



GILLINGHAM TOWN COUNCIL

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FULL COUNCIL

The minutes of the **Full Council** meeting convened on, **Monday, 28th September 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
RFO: Debra Edwards

Press and Public

Press: Michael Streeter: Gillingham and Shaftesbury News; Gemma Gibson: The Vale Journal
Public: 3 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 PSCO Nicky Fear regarding Anti-Social Behaviour (ASB), drug use and Covid-19 enforcement regulations/guidelines/legislation.

The Full Council meeting commenced at 7.32pm.

Minute no.	
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324.	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.
	Mrs Claire Coules asked to speak at Agenda Item 10 later on in the meeting regarding a grant application made by Gillingham Netball Club.
325.	To receive and accept apologies for absence.
	There were no apologies for absence.

326.	To approve the minutes as a true and accurate record of the meeting held on Monday, 24th August 2020 and the Extra-ordinary meeting held on Tuesday, 1st September 2020.
	It was agreed and RESOLVED to approve the minutes as a true and accurate record of the meeting held on Monday, 24 th August 2020 and the Extra-ordinary meeting held on Tuesday, 1 st September 2020. The chairman will duly sign the minutes when possible to do so.
327.	To receive any questions pertaining to the previous minutes.
	There were no questions pertaining to the previous minutes.
328.	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.
	There were no disclosable pecuniary interests declared. The following personal interests were declared regarding grant applications: Cllr B von Clemens, Trustee of DofE Open Award Centre Cllr S Cullingford, Committee Member, DofE Open Award Centre Cllr M Gould, President of North Dorset Rugby Football Club Cllr V Potheary, President of North Dorset Rugby Football Club Cllr M Hill, Gillingham Imperial Silver Band
329.	To receive and consider reports from youth organisations, if available.
	There were no reports presented under this item. See minute no. 330(g) for a report on the Gillingham Youth Centre and the work of RV Gillingham.
330.	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).
	There was no report this month. A meeting had been held 'in confidence'.
	b) Town Meadow Group
	Cllr Cullingford gave a verbal report on the activities of the Town Meadow Group (TMG) as follows: <ul style="list-style-type: none"> • A meeting had been held on Thursday, 24th September. • Reseeding has gone well. The birds have eaten the seed at the top of the site, which will be reseeded again shortly. • The autumn bedding plants that had been planted in the Topsy Rabbit planters were taken by persons unknown. Fortunately, more were donated. • TMG thanked the town council's grounds team for the reconstruction of the bench that was vandalised earlier in the year. • The rent from Hidden Pizza and Artic Cow will provide enough money to continue with projects. • The Town Fete has been postponed until July 2022. <p>Cllr B von Clemens asked if the TMG would consider moving the temporary orange fencing near the path by the Town Bridge to allow a wider path for social distancing.</p>

	<p>c) Gillingham Chamber of Commerce and Industry</p> <p>Cllr B von Clemens reported that The Chamber were planning a networking evening.</p> <p>d) DAPTC (Larger Towns: Cllr von Clemens, Northern Area: Cllr Toye / Cllr Weeks).</p> <p>Cllr B von Clemens had prepared a report which had been circulated prior to the meeting. The report contained no recommendations and was for information only. Please refer to Appendix A.</p> <p>e) Shaftesbury and District Transport Forum</p> <p>Cllr B von Clemens reported that no meeting had taken place. The bus service in Gillingham has now stopped. Dorset Councillor Belinda Ridout is working hard to restore the service in Gillingham.</p> <p>f) Gillingham Town Team</p> <p>Cllr Gould referred to a report that had been circulated prior to the meeting. There were no recommendations or comments. Please refer to Appendix B.</p> <p>g) Gillingham Youth Centre Management Committee</p> <p>Cllr B von Clemens referred to a report (and accompanying report from Rendezvous Gillingham) that had been circulated prior to the meeting. There were no recommendations or comments. Please refer to Appendix C.</p>
331.	<p>To receive, consider and adopt the following standing committee reports:</p> <p>a) General Purposes Committee meeting held on Monday, 7th September 2020</p> <p>It was agreed and RESOLVED that the minutes of the General Purposes Committee held on Monday 7th September 2020 are approved and adopted.</p> <p>b) Planning Interim Committee meeting held on Monday, 24th August and the Planning Committee meeting held on Monday, 14th September 2020</p> <p>It was agreed and RESOLVED that the minutes of the Planning Interim Committee held on Monday, 24th August 2020, and the Planning Committee held on Monday, 14th August 2020, are approved and adopted.</p> <p>c) Finance Committee meeting held on Monday, 21st September 2020</p> <p>It was agreed and RESOLVED that the minutes of the Finance Committee held on Monday, 21st September 2020 are approved and adopted.</p>
332.	<p>To approve and authorise any payments over £10,000, if any.</p> <p>A list of payments over £10,000 was circulated prior to the meeting. Please refer to Appendix D.</p> <p>It was agreed and RESOLVED that the invoice from Rutters Solicitors for £395,111.10 for the purchase of the Roman Business Centre is approved and authorised.</p>
333.	<p>To receive and consider recommendations from the Finance Committee regarding grant applications for FY2020/21.</p> <p>A report from the Finance Committee had been circulated prior to the meeting. Please refer to Appendix E. Several recommendations were contained within the report.</p> <p>It was agreed and RESOLVED that Dorset Mind is awarded a grant of £1,500 for FY 2020/21.</p>

