

# MANAGEMENT COMMITTEE

Members of Management Committee are invited to attend this meeting at Commercial Road, Weymouth, Dorset in the to consider the items listed on the following page.



Matt Prosser  
Chief Executive

**Date:** Tuesday, 7 March 2017  
**Time:** 9.30 am  
**Venue:** Council Chamber

**Members of Committee:**

J Cant (Chair), K Brookes (Vice-Chair), A Blackwood, F Drake, J Farquharson, C Huckle, C James, R Nowak, J Osborne and G Taylor

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## USEFUL INFORMATION

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# A G E N D A

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## 1 APOLOGIES

To receive apologies for absence.

## 2 MINUTES

To confirm the minutes of the meeting held on 7 February 2017 (previously circulated).

## 3 CODE OF CONDUCT

Members are required to comply with the requirements of the Localism Act 2011 and the Council's Code of Conduct regarding disclosable pecuniary and other interests.

- Check if there is an item of business on this agenda in which the member or other relevant person has a disclosable pecuniary or the disclosable interest.
- Check that the interest has been notified to the Monitoring Officer (in writing) and entered in the Register (if not this must be done within 28 days).
- Disclose the interest at the meeting (in accordance with the Council's Code of Conduct) and in the absence of dispensation to speak and/or vote, withdraw from any consideration of the item where appropriate. If the interest is non-pecuniary you may be able to stay in the room, take part and vote.

## 4 PUBLIC PARTICIPATION

30 minutes will be set aside to allow members of the public to ask questions relating to the work of the Council. 3 minutes will be allowed per speaker. The order of speakers is at the discretion of the Chair and is normally taken in the order of agenda items, questions must relate to a report which is on the agenda for consideration. Notice is not required if you wish to speak at the meeting but if you require an answer to a question it is advisable to submit this in advance by contacting a member of the Democratic Services team or alternatively, by emailing [kcritchell@dorset.gov.uk](mailto:kcritchell@dorset.gov.uk).

## **5 QUESTIONS BY COUNCILLORS**

To receive questions from Councillors in accordance with procedure rule 12.

## **6 MANAGEMENT COMMITTEE ACTION PLAN 5 - 22**

To consider the Management Committee Action Plan

## **7 GREENHILL CHALET MANAGEMENT 23 - 28**

To consider a report of the Head of Assets and Infrastructure.

## **8 PAVILION THEATRE - LEASE AND FUNDING ISSUES 29 - 32**

To consider a report of the Head of Assets and Infrastructure.

## **9 TOWN CENTRE MASTERPLAN UPDATE - PENINSULA; ECONOMIC IMPACT ASSESSMENT 33 - 64**

To consider a report of the Strategic Director.

## **10 COMMUNITY GOVERNANCE REVIEW FOR THE CREATION OF A TOWN COUNCIL 65 - 72**

To consider a report of the Corporate Services Manager, Democratic Services and Electoral Services.

## **11 PARKING POLICY 73 - 90**

To consider a report of the Interim Parking & Transport Manager.

## **12 CAR PARKING PERMITS 91 - 94**

To consider a report of the Head of Assets and Infrastructure.

## **13 RELEASE OF HOUSING RESERVES TO FUND HOMELESSNESS PREVENTION WORK IN WEYMOUTH AND PORTLAND 95 - 100**

To consider a report of the Head of Housing.

**14 CHANGES TO THE CONSERVATION AREA BOUNDARIES IN PORTLAND** 101 - 144

To consider a report on the outcome of further public consultation.

**15 RATES RELIEF** 145 - 146

To consider a report of the Head of Revenue and Benefits.

**16 APPLICATION FOR HARDSHIP RELIEF** 147 - 152

To consider an application for hardship relief.

**17 URGENT BUSINESS**

To consider any items of business which the Chair has had prior notification and considers to be urgent pursuant to section 100B (4) )b) of the Local Government Act 1972. The reason for the urgency shall be specified in the minutes.

**18 4 MONTH FORWARD PLAN** 153 - 160

To consider the 4 monthly Forward Plan.

