday, 15th October 2020.
	It was agreed and RESOLVED to approve the minutes as a true and accurate record of the meeting held on Monday, 28 th September 2020 and the Extra-ordinary meeting held on Thursday, 15 th October 2020. The chairman will duly sign the minutes when possible to do so.
350.	To receive any questions pertaining to the previous minutes.
	There were no questions pertaining to the previous minutes.
351.	To receive declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.
	There were no declarations of disclosable pecuniary interests.
352.	To receive and consider reports from youth organisations, if available.
	There were no reports received this month.
353.	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 a meeting held been held; there was nothing to report.
	b) Town Meadow Group
	Cllr Cullingford verbally reported that a meeting had taken place on 17 th November. Four new volunteers would like to join the committee and it may be possible to set up a sub-committee.
	c) Gillingham Chamber of Commerce and Industry
	Cllr B von Clemens reported that a meeting had taken place; the Chamber is working hard to support local businesses.
	d) DAPTC (Larger Towns: Cllr von Clemens, Northern Area: Cllr Toye / Cllr Weeks).
	Cllr B von Clemens reported that he will be attending the DAPTC AGM in November via Zoom. Cllr Toye and Cllr Weeks who attend Northern Area meetings had nothing to report.
	e) Shaftesbury and District Transport Forum

	Cllr B von Clemens reported that no meeting had taken place.
	f) Gillingham Town Team
	Cllr Gould referred to a report that had been circulated prior to the meeting. Please refer to Appendix A . Cllr Cullingford commented that it was a great shame that the first market planned for September had to be cancelled at the last minute and suggested that the organiser of the market has local contact details of people who could help when an unforeseen problem/emergency occurs, so that market is still able to go ahead. Cllr Gould suggested that in future, the market organisers should have a contingency plan in place.
	g) Gillingham Youth Centre Management Committee
	Cllr B von Clemens reported that the youth club was slowly getting back to normal but with only 15 young people attending at a time. This is challenging as the Thursday session has over 100 members. A comprehensive service via Zoom is being offered.
354.	To receive, consider and adopt the following standing committee reports:
	a) General Purposes Committee meeting held on Monday, 5th October 2020
	It was agreed and RESOLVED that the minutes of the General Purposes Committee held on Monday 5 th October 2020 are approved and adopted.
	b) Planning Interim Committee meeting held meeting on Monday, 28th September 2020 and the Planning Committee held on Monday, 12th October 2020
	It was agreed and RESOLVED that the minutes of the Planning Interim Committee meeting held on Monday, 28 th September and the Planning Committee held on Monday, 12 th October 2020 are approved and adopted.
	c) Finance Committee meeting held on Monday, 19th October 2020
	It was agreed and RESOLVED that the minutes of the Finance Committee meeting held on Monday, 19 th October 2020 are approved and adopted.
355.	To approve and authorise any payments over £10,000, if any.
	There were no payments over £10,000.
356.	To receive, consider and approve the quotations from Dorset Council for the landscaping of roundabouts at Ham and Peacemarsh.
	A report was circulated prior to the meeting. Please refer to Appendix B . The report contained two recommendations. It was agreed and RESOLVED that the quotation received from Dorset Council no. 9069, for roundabout landscaping, excluding three-year maintenance costs, at Ham is accepted for a total of £11,740.76 ex VAT and financed from earmarked funds. It was agreed and RESOLVED that the quotation received from Dorset Council, no. 9070, for roundabout landscaping, excluding three-year maintenance costs, at Peacemarsh is accepted for a total of £5,555.62 ex VAT and financed from earmarked funds. Cllr B von Clemens thanked Dorset Councillors Val Potheary and Belinda Ridout for attending the meeting in October with officers of Dorset Council.

357.	To set up a Task and Finish Group to review Council agreements and contracts.
	It was agreed and RESOLVED that a task and finish group (to meet during daytime working hours) is set up to review the Council's agreements and contracts with outside organisations and that Cllr B von Clemens, Cllr Poulter, Cllr Harris, Cllr Kilcourse, Cllr Weeks, the Town Clerk, Deputy Clerk and Responsible Financial Officer are members of the group.
358.	To receive and consider applications for Free Room Hire, if any.
	A copy of the application had been circulated prior to the meeting. The value of the room hire over the course of a year is £240. Room hire fees are waived fees and do not form part of the Grant Policy. Action on Hearing Loss usually have free room hire for one session per month. Due to Covid and the need for social distancing, two sessions have been requested. There is also 7 months' worth of backlog hearing aid repairs to deal with. It was agreed and RESOLVED that free room hire is granted to Action on Hearing Loss as per the Free Room Hire policy.
359.	To review and agree the following policy documents:
	a) The Town Council's Financial Regulations
	It was agreed and RESOLVED that this item is deferred for another month.
	b) Data Breach Policy
	The Data Breach Policy had been circulated prior to the meeting and included revisions. It was agreed and RESOLVED that the Data Breach Policy, including revisions, is agreed and adopted.
	c) Information Security Policy
	The Information Security Policy has been circulated prior to the meeting and included revisions. It was agreed and RESOLVED that the Information Security Policy, including revisions, is agreed and adopted.
	d) Room Hire Policy
	The Room Hire Policy had been circulated prior to the meeting. Cllr Poulter referred to confusion that has arisen over the past year on whether room hire is treated as a grant. Members considered whether an additional sentence could be added along the lines of: "that to avoid any doubt, free room hire is not treated as a grant". Following a discussion, it was agreed that there is no need to amend the application form to include the suggested sentence. It was agreed and RESOLVED that the Room Hire Policy, as presented, is agreed and adopted.
360.	To receive and consider a report regarding the Woodwater Farm Sports Facility, if available.
	Cllr Poulter verbally reported that whilst he has received correspondence from Gillingham Town Football Club following the recent Extra-Ordinary Full Council meeting held earlier this month, he is still awaiting correspondence from the Football Foundation. Once this has been received, the matter will, hopefully, be concluded.