	<p>It was agreed and RESOLVED that Gillingham Carnival Committee is awarded a grant of £1,255.58 for FY 2020/21. Cllr Poulter abstained from voting.</p> <p>It was agreed and RESOLVED that Gillingham DofE Open Award Centre is awarded a grant of £1,000 for FY 2020/21. Cllr Cullinford and Cllr B von Clemens declared personal interests and abstained from voting.</p> <p>It was agreed and RESOLVED that Gillingham Imperial Silver Band is not awarded a grant for FY 2020/21. Cllr Weeks voted against the proposal. Cllr Cullingford and Cllr A von Clemens abstained from voting. Cllr Hill declared a personal interest and abstained from voting.</p> <p>It was agreed and RESOLVED that Section 3.2 of the Grants Policy is suspended and Hipp!!Bones are awarded a grant of £2,033 for FY 2020/21.</p> <p>It was agreed and RESOLVED that mindful is awarded a grant of £500 subject to whether a Christmas meal can be undertaken in accordance with COVID regulations.</p> <p>It was agreed and RESOLVED that North Dorset Disability Information Service (NorDDIS) is awarded a grant of £1,000 for FY2020/21.</p> <p>It was agreed and RESOLVED that North Dorset Rugby Football Club is awarded a grant of £1,000 for FY 2020/21. Cllr Frith and Cllr Poulter voted against the proposal. Cllr Gould and Cllr Potheary abstained from voting as they had declared personal interests.</p> <p>It was agreed and RESOLVED that Read Easy Gillingham and Shaftesbury is awarded a grant of £314 for FY2020/21.</p> <p>Mrs Claire Coulson, Chair of Gillingham Netball Club was invited to speak to clarify the original grant application for £1,900 considered by the Finance Committee. Cllr Harris proposed that a grant excluding the figure for clothing/kit was awarded.</p> <p>It was agreed and RESOLVED that Gillingham Netball Club is awarded a grant of £1,158 for FY 2020/21.</p>
334.	To receive and consider applications for Free Room Hire, if any.
	<p>Two applications for free room hire were considered as follows: It was agreed and RESOLVED to grant free room hire at Chantry Fields Community Office to Gillingham Foodbank, as per their application. It was agreed and RESOLVED to grant free room hire at Town Bridge Office to Rendezvous Gillingham, as per their application.</p>
335.	To review and agree the following policy documents:
	a) The Town Council's Financial Regulations (Cllr Cullingford to lead)
	It was agreed and RESOLVED that the review of the Town Council's Financial Regulations is deferred until next month.
	b) Data Breach Policy (Cllr B von Clemens to lead)
	It was agreed and RESOLVED that the review of the Town Council's Data Breach Policy is deferred until next month.
	c) Information Security Policy (Cllr B von Clemens to lead)

	<p>It was agreed and RESOLVED that the review of the Town Council's Information Security Policy is deferred until next month.</p> <p>d) Stress Management Policy (Cllr Robinson to lead)</p> <p>It was agreed and RESOLVED that the Town Council's Stress Management Policy is agreed.</p> <p>e) Allotments Policy (Cllr Evill to lead)</p> <p>It was agreed and RESOLVED that the Town Council's Allotments Policy is agreed.</p>
336.	<p>To receive and consider a report regarding the Woodwater Farm Sports Facility, if available.</p> <p>Cllr Poulter informed members that the resolution made at the Full Council meeting held on 27th July 2020 was rejected by the Gillingham Town Football Club. A small alteration needs to be made to the resolution which, because of the 6-month rule, will need to be dealt with by a resolution of a Motion to amend. A draft Motion has been put before the Town Clerk. The Mayor will then need to agree to hold an Extra-ordinary Full Council Meeting where the Motion can be considered. The date of the Extra-ordinary Full Council Meeting to be advised.</p>
337.	<p>To receive and consider a report from the Future Workshops Task and Finish Group, if available.</p> <p>Cllr Harris referred to his report that had been circulated prior to the meeting due to the completion of the purchase of the workshops earlier in the afternoon. Please refer to Appendix F. Cllr Harris summarised the report, which contained three recommendations.</p> <p>It was agreed and RESOLVED that the Future Workshop Task and Finish Group be renamed the Workshop Task and Finish Group in order to continue its oversight of the workshop refurbishment and development.</p> <p>It was agreed and RESOLVED that the Press Release as provided to the Town Clerk is published on the town council's website immediately.</p> <p>It was agreed and RESOLVED that the letter to the current landlord is sent out by the Town Clerk, when appropriate</p>
338.	<p>To receive and consider the Quarterly Newsletter (autumn edition) prior to circulation.</p> <p>A draft quarterly newsletter was circulated prior to the meeting. A few small amendments were made and the inclusion of an article about Cllr Potheary becoming Chairman of Dorset Council was requested by Cllr Cullingford.</p> <p>It was agreed and RESOLVED that the quarterly newsletter (autumn edition) was circulated once the small amendments referred to above had been made.</p>
339.	<p>To receive and consider a report on Christmas opening hours.</p> <p>A report on Christmas opening hours was circulated prior to the meeting. Please refer to Appendix G. The report contained two recommendations.</p> <p>It was agreed and RESOLVED that Gillingham Town Council Offices are officially closed from Friday, 25th December through to Thursday, 30th December inclusive.</p> <p>It was agreed and RESOLVED that the weekend street orderly contractor is requested to carry out additional street cleaning duties on Tuesday, 29th December and Thursday, 31st December 2020 to cover staff absence and financed from budget no. 6003 – Weekend Street Cleaning.</p>

340.	To receive a report on the Mayor's and Deputy Mayor's civic activities.
	A report on the Mayor's activities had been circulated prior to the meeting. Please refer to Appendix H. The Mayor commented that the High Sherriff would like to make a High Sherriff's Award to the town for all their efforts during the Covid-19 Pandemic lockdown.
341.	To receive matters pertinent to this meeting. <u>Please note:</u> Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).
	There were no matters pertinent.
There being no other business on the agenda, the meeting closed at 8.34pm.	
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 I.**
- Dorset Council Ward Councillor verbal and written report received from:
Cllr Val Potheary. Please see **Appendix J.**

DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS

Towns and Larger Parishes Committee – 11 September 2020

Author: Cllr Barry von Clemens

Present: Cllr Chris Turner Beaminster Town Council (Chairman) Cllr KD Johnson Colehill Parish Council (Vice-Chairman) Cllr Janet Page Beaminster Town Council Cllr Haydn White Blandford Forum Town Council Cllr Dave Rickard Bridport Town Council Cllr Emma Urquhart Colehill Parish Council Cllr Paul Holland Corfe Mullen Town Council Cllr Robin Potter Dorchester Town Council Cllr Terry Cordery Ferndown Town Council Cllr Barry von Clemens Gillingham Town Council Cllr Belinda Bawden Lyme Regis Town Council Cllr John Broom Lyme Regis Town Council Cllr Lindsey Dedden Verwood Town Council Cllr Keith Green Wareham Town Council Cllr Vera Green Wareham Town Council Cllr Shane Bartlett Wimborne Minster Town Council Cllr Carol Butter Wimborne Minster Town Council Cllr Colin Way West Moors Town Council Cllr David Harris Weymouth Town Council Cllr Colin Huckle Weymouth Town Council

Update from DAPTC Chief Executive:

The new DAPTC Chief Executive, Neil Wedge, who has taken up the post on 1 April at a particularly challenging time for all local councils, as well as the DAPTC.

Whilst he and the other staff had been working from home for the past few months, a phased return to the office had commenced earlier in the week.

He noted that the nature of the questions now being received from member councils had started to move back to 'business as usual' rather than being Covid-specific.

He explained that the Executive Committee had met frequently via Zoom over the past few months and a review of the DAPTC's Constitution was underway. Feedback had been sought from member councils and this was now being reviewed. Recommendations for change to the document would be considered by the Executive in September and presented to the AGM in November for approval.

The Motions submitted for the AGM were also being reviewed. Whilst it was planned to take place in November, the format for this was likely to be different arising from the advice about avoiding face to face meetings where possible.

The Area Committees were now being encouraged to meet virtually and Mr Wedge reminded Members that one of the purposes of the Towns and Larger Parishes Committee was to bring forward issues of particular concern to towns and larger parishes for consideration by the Executive.

Whilst all planned training had been cancelled due to the pandemic, a lot of work had gone into providing as much online training as possible, including the use of Zoom for virtual meetings, in bitesize chunks. The training on offer also now included a suite of e-learning modules being piloted by NALC.

A series of events had now been added into the training calendar to introduce the DAPTC and what it does to support local councils. It was hoped that this would be particularly useful for new clerks and councillors.

An effort had also been made to differentiate between training and engagement activities. Particular attention was also drawn to the weekly newsletter circulated by email to member councils on Friday. Clerks had been asked to forward this to their councillors.

The Committee were informed that Cllr Anthony Alford was no longer the Dorset Council Portfolio Holder with the overview of the relationship with town and parish council. Cllr Jill Haynes was now Portfolio Holder for Customer and Community Services.

Mr Wedge confirmed that he was seeking to engage with Cllr Haynes in relation to the DAPTC. In relation to returning to offices, Cllr Rickard drew attention to the recent announcement by Dorset Council that those staff working from home would not return to the office before the end of March 2021. He explained that Bridport Town Council's reception area was a joint hub with Dorset Council but over 50% of contacts were for the unitary authority. Currently this remained closed. He asked whether the announcement by Dorset Council was causing similar issues for other local councils.

Mr Wedge confirmed that this was a topic being discussed by a number of towns where not re-opening customer contact points in hubs was impacting upon the services provided by town councils. There was also concern about the impact upon Dorchester town centre.

NALC Report:

Cllr Dedden, as NALC representative, reported that a Virtual National Assembly had been held in July, with a focus on the impact of Covid-19 on the local council sector. Informal meetings had been held during August and September and the next Assembly would be held in December. Meeting virtually had been very well received and NALC was looking at how it could facilitate its forthcoming AGM.

Cllr Dedden reported that the Planning White Paper was a major concern at the present time and NALC strongly encouraged individual councils to respond and comment.

The Chairman echoed this and also expressed his concern that there would not be proper and meaningful consultation on the Dorset Local Plan.

Cllr Bartlett, as a Dorset Councillor, informed the Committee that Dorset Council was extremely keen that town and parish councils respond to the White Paper. Councillors from all political parties were extremely concerned about the implications of the proposals. He also explained that he sat on the Executive Advisory Panel on the Dorset Local Plan and reassured members that Dorset Council had a duty to consult fully with the public. The mechanisms for this would depend on the situation in relation to Covid-19 at the time.

Gillingham Town Council

Town Team Report

Author: Cllr Mike Gould

- Strengthened and lowered the average age our core team by the addition of Amy Wolff, Raph Wolff and Kevin Wiltshire.
- Kevin is appointed Director of Gillingham Enterprise Ltd. His prior experience in project management, continuous improvement and stakeholder engagement with Renault-Nissan Consulting is welcomed.
- Three working groups are now working on specific projects and we welcome Sharon, Barry and Graham as both councillors and participants in these groups.
- Amy takes on responsibility for specific project fund raising with the Town Centre Master Plan funding continuing to be a high priority. Bid writing is Amy's professional role which she combines with being a young mother.
- GillHub website group comprises Kevin, Philippa and Raph.
- High Street Regeneration Group comprises Mike, Graham, Sharon and Ian. First priorities here is to secure a free trial of an online (click and collect) Greater Gillingham shopping app. The app and its supporting technical team have been running successfully for several years for towns in the North. In parallel we are investigating what is needed to set up pop up shop(s) which are in place in similarly vacant premises elsewhere. Landlords and potential tenants are the focus here.
- FE Campus project has gained the active support of Simon Hoare and key executives at the Unitary Authority. First step is a meeting of FE principals to be convened by Simon. Among potential locations we have identified the west wing of leisure centre. This has the support of Rivers Meet management.
- Valuation Report on key town centre sites funded by unitary is due in October. This will be used to attract potential developers.
- Cinema group are continuing to work on raising funds, but this is impacted by the only partial opening of existing cinemas.
- Park Runs had been cleared to go ahead in October but that maybe under review because of tighter COVID regulations
- The inaugural White Hart Market will be on Sunday, 11th October. To respect Remembrance Sunday there will be no market in November and the Christmas market will be held on Saturday, 12 December. Your help to publicise the market (and to visit it) please.
- Next year's core funding requirement is around £300 for accounting services, membership of Chamber and web hosting. We hope that Gillingham Town Council can continue to support our efforts, the expenses of which continue to be funded by the volunteers.