361.	To receive and consider a report from the Future Workshops Task and Finish Group, if available.
	Cllr Harris, Lead Member, summarised a report that had been circulated prior to the meeting. Please refer to Appendix C . The report contained one recommendation. It was agreed and RESOLVED that Contractor no. 4 is awarded the contract to provide the specified roller and personnel doors for the new workshop at a cost of £19,805 ex VAT to be funded from budget no. 7201 New Works Depot (earmarked funds).
362.	To consider a revision to the calendar of meetings for December 2020.
	A revised calendar had been circulated prior to the meeting. The Town Clerk explained that the revision was necessary as the budget must be agreed by Full Council and not a Committee acting as Full Council, as had previously been the case. The revised calendar also allows for the General Purposes Committee to meet during December, which had not previously been possible. There will be an extra meeting on Monday, 30 th November to discuss the budget. It was agreed and RESOLVED that a revised calendar of meetings as circulated is agreed and adopted.
363.	To receive and consider a report from the Task and Finish Group regarding the consultation on the White Paper, Planning for the Future.
	A report had been circulated prior to the meeting. Please refer to Appendix D . Cllr B von Clemens thanked Cllr Potheary and Cllr Poulter for their time going through the document. It was agreed and RESOLVED that Gillingham Town Council responds to the Planning White Paper Consultation as presented in Appendix D.
364.	To receive a report on the Mayor's and Deputy Mayor's civic activities.
	The Mayor had attended the Scouts AGM via Zoom and along with Cllr Potheary in her capacity of Chairman of Dorset Council, launched the Orienteering Trail.
365.	To receive matters pertinent to this meeting. <u>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).</u>
(a)	This item referred to Dorset Council's car park charges proposals to increase the charging day from 8am – 8pm, and charge on Sunday. Please refer to Appendix E , circulated prior to the meeting. Several councillors expressed their disappointment in the proposals. Cllr Potheary suggested that the Town Council considers the proposal at the next General Purposes Committee and makes a formal response to Dorset Council.
(b)	Notification of a Road Closure has been received from Dorset Council for Newbury through to Orchard Park for highway maintenance between 11 January and 13 January 2021. Clarification will be sought on the exact timings of the closure.
There being no other business on the agenda, the meeting closed at 8.31pm.	
Signed: _____ Date: _____	
Cllr Barry von Clemens, Mayor of Gillingham	

Please note:

- Dorset Council Ward Councillor written report received from:
Cllr Belinda Ridout. Please see Appendix F
Cllr Val Potheary. Please see Appendix G.

Appendix A

Full Council – 26th October 2020 – Minute no. 353(f)

Gillingham Town Council

Town Team Report

Author: Ian Day, Chairman Gillingham Town Team

- FE Campus project has now gained support from FE College principals thanks to the efforts of Simon Hoare MP. Next steps under discussion.
- Town Centre Master Plan funding proposal is being finalised for submission to Gillingham Town Council (GTC). Cost is likely to be circa £40,000 and will focus on a vision for Gillingham as a carbon neutral Town.
- GillHub website progress has been slower than hoped but we have received continuing evidence of its event planning and promotion benefits.
- We understand that North Dorset RFC have raised the need for a child friendly path connecting the Town and the Club as specified in the Neighbourhood plan.
- Shopappy. Work continues to support local traders and professionals by securing funding for an initial free twelve-month trial. This Shopappy app has proved very successful in other towns during lockdown to enable older and shielding citizens to remain supplied.
- White Hart Market inaugural event will now take place on Saturday 12th December following the unfortunate vehicle breakdown which caused its postponement in October.
- We await news of Park Run's inaugural event.
- The Business Improvement District (BID) steering group has met and agreed to the award of the feasibility funding to the manager of the Wimborne BID. She combines local knowledge with the experience of guiding a BID feasibility study to completion.

APPENDIX B

Full Council 26th October 2020 - Minute no. 356

Gillingham Town Council

Gillingham Gateways

A meeting was held on Thursday, 22nd October 2020 to discuss the problems that have arisen regarding the design of the roundabouts and the objection by DC Road Safety Team to allow a group of Silver Birch trees on the centre of the roundabout at Ham.

Present: Cllr Barry von Clemens, Mayor
Dorset Councillor/Town Councillor: Cllr Val Potheary
Dorset Councillor Cllr Belinda Ridout
Nigel Dibden, DC Senior Landscaping Officer
Aaron Carpenter, DC Landscaping Officer

Apologies: Paul Eastwood, DC Technical Officer, Road Safety Team

Please note: this meeting was arranged at the request of Cllr Val Potheary in her capacity as Chairman of Dorset Council and did not involve all members of the Gillingham Gateways task and finish group.

1. Roundabout – Landscaping Quotations

On 6th October, revised quotations for the landscaping were received, as follows:

Ham Farm: Quote no. 9069 dated 6th Oct 2020, £14,848 (ex VAT) to include landscaping, bulbs, traffic maintenance and 3 years maintenance

Peacemarsh: Quote no. 9070 dated 6th October 2020, £7,019 (ex VAT) to include landscaping, bulbs, traffic maintenance and 3 years maintenance

Spring bulbs

The breakdown of costs for the bulbs for Ham Lane and Peacemarsh are as follows:

Ham Farm. various bulbs as Revised Plan C: £2,829.00. Labour, internal and hired plant costs etc. £2,679.16

Peacemarsh. various bulbs as Revised Plan C: £565.80. Labour, internal and hired plant costs etc. £492.00

Unfortunately, the costs for traffic management cannot be avoided.

To prepare the site(s) a digger will be used to scrape off the top layer. This is easier to do once the existing vegetation has been cut and collected.

A geotextile membrane will be laid first in the areas of hardstanding to suppress weeds.

It is estimated that the works to both roundabouts will take three to four weeks. Start date to be confirmed.

There is a concern from DC Road Safety that the trees pose a collision risk; however, talks with Michael Potter, DC Road Safety Team Lear continue. The cost of trees or shrub alternatives have not been included in the above quotations.

Ongoing Maintenance

Dorset Council three-year maintenance cost for Ham Farm roundabout included in quote 9069 is £3,107.24.

Dorset Council three-year maintenance costs for Peacemarsh roundabout included in quote 9067 is £1,463.38.

It is preferable that on-going maintenance can be undertaken by GTC staff.

2. Entrance Signage

Ongoing issues have been raised with Dorset Council via Cllr Val Potheary and Cllr Belinda Ridout. A response is awaited.

3. Recommendations

That the quotation received from Dorset Council no. 9069, for roundabout landscaping, excluding three-year maintenance costs, at Ham is accepted for a total of £11,740.76 ex VAT and financed from earmarked funds.

That the quotation received from Dorset Council, no. 9070, for roundabout landscaping, excluding three-year maintenance costs, at Peacemarsh is accepted for a total of £5,555.62 ex VAT and financed from earmarked funds.

APPENDIX C

Full Council – 26th October 2020 - Minute no. 361

Gillingham Town Council

Workshop Task and Finish Group

Lead: Councillor Paul Harris, Deputy Mayor

1. Current Progress

Since the Full Council meeting of 28th September 2020 the task and finish group:

- Conducted a site meeting on 1 October to:
 - Review internal work required to each Unit,
 - Review external work including the diesel tank, the staff and visitor parking and current fencing plans
 - Review the budget,
 - Review workforce capabilities,
 - Direct work commences on alarm, CCTV, electrical isolation rectifying issues where necessary
 - Set tender for roller doors and metal secure external personnel doors
 - Set tender for drainage remediation
 - Direct investigating Building Control and Planning requirement.

- Conducted a site meeting on 23 October 2020 to:
 - Receive, review and consider tender analysis for roller doors and metal external doors and make a recommendation to FC.
 - Receive information on drainage remediation tenders – responses due 9 November
 - Receive information, and view site, determining work completed so far
 - Receive verbal report on Building Control Officer visit 20 October 2020
 - Consider and agree to call for tenders to complete work in the office area and crew room
 - Task Works Manager to provide scale drawings for Building Control concerning changes to the site, by 6 November.
 - Task Works Manager to determine schedule, and seek tenders for electrical, security and fire alarm, plus CCTV coverage.
 - Task Cllr Kilcourse to write the tender schedule for work to the office and crew room by 6 November,
 - Task Cllr Kilcourse to support Town Clerk with submission to Building Control on 6 November 2020.
 - Task Cllr Kilcourse to support Town Clerk with call for tenders for office and crew room to be released 6 November 2020
 - Town Clerk, with Works Manager and councillor support, to continue work on a heating grant.
 - Receive information from Cllr Pouter that the landlord's agent for the current workshop has been notified that GTC will not be renewing its lease in July 2021

2. Roller and Personnel Access Doors Analysis

Four contractors responded to the GTC invitation to tender. The analysis is shown below:
The key point with contractor compliance with the tender schedule is fire exit from inside using a push bar on the personnel doors. Only contractor 4 provides this option and therefore, with all other comparisons being broadly similar, contractor 4 is recommended by the T&F Group.