Minute no. 330 (g)

Gillingham Youth Club

Meeting 25th August 2020

Author: Cllr Barry von Clemens

Present: Mark Hebditch, Maddie Styler, Karen Johnson, Barry von Clemens,
In attendance: Tony Nye

The team continue to work online with the young people and are updating policy documents.

Tony reported that the latest guidance on opening under Covid regulations would allow the club to open but with a max of 15 young people and no limit on volunteers.

It was agreed that the youth club would reopen in October under the Covid regulations to ensure that a youth service is available. The number at each session would be 15, and places would have to be booked in advance.

Young people would be restricted to the number of sessions they could attend each month to ensure that everyone has access to 1 session per month.

Tony is to work with the Gillingham Youth Foundation to ensure that the site is Covid secure.

Until the Youth Club can hold larger group meetings it was agreed that the service will concentrate on the existing membership.

Tony has been having talks with Helen de Silver at Rendezvous - the outreach youth project funded by Gillingham Town Council - about the possibility of working together on several projects in Gillingham in the future. This will take time to develop.

Please refer to attached report from Rendezvous - regarding ASB, drugs and working within current Covid restrictions/guidelines.

The Rendezvous Gillingham
Report to Gillingham Town Council
21 September 2020
Author: Helen De Silva Wood, CEO

Occurrences of ASB and how young people are being approached

- As youth workers we are not there to police young people and clearly have no powers of enforcement. Our role is to engage and take an alternative non-authoritarian approach. This does not mean that we do not challenge – in fact the opposite. We always challenge, whether its behaviour, language, attitude, ideas etc but we are operating on ‘their territory’ and maintaining relationships by being fair and approachable is essential and helps keep the team safe.
- We have followed up and visited Barnaby Mead and spoken to one of the residents but every time we’ve visited there’s either been no one or just very small groups of young people who weren’t causing any obvious problem to be concerned about.
- We’ve also visited Hardings Park which has been very busy over the last three weeks with varying different groups of young people of different ages. We have challenged some Gillingham School students in blue blazers (age 13-14) for lighting a fire at the bottom of the park and some but not all came back and put it out.
- We visited Hawthorn Drive and spoke to one household who said they hadn’t experienced any negative situations with young people
- In general, we have not experienced much ASB since before the situation with Waitrose before lockdown
- We have kept away from certain areas at the request of the police which we assume to be part of a police operation

Correct reporting of ASB

- This is a matter for the police to advise on

What to do when receiving photos of young people taken without their consent

- This is a question for the police, but it is our understanding that there is nothing to stop people from taking photographs of people in public places – unless of course they’re indecent. It’s interesting to note that the subject of the photo doesn’t have the right to ask a photographer to stop, ask for a copy of the photos or force a photographer to delete the photographs
- Should we hear of young people talking about this we will of course explain the legal position and endeavour to diffuse any bad feeling.

Drug use in Gillingham and the response by Dorset Police

- Drug use is rife everywhere and Gillingham is not exempt. However, it is not condoned and the team would not stay for long in a place where young people are openly taking drugs – most often when YP who are taking drugs see us coming, then the drugs are either hidden or they remove themselves. Most young people taking drugs tend to hide in the nooks and crannies – which we do visit. We do not have the powers to do anything about drug-taking and do not report anyone unless there is a safeguarding concern.
- We encourage active conversations about drug use, myth-busting, risks and legalities in a bid to a) make them fully aware; b) keep them safe; c) encourage self-reflection and liaise with Nicky Fear.
- We are able to have more in-depth discussions with them and can refer them to Reach, the Dorset young person's Drug and Alcohol service.

Rule of 6 – law and enforcement

- Since the rule of 6 came in a week or so ago, there's been little change in behaviour. YP still gather in good weather in the park but they tend to be in small groups and nothing overly untoward although it is difficult to maintain social distancing in the skate park itself.
- However, as the weather is due to change this week, we suspect this will be less problematic in weeks to come.
- Our approach is to informally ask young people that they socially distance. We try to do this with good humour and have had no major issues when doing this - all have complied.
- Over the last three weeks we have been interviewing young people about their thoughts about Covid for a short film. Interviews have been socially distanced and everyone has been really amenable.
- On the whole we don't see a deliberate flouting of the rules – they're young people, they believe they're indestructible and they often simply forget what they're supposed to be doing. They don't understand the logic behind the rules, why, one comment last week was "how come I can spend all day at school in large classes and then can't walk outside with a group of more than 6 friends afterschool...'

Minute no. 332

GILLINGHAM TOWN COUNCIL 2020/21						
PAYMENTS/ INVOICES OVER £10,000			Full Council 28/9/2020			
INVOICE NO.	DATE	SUPPLIER	TOTAL (INCL VAT WHERE APPLICABLE)	DETAIL	Minuted	
Completion Statement	22/09/2020	Rutters Solicitors	250,000.00	Part payment purchase of Works Depot	Extraordinary Full Council 1/9/2020	Paid 22/9/20
18/09/2020	23/09/2020	Rutters Solicitors	145,111.10	Balance of payment purchase of Works Depot	Min 327a	Paid 23/9/20
		Total	395,111.10			

Gillingham Town Council

**Recommendations from the Finance Committee
regarding grant applications for FY2020/21.**

Author: Town Clerk

1. Background

Grant applications for FY2020/21 were considered by the Finance Committee on Monday, 21st September 2020. Please refer to Minute numbers 226 (a) to (j).