Table 1 Tender Analysis for Doors

Tender analysis for Doors (all prices excluding VAT)				
Contractor	Contractor 1	Contractor 2	Contractor 3	Contractor 4
3 No. Sectional doors to Units 1 a, b and c	£6,720.00	£8,415.84	£9,273.00	£7,161.00
2 No. Roller shutter doors to Units 2 a and b	£3,080.00	£5,554.56	£6,182.00	£4,454.00
6 No. personnel access doors	£7,760.00	£6,984.60	£5,202.00	£8,190.00
Total costs	£17,560.00	£20,955.00	£20,657.00	£19,805.00
Included in quote				
Units 1				
Remove existing included	No	Not mentioned	Yes	Not mentioned
Additional steelwork for support on Units 1*.	Not mentioned	Not mentioned	Not mentioned	Included
Includes fitting	Yes	Yes	Yes	Yes
Automation for open & close	No	Yes	Yes	Yes
Three pin electric supply required	No	Yes	Yes	Yes
Units 2				
Remove existing included	No	Not mentioned	Yes	Not mentioned
Additional steelwork for support on Units 2*.	Not mentioned	Not mentioned	Not mentioned	Not mentioned
Includes fitting	Yes	Yes	Yes	Yes
Automation for open and close	No	Yes	Yes	Yes
Three pin electric supply required	No	Yes	Yes	Yes
Personnel Doors				
Coded Keypads for doors	No	Yes	No	Yes
Fire exit from inside	No	No	No	Yes
Includes fitting	Yes	Yes	Yes	Yes

3. Recommendation

That Contractor no. 4 is awarded the contract to provide the specified roller and personnel doors for the new workshop at a cost of £19,805 ex VAT to be funded from budget no. 7201 New Works Depot (earmarked).

APPENDIX D

Full Council 26th October 2020 - Minute no. 363

Gillingham Town Council

Planning White Paper

A meeting was held on Friday, 23rd October 2020 to discuss the Planning White Paper, 'Planning for the Future', which sets out proposals for a new national planning system for England. Responses to the consultation were considered and are attached at **Appendix A** for consideration by Full Council.

Present: Cllr Barry von Clemens, Mayor
Cllr Val Potheary, Chairman Planning Committee
Cllr Graham Poulter
Julie Hawkins, Town Clerk

1. Key points of the Planning White Paper

The aim is for a system that is easier for the public to access, transforms the way that communities are shaped, and enables more good quality, attractive and affordable homes to be built faster.

In the new system, local councils will develop plans for every area of land to be designated into one of three categories:

- **Growth areas**, identified for development, which will automatically have outline planning permission, as long as local design standards are met;
- **Renewal areas**, suitable for some development, and where development that meets design and other prior approval requirements will have a faster route to planning permission;
- **Protected areas**, where development will be restricted in order to protect assets such as areas of outstanding natural beauty, and where any proposals for development would require full planning applications.

Communities would be consulted from the beginning of the plan making process, and help shape local design guides, but would not have the chance to comment again on the principle of development at outline planning application stage for sites identified as growth areas.

Local plans would have to be produced within a 30-month timescale and would be based on a standard digital map-based template. They would no longer include general development management policies, these would all be set nationally.

Local design guidance would be prepared and proposals that met design requirements would be approved more quickly.

A new simpler infrastructure levy would replace the existing Community Infrastructure Levy and section 106 planning agreements, including affordable housing provision as well as infrastructure.

The White Paper proposes that Neighbourhood Plans should be retained under the new planning system. However, the White Paper states:

“we will want to consider whether their [Neighbourhood Plans] content should become more focused to reflect our proposals for Local Plans...”

The White Paper places great emphasis on design, local preferences and character and there is a role for neighbourhood planning in preparing design guides and codes.

The White Paper suggests the government will provide support to neighbourhood planning groups to help them adopt technologies, stating "We will develop pilot projects and data standards which help neighbourhood planning groups make the most of this potential".

The Planning White Paper can be viewed [here](#)

The deadline for responses to the consultation is 29 October 2020.

2. Recommendation

That Gillingham Town Council responds to the Planning White Paper Consultation as presented at Appendix A on page 3 of this document.

APPENDIX E

Full Council – 26th October 2020 – Minute no. 365(a)

Gillingham Town Council

Matters Pertinent

Dear Sir/Madam

I am writing to inform you of Dorset Council public car park changes that may affect your local area.

A project was started in January 2020 to look at car park charges across the new Dorset Council area. It was considered that car park charges were not consistent or fair and that changes needed to be made. As well as this, some charges had not been reviewed for several years.

It is the intention of Dorset Council to charge from 8am to 8pm, Monday to Sunday in all Dorset Council public car parks. This will mean a longer charging day and charging on Sunday. As per our legal duty, notices of this change will be published two weeks before the change date.

To continue to support local business, Dorset Council intends to update the Parking Policy. The change is as follows:

- Four days each year when the Town Councils can use the Dorset Council public car parks for events which generate valuable footfall for businesses. The four days cannot be used during weekends in December.
- Free parking in all Dorset Council public car parks on Small Business Saturday in December
- Free parking in all Dorset Council public car parks on one weekday in December

Finally, I would like to direct you to a consultation on Shoppers Permits that Parking Services is undertaking, that will be available on the Dorset Council website in the next few weeks.

Shoppers Permits have been running in West Dorset for 23 years. Their original purpose was to entice residents into shopping locally by giving them heavily discounted parking in local short stay car parks; it is felt that this is something that is still very relevant now. The consultation will explore the potential to create a Dorset Council wide Shoppers Permit. Your support in completing this questionnaire would be much appreciated so that a decision on viability can be made.