The Finance Committee requested clarification from Gillingham Netball Club with regards to their application for £1,900 which included clothing to the value of £742.56. Since the meeting, the Chairman of Gillingham Netball Club has confirmed that all requested items, **except for the clothing**, are required to allow socially distanced training in accordance with the guidance set out by the England Netball Association.

Full Council will need to consider the application from Gillingham Netball Club at the meeting on 28th September.

2. Recommendations

- **That Dorset Mind is awarded a grant of £1,500 for FY 2020/21.**
- **That Gillingham Carnival Committee is awarded a grant of £1,255.58 for FY 2020/21.**
- **That Gillingham DofEOAC (Duke of Edinburgh Open Award Centre) is awarded a grant of £1,000 for FY 2020/21.**
- **That Gillingham Imperial Silver Band is not awarded a grant for FY 2020/21.**
- **That Section 3.2 of the Grants Policy is suspended and Hipp!!Bones are awarded a grant of £2,033 for FY 2020/21.**
- **That Mindful is awarded a grant of £500 subject to whether a Christmas meal can be undertaken in accordance with COVID regulations.**
- **That North Dorset Disability Information Service (NorDDIS) is awarded a grant of £1,000 for FY2020/21.**
- **That North Dorset Rugby Football Club is awarded a grant of £1,000 for FY 2020/21.**
- **That Read Easy Gillingham and Shaftesbury is awarded a grant of £314 for FY2020/21.**
- **That the grant from Gillingham Netball Club is reconsidered by Full Council.**

Gillingham Town Council

Workshop Task and Finish Group

Lead: Cllr Paul Harris, Deputy Mayor

1. Current Progress

Since the Extraordinary Full Council meeting of 1st September 2020, the T&F Group:

- Conducted an MS Teams meeting on 22 September to:
 - Review sale completion,
 - Review the project timeline
 - Review the plan for the buildings,
 - Review workforce capabilities,
 - Identify capability gaps
 - Determine an appropriate press release on purchase
 - Determine an onsite meeting (socially distance and covid-19 compliant) for AM Thursday 1 October.
 - Determine the wording of a letter to be sent to the current workshop landlords stating that GTC will not be renewing its lease in July 2021

2. Purchase Completion

- The Town Clerk, RFO, T&F lead worked with the solicitors to achieve completion which took place at 1600 today.
- The Deputy Town Clerk has ensured building insurance is in place.
- The Town Clerk, Works Manager and T&F Lead visited the location at 1640 today.

3. Recommendations

- That the Future Workshop Task & Finish Group be renamed the Workshop Task and Finish Group in order to continue its oversight of the workshop refurbishment and development.
- That the Press Release as provided to the Town Clerk is published on the GTC website immediately.
- That the letter for the current landlord is sent out by the Town Clerk when appropriate

Gillingham Town Council
Christmas Opening Hours 2019

1. Introduction – Public Holidays over Christmas

The dates highlighted in red are public holidays.

Monday, 21st Dec
Tuesday, 22nd Dec
Wednesday, 23rd Dec
Thursday, 24th Dec
Friday, 25th Dec – Christmas Day – Public Holiday

Monday, 28th Dec – Public Holiday (in lieu of Boxing Day falling on Saturday, 26th Dec)
Tuesday, 29th Dec
Wednesday, 30th Dec
Thursday, 31st Dec
Friday, 1st Jan – New Year's Day -Public Holiday

Monday, 4th Jan – Business as usual

2. Proposal

Opening hours for Dorset Council are unknown at present, but many of their staff are working from home due to the current pandemic.

Proposed Christmas working arrangements for Gillingham Town Council are:

Monday, 21st Dec – Business as usual
Tuesday, 22nd Dec – Business as usual
Wednesday, 23rd Dec – Business as usual
Thursday, 24th Dec – Skeleton Staff
Friday, 25th Dec – Christmas Day – Public Holiday

Monday, 28th Dec – Public Holiday (in lieu of Boxing Day falling on Saturday, 26th Dec)
Tuesday, 29th Dec – GTC Offices Closed
Wednesday, 30th Dec- GTC Offices Closed
Thursday, 31st Dec – Skeleton Staff
Friday, 1st Jan – New Year's Day - Public Holiday

Monday, 4th Jan – Business as usual

All staff will use their two statutory leave days on Tuesday, 29th December and Wednesday, 30th December 2020.

There will be a skeleton staff on Thursday, 24th December and Thursday, 31st December 2020. If staff wish to take these days as leave, it will be agreed with their line manager and taken from their annual leave entitlement, as normal.

3. Additional Street Cleaning and Weekend Duties

MG Cleaning will be instructed to work as follows:

Saturday, 26th Dec – MG Cleaning - usual weekend duties

Sunday, 27th Dec – Not required

Monday, 28th Dec – Not required

Tuesday, 29th Dec – MG Cleaning – additional duties to cover GTC staff absence

Wednesday, 30th Dec – Not required

Thursday, 31st Dec – MG Cleaning – additional duties to cover GTC staff absence

Friday, 1st Jan – New Year's Day – not required

Saturday, 2nd Jan – MG Cleaning - usual weekend duties

Sunday, 3rd Jan – MG Cleaning - usual weekend duties

4. Financial Implications

FY 2020/21, budget no. 6003 is allocated for weekend street cleaning of £6,750 per year.

At the end of August, the remaining balance was £4,050. Allowing for a monthly spend of around £550 per month, £200 will remain to cover the extra duties required over the Christmas period.