Should you have any queries or comments regarding any of the notices in this letter then please contact elizabeth.murray@dorsetcouncil.gov.uk Queries/comments would be appreciated within four weeks from receipt of this email.

Yours sincerely

Matthew Piles

Corporate Director for Economic Growth and Infrastructure

APPENDIX F

Full Council – 26 October 2020

Dorset Councillor Ward Report – Cllr Belinda Ridout

The deadline for responses to the Government’s White Paper Consultation is 29th October.

Dorset Council’s response can be found on the DC website. All DC ward councillors are now in receipt of a White Paper briefing document produced by DC (sent out previously). The link to The White Paper itself to make your response:

<https://www.gov.uk/government/consultations/planning-for-the-future>.

Local Plan Executive Advisory Panel – 8th October

As reported last month, the timeline has been delayed slightly due to Covid-19. The draft Local Plan to go Cabinet early December, with an **8-week public consultation January 2021**. Still scheduled for submission to the Secretary of State, March 2022. However, major Government changes to the planning system may cause delay.

Members of the EAP received a presentation by officers on the latest Local Plan content, focussing on sites to be included in the public consultation document early 2021. As reported last month, **‘Changes to the Current Planning System’** includes changes to the Standard Methodology for calculating housing numbers (taking into account constraints). A comparison between the Standard Methodology currently used by DC and the proposed approach through the Government’s White Paper shows the effect on housing numbers:

Table 2 The effect on housing numbers

	Current approach	Proposed approach
Dorset Council	About 1,800 dwellings p.a.	About 2,075 dwellings p.a.
BCP Council	About 2,650 dwellings p.a.	About 1,805 dwellings p.a.
TOTAL	About 4,450 dwellings p.a.	About 3,880 dwellings p.a.
DC plan target over plan period	About 30,600	About 35,275

As you will note, the proposed changes to the Standard Methodology will increase Dorset Council’s housing figure but reduce BCP Council’s housing figure.

The Draft Local Plan will include proposals for Gypsy and Traveller sites across the DC area, plots for Travelling Show People and Transit sites. Members discussed proposals. A refreshed G and T needs assessment will be made available for public consultation in January 2021.

The Government requires Local Authorities to identify sites for commercial scale wind turbines (not smaller farm scale turbines) in the Local Plan. The Local Plan Consultation will be looking for public support of proposals put forward, taking into consideration constraints: land designations (AONB’s, etc), Heritage assets, wildlife sites and something which I hadn’t thought about before, bird and bat migratory routes, particularly to the south and east of the Dorset Council area. DC will be working with utility providers regarding grid connection availability. Off-shore wind farms don’t generally fall within the Local Plan remit.

The Draft Local Plan Content will include:

- **4 spatial strategy areas:** Western Dorset, Dorchester/Weymouth area and the A303 corridor.
- **Sites options at towns within the top two tiers of hierarchy** (Tier 1: Large built-up areas, e.g. Dorchester and Weymouth); Tier 2: Towns and other main settlements) plus some of the larger Tier 3 settlements (larger villages identified for growth).
- **Brief summary of strategy for each settlement** including:
 - Existing large development sites;
 - Employment sites being considered for allocation and/or retention;
 - Proposed new development sites;
 - 'Option areas' where seeking some input about the approach to take.

Development in the smaller villages to meet future local needs can be brought through Neighbourhood Plans and/or Rural Exception Sites.

Members were briefed on all site options and given the opportunity to offer local knowledge.

It is important to note that nothing has been '*decided*'. There will be the opportunity for the public and all councillors to make their comments during the public consultation in January 2021. Details of how the consultation is going to take place will follow in due course.

Dorset Full Council - Thursday, 15th October. Members approved the following for adoption: **Community Safety Plan 2020-2023**. Dorset Council is under a legal duty to work with partners: Dorset Police, Dorset Clinical Commissioning Group, Dorset & Wiltshire Fire & Rescue Authority, National Probation Service (Dorset) and Dorset, Devon and Cornwall Probation Services. Partners work together through the Dorset Community Safety Partnership (CSP). The CSP must produce three-year community safety plans that are revised annually. The Plan sets out priority community safety issues for the area and how, in broad terms, the Council and its partners will address them. It is a legal requirement for the plan to be formally adopted by DC.

Youth Justice Plan 2020-21 – Local authorities are required to publish an annual Youth Justice Plan, setting out how the statutory requirements for a multi-agency youth offending team are fulfilled locally. Dorset Combined Youth Offending Service is a partnership between Dorset Council and Bournemouth, Christchurch and Poole Council, along with Dorset Police, NHS Dorset Clinical Commissioning Group and the National Probation Service Dorset. The Youth Justice Board provides guidance about what must be included in the Plan and recommends a structure for the plan. The Youth Justice Plan provides information on the resourcing, structure, governance, partnership arrangements and performance of the Dorset Combined Youth Offending Service. The Plan also describes the national and local youth justice context for 2020/21 and sets out priorities for this year. Approval for the Youth Justice Plan is being sought from Bournemouth, Christchurch and Poole Council.

Children and Young People and Families' Plan 2020-2023. Children's Services are making good progress with their transformation. The 'Blueprint for Change' restructure has been completed and the new locality working model is providing support within local communities. The transformation work will provide better outcomes for children and young people as well as reducing costs. Full Council is required to adopt a Children and Young People's Plan as part of the Council's policy framework. Dorset Council, working with its partners, the Strategic Alliance for Children and Young People, has developed a new 3-year strategic plan to improve long term outcomes for children and young people. The Strategic Alliance for Children and Young People is a multi-agency partnership which includes partners from police, health, schools and early years settings, voluntary and community sector. The vision for the partnership is: "for Dorset to be the best place to be a child, where communities thrive, and families are supported to be the best they can be."

The partnership has agreed six priorities to deliver that vision, focusing on improving outcomes for all children and young people:

- **Best start in life:** focused on families who are expecting and have pre-school children;
- **Young and thriving:** focused on setting up young people (16-24 year olds) for success in adulthood.
- **Good care provision:** focused on being the best corporate parents and grandparents!
- **Best education for all:** focused on supporting schools and educational settings to deliver the best education possible.
- **Best place to live:** focused on access to activities/safe and welcoming places to go; involvement/influence in decision making; cleaner/greener environment to grow up in.
- **Delivering locally:** focused on joining up services in Dorset to become a whole system that supports/strengthens the ability of families and to care and sustain their children.

Visit the Dorset Family Information Service for useful information for families:
dorsetcouncil.gov.uk/family-information-service

Climate and Ecological Emergency Executive Advisory Panel (EAP) – Friday, 16th October. The draft Climate and Ecological Emergency Strategy, produced in July 2020, presents eight key areas for action to ensure that the Council's services and estate become carbon neutral by 2040 (i.e. save more carbon than produce) and across the whole DC area by 2050. Key areas being: Buildings, Economy, Food and Drink, Making it Happen, Natural Assets, Renewable Energy, Transport, Waste and Water. Members of the EAP had the opportunity to make comment on the imminent public consultation of the **Draft Climate and Ecological Emergency Strategy and Action Plan**, with a run through the on-line consultation questionnaire with regard to its ease of use and appeal to a wide audience - its appeal to younger members of the community being vital. The Strategy document and accompanying Action Plan is lengthy (containing 187 actions of how DC will tackle climate change over the next 20-30 years) and it is a difficult to strike a balance in not making the consultation too long but there will be opportunity for people to look deeper into specifics and give their comments. Essentially, the consultation is focused on the *detail* in the draft Strategy and Action Plan (which includes ideas presented by the very successful 'call for ideas' initiative held in 2019) but there will be opportunity for people to share additional ideas. Members were then taken through the Communication and Engagement Plan for delivering the consultation. **The Consultation will run from Monday, 26th October, closing on Sunday, 6th December.** Consultation results will be published in the Spring of 2021, ahead of the formal adoption of the finalised Strategy and Action Plan. It is so essential to get this consultation right and reach a good cross-section of the community. COVID has made things more difficult but there will be extensive digital advertising of the consultation with Teams/Zoom webinars with town and parish councils; news releases, downloadable posters. Paper surveys will be made available upon request and made available in public places such as libraries, town halls, etc. Key stakeholders include Dorset residents, businesses (including Chambers), agencies such as Environment Agency, MP's, previous respondents to 'Call for Ideas'/Inquiry Day sessions, and everyone within/partnered with Dorset Council. The DC Climate and Ecological Emergency webpage has been improved and will include a link to the Consultation, Climate and Ecological Strategy document and Action Plan.

If you know of any local community groups, particularly youth/environment groups who should be contacted directly, please let me know. There will be the opportunity for such groups to make a collective response in the Consultation.

Low Carbon Dorset. Dorset Council has secured additional funding of five million (*sorry I have somehow lost the 'pound' sign!*) to extend its Low Carbon Dorset Programme. The funding, provided by the European Regional Development Fund (ERDF), will extend the Council's existing three-year Low Carbon Dorset programme by a further two years until 2023, providing grant funding and technical support for Dorset organisations to reduce their carbon emissions.

Dorset Council Budget 2021/22 – at Cabinet on 6th October, Cllr Gary Suttle, Portfolio Holder for Finance, Commercial and Assets, tabled a report which sets out the challenges and service pressures DC faces when preparing the 2021/22 budget. COVID has brought significant challenges to balancing the budget. The significant financial impact of COVID can be covered this financial year using reserves and one-off money coming from government, but face a budget gap of 42 million in the next financial year. DC has identified a significant number of operational and transformational ‘savings’ to meet the gap, but there is more work to do. Cabinet members will present proposals to all councillors at the Budget Scrutiny on 27th November. There may be some difficult decisions ahead in order to achieve a balanced budget for 2021-22. The Prime Minister announced a further 1bn funding for local government so “councils can protect vital services as they fight the virus.” Awaiting further details to find out how much this will be for Dorset Council. Dorset is not alone in requiring direct and immediate financial support from government. Many other councils across the country face the same challenge: to establish a balanced budget without an impact on front-line services. The Leader, Cllr. Spencer Flower, has written to Robert Jenrick, Secretary of State at the Ministry of Housing, Communities and Local Government, setting out DC’s financial situation and seeking further support with the loss of income and increased costs resulting from COVID and the need for additional settlement funding in support of DC’s Medium Term Financial Plan.