Cleaning undertaken at the Town Hall is taken from budget no. 7059. There is likely to be an underspend in this budget and, therefore, a virement could be made from this budget to cover any possible overspend in budget no. 6003.

5. Conclusion

All staff agree to the two statutory days being taken on Tuesday, 29th and Wednesday, 30th December.

Due to Covid guidelines, visitors to the Town Hall are only permitted by prior appointment. Staff can work from home.

The requirement for additional street cleaning duties over the Christmas period to cover staff absence is minimal, partly due to the dates of Christmas for 2020 and because not so much rubbish is expected due to the current pandemic guidelines and restrictions.

6. Recommendation

That Gillingham Town Council Offices are officially closed from Friday, 25th December through to Thursday, 30th December inclusive.

That the weekend street orderly contractor is requested to carry out additional street cleaning duties on Tuesday, 29th December and Thursday, 31st December 2020 to cover staff absence and financed from budget no. 6003 – Weekend Street Cleaning.

Minute no. 340

Mayor's Report**September 2020**

Date	Event	Comments
4 Sept 2020	High Sheriff Visit	It was great to host the High Sheriff in a very low key Covid secure visit. He was extremely impressed to hear everything our fabulous community has done to get through lockdown and continues to do throughout the pandemic.
13 Sept 2020	North Dorset Rugby Club - Pitch up for Rugby	It was a fabulous sunny morning to hear of all the wonderful work the club has been doing with the young people during Covid and how they continue to work with them. It was also wonderful of the RFU's recognition of their hard work with a visit from the President elec.

Dorset Councillor Ward Report – Cllr Belinda Ridout

With the 'holiday season' about over, although like most people, I haven't felt like there was a 'holiday season' as such, Councillors were updated on plans for working arrangements. Based on advice from Public Health Dorset, the decision has been made to extend current working arrangements, for staff and councillors, through to the end of March 2021. This decision has been made for infection control with the priority to keep the workforce and councillors safe and minimise risk of spreading the COVID-19 virus, thereby ensuring that essential services are protected and continue to serve local residents and communities.

Virtual Meetings:**Climate & Ecological Emergency Executive Advisory Panel (EAP)**

Tuesday, 25th August. Cllr David Walsh, Portfolio Holder for Planning and Ed Gerry, Community Planning Manager, informed and discussed with members the **emerging Local Plan for Dorset Council** and key opportunities and challenges in addressing key climate and ecological issues, covering the main five topic areas: renewable energy, buildings, water, natural assets and transport. An **Energy Infrastructure Delivery Plan** forms part of the Local Plan which includes looking at EV charging points, renewable energy and grid performance. There is no policy in existing local plans for EVCP's in new development. Wording in the new Local Plan would have to cover any eventuality to meet future need. The **Local Plan Consultation** has been slightly delayed, October/November rather than September, for an extended period of 8 weeks. Mitigating the impact of Climate Change is the priority of the Local Plan, although this will not be enforceable until adoption in Spring 2023.

The passage of the Government's **Environment Bill**, albeit strong in biodiversity net gain, has been halted due to COVID. **A strong point coming out of the EAP meeting is that it is very important for everyone (i.e. Dorset Council, parish and town councils, groups and individuals) to lobby MP's/government to push for national direction and standards in the form of a National Policy Framework.** Cllr. Ray Bryan, portfolio holder for Highways, Travel & Environment and Chair of the CC EAP has been invited to sit on a Government committee set up to address climate change and therefore has the opportunity to speak on behalf of DC and will report on the first meeting to be held very soon.

Members also received a brief overview of the **Waste and Minerals Local Plans** with an opportunity to question and discuss the specific policies addressing climate change. For example, one particular idea put forward is to re-use old quarry pits for reservoirs.

The next EAP meeting in September will discuss the **Climate Change Action Plan** details before going to Cabinet. December's meeting will be considering the responses from the **Climate Change Strategy Consultation**, with a revised Strategy Document to Cabinet early 2021.

Dorset Council has just signed a contract for 53 fast charging electric vehicle charging points in 23 car parks across Dorset, to be installed from the autumn. The contractor made no charge to DC to fit the devices.

Annual Meeting of Council - Thursday, 3rd September

A meeting with 82 councillors was by no means an easy job for the chairman or technical staff, with some sound issues, but all in all a very successful meeting, albeit it lasted three and a quarter hours!

Congratulations to Cllr Val Potheary for being elected Chairman of Council for 2020/21 and Vice-Chairman, Cllr Mike Parkers (Ferndown).

Cllr Spencer Flower (Portfolio Holder for Governance, Performance & Communications) re-elected as Leader of the Council and Cllr Peter Wharf (Portfolio holder for Corporate Development & Change) re-elected as Deputy Leader.

Three changes to Cabinet: Cllr Toni Ferrari now Portfolio Holder for Economic Growth, Assets and Property; Cllr Garry Suttle, Portfolio Holder for Finance, Commercial and Capital Strategy and Cllr Jill Haynes, Portfolio holder for Customer and Community Services.

As previously agreed, the Constitution, under Governance Arrangements, allows up to 6 Lead Members to be appointed by the Leader of Council to give support to the respective Cabinet members (Portfolio-Holders). This is a new approach by Dorset Council, but is a well tried and tested way nationally of ensuring there is sufficient capacity for Cabinet Members to cope with their individual portfolios. Members voted to approve the appointments as follows:

Portfolio Holder for Highways, Travel & Environment
Cllr Ray Bryan

Lead Member for Highways – Cllr Cherry Brooks
Lead Member for Environment, Travel and Harbours – Cllr Noc Lacey-Clark

Portfolio Holder for People - Children, Education, Skills & Early Help
Cllr. Andrew Parry

Lead Member for Education – Cllr Byron Quayle
Lead Member for Safeguarding – Cllr Jane Somper

Portfolio Holder for People – Adult Social Care and Health
Cllr. Laura Miller

Lead Member for Care – Cllr Simon Gibson
Lead Member for Health – Cllr Piers Brown

Members voted *not* to approve a £500 increase to members' basic allowance of £13,000, the main reason being that during a pandemic is not the right time.

Appointments to committees and panels were agreed. I remain on the Northern Planning Committee (Cllr Sherry Jesperson and Cllr. Mary Penfold remaining as Chair and Vice-chair), the Strategic Planning Committee and the Minerals and Waste Policy Joint Advisory Committee.

Public Health update on COVID -19

On 24th August, five confirmed cases of COVID-19 cases in the Purbeck area (around Bovington, Wool and Lulworth) between August 15th and 21st. All are self-isolating at home and all the contacts of these cases have been followed up and following advice by NHS Test and Trace. According to recent data from Public Health England, there have been 652 confirmed cases of COVID-19 in Dorset since the start of the pandemic. Confirmed cases remain low in Dorset.

Help for vulnerable residents to stay active during COVID-19

Dorset Council and key offer. partners are working together to make sure residents can get help to continue to live independently in their homes. The council has asked volunteer 'befrienders' working on behalf of Age UK, to help spot the signs that a person may have become more frail or likely to fall because of reduced ability to exercise and keep active in the wake of COVID-19. If there are concerns, a befriender can ask the vulnerable person if they consent to being referred to the reablement services on offer from the council's care provider, Tricuro. There is no charge for this service and a wide variety of support is on offer.

Climate & Ecological Emergency Executive Advisory Panel (EAP)

Tuesday, 15th September, I was unable to attend this meeting due to a clash with the Northern Planning Committee. The main topic was the Draft Climate & Ecological Emergency Action Plan, which is divided into themes: buildings, economy, food & drink, making it happen, natural assets, renewable energy, transport, waste and water. The plan details the Lead Service responsible for identified actions, timescales and priority. I don't have the notes from the meeting to date.

Youth Executive Advisory Panel

Thursday, 17th September – the panel recently sent out a short survey to all community youth activity providers, particularly those who were part of the DCC handover of youth premises to the community in 2016. The purpose of the survey is to gauge the provision of youth activities across Dorset; to discover any problems still being experienced by community providers since the handover and to 'map' the results to identify any gaps in youth provision. Results of the survey to follow.

Local Plan Executive Advisory Panel

Although unable to attend the meeting on 9th September, I can summarise as follows:

Local Plan Production timeline delayed due to Covid-19, mainly due to officers/consultants not being able to carry out field site assessments. Draft plan delayed by two months, to go to Cabinet early December, with an 8-week consultation straight after Christmas. This followed by a Consultation Review, further evidence gathering and CIL Charging Schedule Consultation, May 21. To Cabinet October 21, followed by another 8-week consultation, November 21. Local Plan and CIL charging schedule submission March 2022.

Government Consultations – two documents released for consultation on 6th August 2020: Changes to the Current Planning System, with deadline for responses 1st October and 'Planning for the Future' White Paper, with deadline for responses, 29th October.

Changes to the Current Planning System includes changes to the Standard Methodology for calculating housing numbers (considering constraints), the Government's proposed approach to First Homes; the threshold for delivery of affordable homes and enabling Permission in Principle to apply to Major sites.

The **Government's White Paper** proposes major changes to the whole planning system including a zonal system with Local Plans identifying three key types of land: growth areas (development with automatic outline planning permission), renewal areas (suitable for infill and densification – with prior approval/fast routes to permission) and protected areas (development restricted - full planning application process required); binding housing targets for each council area set nationally; removal of the 5 year housing land supply requirement but retention of the delivery test (would give DC less control); overhaul of the design code and a nationally set single infrastructure levy (replacing the community infrastructure levy and section 106), to deliver affordable housing with 25% transferred to the parish where development takes place.

A new approach to preparing Local Plans with a standardized national digital template using digital maps and new time limit of 30 months for plan preparation, all local plans having to be completed by the end of this Parliament, April 2024; generic policies set nationally; retention of Neighbourhood Plans. Community involvement is encouraged at the earlier stages of developing a local plan but no community involvement in outline planning applications in the Growth Area zones (DC's Local Plan would therefore have to be more robust). The Local Plan examination will consist of a single sustainable development test and simplified sustainability appraisal process. There will be no 'duty to cooperate' requirement (having to meet other LA's housing targets).

If the proposals in the Government's consultations are adopted, they will have a significant impact on the completion of the Dorset Local Plan and timelines and developers have expressed their concern with this.

Northern Area Planning Committee - 15th September

This was a daylong meeting! **Dorchester County Hospital** application for a 7 floor Multi-Storey Car Park in the SE corner of the Campus, at the junction of Williams Avenue and Damer's Road attracted extensive media coverage and lobbying. The planning committee unanimously approved the application, enabling the hospital to expand and improve clinical services as part of the Trust's Masterplan.

The Principal Street (Application number 2/2020/0379/FUL) to serve the Gillingham Southern Extension was approved by the committee. This will be a tree lined avenue with landscaping connecting the B3092 with the B3081. A 30mph speed limit with bus stops set at required intervals and pedestrian refuges where appropriate to enable crossing. Gillingham is very fortunate to have been allocated substantial Government funding to enable a major element of critical infrastructure to be delivered at the outset of development and will serve to speed up development on the Gillingham Southern Site Allocation.

Planning System Transformation – Over the last year DC has been working to pull together the 6-former district, borough and county councils planning functions together into one team using one planning management software version. An outside agency has been clearing the validation backlog. Transferring the data onto the new system will be phased. The first phase is for the former North Dorset area. This will happen **24th – 28th September**. During the time of transfer there will be no access to the information online and no ability to add comments. **Any consultation deadlines that will fall during this time will automatically be extended by four days to compensate.** Once the transfer has taken place information on planning applications for the former North Dorset area will still be accessed as before using the relevant area button on the planning web page.