EU Transition – from 1st January 2021, the EU transition ends and there will be new rules for UK businesses and citizens. DC preparations for this are well under way, working with the Local Resilience Forum and other partners.

Corona Virus update – There has been a significant increase in COVID-19 case numbers across the DC area and even more so in the BCP Council area. This increase is in line with the national picture, but our local numbers and case rates are still much lower than some other areas of the country. However, the trend is concerning. Week ending 16th October, an Amber alert was issued through the Dorset COVID -19 Health Protection Board due to the rising number of cases in the area. Dorset and BCP Councils are both in the Medium category (tier 1). The rule of 6 restriction and 10pm curfew applies. The alert has been issued following 635 positive tests across the county in just 7 days. Dorset is seeing four times as many cases in each council area. 69 cases per 100,000 population in Dorset Council and 137 cases per population in BCP council area. The south-west average is 84 cases per 100,000. During the summer, Dorset was recording 10-15 cases per day across both council areas. There is a significant rise in COVID cases within the 16-24 age bracket. In preparation for this second wave of the virus, the Strategic Coordinating Group Gold arrangements have been stood up again and partners across the Local Resilience forum (LRF) are working closely together. Most DC services have returned to delivering business as usual, but some (eg. Adults) are also still coping with massive additional workload due to COVID – more service users, more onerous operating conditions, etc. An additional challenge is that hospitals have been trying to catch up on the backlog of operations and procedures, with reduced bed capacity due to social distancing, so there’s more pressure for adult social care with discharging patients, with a shortage of ‘care in the home’ staff. Other services are experiencing increased demands as a result of the last lockdown such as children’s social care. If Dorset goes back into lockdown or face more restrictions over coming weeks, the ‘business as usual’ service delivery is likely to be affected again.

Dorset Council gave a live broadcast on Thursday, 22nd October to give the latest update on COVID in Dorset and to answer residents’ questions. Sam Crowe, Director of Public Health Dorset and Matt Prosser, Chief Executive of Dorset Council hosted the event. Sam Crowe gave a briefing on the latest number and rate of COVID-19 cases in Dorset and the arrangements in place to mitigate spread of the virus. Matt Prosser gave details of how schools, care homes and council services are responding to the situation and planning for the coming weeks. The briefing was recorded and available via the Council’s YouTube channel (search Dorset Council).

Supporting people who are self-isolating - DC is administering the financial support scheme for people who are self-isolating. For people in receipt of benefits, who cannot work from home and will suffer financially as a result of having to self-isolate, they can claim a one-off payment of 500 pounds. Other grants are available for people not on benefits but who will suffer financially by self-isolating. DC has also started making calls to people who are self-isolating to assess their needs and if they are vulnerable or don't have friends, family or neighbours to help with getting food and/or medicines, assign a volunteer to help. There is also help available to get access to priority supermarket delivery slots. The online form to claim financial support can be found on the DC website but if a person is not online, they can call 01305 221000 and a staff member will go through the form with them and submit it on their behalf.

The Recovery and Reset Executive Advisory Panel has just completed a comprehensive report to be agreed by members in due course, after Overview Committee consideration. The report takes stock of, and reflects upon, the period since the pandemic first impacted and looks at the challenges that lie ahead as Dorset Council seeks to lead both the local and organisational recoveries.

New Ways of Working – Virtual Meetings – Regulations published in April have enabled councils to hold formal council meetings virtually. The use of Microsoft Teams was introduced for the first time at Cabinet on Tuesday, 5th May and has been used very successfully since, including, for example, Annual Council held on 3rd September. Some members have expressed a desire to get back to face-to-face meetings which is probably desirable for some of the key meetings. However, DC has taken stock of the learning from the pandemic and Leader, Cllr Spencer Flower, has written to Robert Jenrick, Secretary of State at the Ministry of Housing, Communities and Local Government, requesting that legislation be amended to allow meetings to be held virtually at the discretion of individual councils. Awaiting a reply.

Other items:

Green Flag Awards – Dorset and BCP Councils have received 28 Green Flag Awards between them. Dorset's five awards: Avon Heath Country Park, nr Ringwood; Durlston Country Park, Swanage; Thornicombe Woods, Dorchester and the Milldown and Stour Meadows, Blandford.

Dorset Car Parking Charges – changes are being brought in across the DC area to make car parking charges more consistent. From early next year, drivers using any Dorset Council car park will be charged for parking 8am to 8pm, Monday to Sunday, extending the chargeable period by 2 hours in most areas and introduces paying to park on Sundays for car parks in Beaminster, Blandford, Bridport, Dorchester, **Gillingham**, Shaftesbury, Sherborne and Sturminster Newton. Alongside these changes to car parks, to support local high streets, Dorset Council is exploring a potential council-wide **shoppers' permit**. The permit has run in West Dorset for 23 years and provides shoppers with discounted parking in short stay car parks to help them shop locally. **A shoppers' permit consultation will start this Autumn to help evaluate the proposal.**

APPENDIX F1

Full Council – 26 October 2020

Planning White Paper 2020 – Dorset Council Briefing Note

Key points of the paper

The Planning White Paper, 'Planning for the Future' sets out proposals for a completely new national planning system for England. The aim is for a system that is easier for the public to access, transforms the way that communities are shaped, and enables more good quality, attractive and affordable homes to be built faster.