Government White Paper 'Planning for the Future' & Planning Enforcement Member's Webinar, 24th September

Members received a brief run through of the Government's proposals within the White Paper Consultation and how DC proposes to respond to the proposals. One of the main concerns is the potential departure from the democratic process. Dorset Council's response to the White Paper will go to Cabinet 6th October for approval. Dorset Council's response will be published 5 days before going to Cabinet to allow for public comment. **IT IS VERY IMPORTANT THAT ALL PARISH COUNCILS RESPOND TO THE GOVERNMENT CONSULTATION** and raise parochial issues and concerns that will have an impact on their local area. Parishes encouraged to look at DC's responses to help inform their own response. **Deadline for responses: 29th October.**

Dorset Council's Response to the White Paper:

- Delays in housebuilding are not all due to the planning system. In 2019, 371,000 housing applications granted and only 241,000 delivered.
- Binding national housing targets and removal of the opportunity for public comment reduces local democracy.
- Digital approach for local plans and neighbourhood plans is potentially disadvantage to some.
- Greater detail is needed on how binding national targets would be derived.
- No strategic considerations.
- Timescales for Local Plan adoptions are very ambitious.
- Significant risk to current local plan progress due to uncertainty over the proposed changes.
- Support for good design and publication of a national design code but must focus not only on what places look like but how they function for people. Encourage local design codes as part of neighbourhood plans and local plans.
- Single Infrastructure Levy – not likely to generate enough funding for the infrastructure and affordable housing needed.

All ward councillors will receive a comprehensive brief of DC's official response to the White Paper, which will be shared with all parishes councils to assist with their response.

Enforcement

A presentation by Darren Rogers, new Planning Enforcement Manager. The Enforcement team: Planning Enforcement Manager overseeing 3 Area Teams – South West (ex WDDC/WPBC), North (ex WDDC/NDDC) and East (ex EDDC & Purbeck); 3 Senior Enforcement Officers per team, 2 Enforcement Officers per team, 3 Enforcement Assistants per team.

DC has a duty to investigate planning breaches, but enforcement action is discretionary. There are time limits for taking Enforcement Action. Development immune within:

- 4 yrs of sustained completion for a breach of planning control consisting of operational development;
- 4 years for unauthorised change of use to single dwelling house; and
- 10 years for any other breach of planning control (essentially other changes of use).

However, it was noted that these limits do not prevent enforcement action after relevant dates in certain circumstances: e.g. deliberate concealment of breach of planning control. Whereupon the LA can serve an enforcement notice 'out of time' or apply for a Planning Enforcement Order. A new data-base now up and running in the north area. There is a comprehensive Planning Enforcement site on the Dorset Council website with a link to report concerns. Enforcement Team North: planningteamnd@dorsetcouncil.gov.uk 01305 838336.

The Government White Paper addresses Planning Enforcement as follows:

Proposal 24 seeks to strengthen enforcement powers and sanctions so that communities can have confidence that the rules are upheld, with more emphasis on the enforcement of planning standards and decisions. To ensure high standards for design, environmental performance and safety of new and refurbished buildings are monitored and enforced (with particular focus on areas prone to flooding).

Corona Virus update – Cases of COVID-19 remain low in Dorset but are showing an increase. Between 16th and 22nd September, there were 18 confirmed positive cases in the Dorset Council area (up 1 from the previous week) and 48 cases in the BCP area, compared with 38 the previous week). The Government publishes data on corona-virus cases by Middle Super Output Area (MSOA). This data is updated each weekday and shows the latest 7 days. The

map currently shows that the MSOA Gillingham recorded 5 positive cases between 3rd and 9th September and 3 positive cases between 13th and 19th September.

Reaching Out Campaign – Dorset Council is launching a joint campaign with Citizens Advice this September. The aim is to raise awareness of the range of support available to people financially affected by COVID-19 so they can seek advice and support before they reach crisis point. Help is available online at www.dorsetcouncil.gov.uk/reaching-out or telephone the Dorset Citizens Advice Adviceline on 0344 411 1444.

Virtual Meetings – no change on Government Guidance on holding digital council meetings where possible. Government advice continues to advise against face to face meetings where possible and the guidance applies to parish councils as well as to principal councils. The newest restrictions introduced Monday 14th September apply to social gatherings and so in line with the government guidance, parish councils can lawfully meet face to face to transact their business but where this is possible, they should meet digitally instead.

Dorset Councillor Report – Cllr Val Potheary Chairman of Dorset Council

Following on from Cllr Belinda Ridout's excellent and fulsome report; I have only a couple of additions to make, which were further meetings.

Place and Resources Overview Committee

This is a new committee for me – which replaces the previous Place Overview and Scrutiny Committee that I used to sit on. Most of our time was spent on the Dog-related Public Space Protection Order, which reviewed the results of the consultation carried out in the Spring. There were 8,602 overall county-wide responses to the questionnaire, which asked for opinions about dogs accessing our beaches and other open land. It was a long meeting, with varying opinions and preferences being expressed by members. The committee's recommendations will now go before the cabinet meeting on 6th October.

Local Government Association (LGA) webinar on Housing and Planning

I took the opportunity to sign up for this webinar and was joined by Local Government Association (LGA) members from all over the country. Guest speaker was Christopher Pincher, MP.

Local Government Association webinar on The Future of High Streets

This was a fascinating webinar. The main speaker was William Grimsey who has a very interesting and radical view of the future. Please see link below:

<https://www.highstreetstaskforce.org.uk/resources/details/?id=5f61c69f-8fbe-43bf-9cdb-03a0517bfe64>