In the new system, local councils will develop plans for every area of land to be designated into one of three categories:

- **Growth areas**, identified for development, which will automatically have outline planning permission, as long as local design standards are met;
- **Renewal areas**, suitable for some development, and where development that meets design and other prior approval requirements will have a faster route to planning permission;
- **Protected areas**, where development will be restricted in order to protect assets such as areas of outstanding natural beauty, and where any proposals for development would require full planning applications.

Communities would be consulted from the beginning of the plan making process, and help shape local design guides, but **would not have the chance to comment again on the principle of development at outline planning application stage** for sites identified as growth areas.

Binding housing targets for every council would be set by national government, taking into account household projections, local housing affordability, and environmental constraints. Local plans would have to be produced within a **30 month timescale**, and would be based on a **standard digital map-based template**. They would no longer include general development management policies: these would all be set nationally.

Local design guidance would be prepared and proposals that met design requirements would be approved more quickly.

A new simpler infrastructure levy would replace the existing Community Infrastructure Levy and section 106 planning agreements, including affordable housing provision as well as infrastructure.

These are dramatic changes which would have a huge impact on the preparation of our new Dorset Council plan – the paper suggests that the new style local plans should all be in place by 2024.

Issues included in the Dorset Council response

Dorset Council's Cabinet will consider its response to the White Paper on 6 October and the officer report is Item 15 at:

<https://moderngov.dorsetcouncil.gov.uk/ieListDocuments.aspx?CIId=152&MIId=4732&Ver=4>

Some of the issues raised are:

- That **delays in house building nationally are not all due to the planning system – local planning authorities do not build houses**. In the last decade, 2.5 million homes were granted planning permission but only 1.5 million were delivered;
- That binding national housing targets and removal of the chance to comment at outline planning application stage on sites allocated for growth will **reduce the ability of communities to have input into proposals affecting their local areas, and reduce local democracy**;
- That greater detail is required on **how the national housing targets would be derived**, including how environmental constraints will be taken into account, and that this must include an element of **national planning strategy**;
- That the proposed **timescale for the adoption of new style plans is very ambitious** bearing in mind the need for the introduction of new primary legislation, the proposed 'front loading' of community engagement and the greater level of technical work necessary if growth areas will receive automatic outline planning permission;
- That there is **significant risk to the progress of currently emerging local plans** due to the uncertainty around, and scale of, these changes;
- That while the **support for good design and the publication of a national design code** are welcomed, it is important that these focus **not only on what places look like, but how they work for those living and working in them** – including infrastructure provision and mitigation of impacts on habitats, flood risk, heritage and landscape.
- That the replacement of the Community Infrastructure Levy and Section 106 planning agreements with a single levy is **not likely to generate sufficient funding for the infrastructure and affordable housing that is needed**, and funding for affordable housing will need to be ring-fenced;
- That while an increased reliance on digital methods of engagement and involvement may well attract a wider audience to comment on planning proposals, it will **potentially disadvantage older people and those in more deprived areas** who may have less access to digital means of communication.

The White Paper itself is at:

<https://www.gov.uk/government/consultations/planning-for-the-future>

and the deadline for responses is 29 October.

APPENDIX G

Full Council – 26 October 2020

Dorset Councillor Ward Report – Cllr Val Potheary

Cabinet meeting

It was agreed that Cabinet will develop a value for money framework and timeline, setting out how it will implement value for money benchmarking of all services to feed into a prioritisation exercise for conducting fundamental value for money reviews of the all the council's services. Before the local government review, a range of arrangements were in place across the predecessor councils. Work is now needed to implement an effective and systematic review of the value for money across all of the council's services.

It was agreed that the acquisition of the land and the drainage works on the east side of Dinah's Hollow, Melbury Abbas is progressed immediately at a total cost of £130k. Cabinet also noted the scale of additional resource required to stabilise slopes throughout the hollow and that the affordability of the scheme should be considered alongside other priorities as part of the 2021/22 budget setting process and Medium Term Financial Plan.

There was also a Transformation Project overview.

Corporate Parenting Board informal meeting

I have been newly assigned to this Board, which meets eight times per year – four of which are informal meetings. The Board looks at all reports and issues related to children including Children in Care, Looked after children, and Care Leavers.

Northern Planning Committee this meeting was cancelled, due to work being done on implementing the new IT system

Bishops Breakfast meeting with Karen Gorham, Bishop of Sherborne

Interesting meeting with the Bishop of Salisbury, Nicholas Holtam, speaking on environmental issues and climate change.

Full Council meeting

(Cllr Ridout fully covered this meeting in her report)

Place and Resources Overview Committee

The committee reviewed the draft Statement of Licensing Policy 2021-2016 and the draft Statement of Gambling Licensing Policy 2021-2024 and were asked to provide comments to the Licensing Committee. The public consultation for both policies took place between 6th July and 27th September 2020. The Council, as the Licensing Authority under the Licensing Act 2003, is required to publish a Statement of Licensing Policy at least every five years and a Statement of Gambling Licensing Policy every three years.

The Children, Young People and Families Plan 2020-2023 launch Webinar

Live Covid – 19 update

(This has been fully covered in Cllr Ridout's report)