**19 EXEMPT BUSINESS**

To move the exclusion of the press and the public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph of schedule 12A to the Local Government Act 1972 (as amended)

**There are no exempt items**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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**1. Community Facilities - ANDY BLACKWOOD**

Allotments, Cemeteries and Crematorium, Clubs, Community Centres, Parks and Open Spaces, Leisure Centres, Sports Grounds, Swimming Pool, Chalets, Play Areas, Local Plans and Infrastructure, Public Conveniences

Greenhill Chalets future management and renovation <b>David Brown</b>	<b>Andy Blackwood</b>	Management Committee	Oct 2016	NA	Awaiting a Business Case from the community association. Alternative options under consideration.
Weymouth Swimming Pool <b>Nick Thornley</b>	<b>Andy Blackwood</b>	Management Committee agreed option D in the Business Plan	March 2017	NA	Agreement in principle reached which will eliminate the present Council subsidy for 2016/2017
Review of running track and adjacent land, The Marsh <b>Nick Thornley / Tony Hurley</b>	<b>Andy Blackwood</b>	Management Committee	February 2017	NA	

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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**2. Community Safety - FRANCIS DRAKE**  
 CCTV, Community Safety, Crime and Disorder, Emergency Planning, Environmental Health, Licensing, Police and Crime Commissioner, Police and Crime Panel

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Pan-Dorset CCTV proposals <b>Graham Duggan</b>	<b>Francis Drake</b>	Report to Management Committee with business case March 2017	April 2018	Office of Police & Crime Commissioner / Dorset Police / DCC / WPBC	Jan 2017 – Consultant appointed to produce procurement specification
Environmental Enforcement Pilot <b>Graham Duggan</b>	<b>Francis Drake</b>	Management Comm with 6 month review July 2017	January 2017	Self-Funding through fixed-penalty notice income	Jan 2017 – 3GS (contractor) recruiting and training officers
Licensing issues and the enforcement of street trading activity and preventing drink-fuelled disorder <b>Graham Duggan</b>	<b>Francis Drake</b>	Management Committee  Scrutiny Committee	March 2017	<b>NA</b>	Street enforcement project starts Jan 17. Consultation on new public space controls Spring 17. Report suggested to Scrutiny Committee to review effectiveness of current alcohol licensing controls

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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### 3. Corporate Affairs and Continuous Improvement - KEVIN BROOKES

Democracy, Elections, Policy, Member Services, Risk Management Services, Legal Services, Public Relations and Publicity, Audit, Performance and Improvement, Personnel, Shared Services Project, Local Strategic Partnership, Weymouth & Portland Partnership, Relationships External to the Borough, Twinning, Relationship with Portland Town Council

Steps required to establish Town Council <b>Stuart Caundle</b>	<b>Kevin Brookes</b>	Report explaining the procedure to September Management Committee.	February/ March 2016	NA	Awaiting the outcome of the Unitary Authority decision. Management Cttee to review after the January Full Council decision
Aligning Constitutions across DCP <b>Rob Firth</b>	<b>Kevin Brookes</b>	Agreed by full Council		NA	KB to discuss with R Firth on his return from holiday
Combined Authority <b>Stephen Hill</b>	<b>Jeff Cant</b>	Delegated to CEO/Leader	Autumn 2016	NA	Case submitted to DCLG. DCLG to submit Combined Authority proposals alongside LGR proposals (subject to decisions of All Council's meetings held in Jan 2017)
Local Government Reorganisation <b>Matt Prosser</b>	<b>Jeff Cant/ Kevin Brookes</b>	Council January 2016	DCLG decision February SoS March Order October	NA	Consultation completed. Decision on the proposed option for Unitary status to Councils January 2016

**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JANUARY 2017**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
Scrutiny review of performance measurement and reporting <b>Jason Vaughan</b>	<b>Kevin Brookes</b>	Scrutiny then to Management Committee	2017	<b>NA</b>	Referred to Scrutiny awaiting their timetable for delivery
Protocol for members to communicate with the press on behalf of the Council <b>Matt Prosser</b>	<b>Kevin Brookes</b>	Policy then to Management Committee	2017	<b>NA</b>	Referred to Policy awaiting their timetable for delivery



Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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**4. Economic Development - JAMES FARQUHARSON**  
 Economic Regeneration, Employment Sites, Inward Investment, Market, Business Development and Promotion, Local Shopping Centres, Town Centre.

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Support development of Brewers Quay complex and reach agreement for relocation of Weymouth Museum within it <b>Stephen Hill</b>	<b>James Farquharson</b>	Planning Committee / Management Committee  The current aim is to bring this application before WPBC Planning committee on 8 <sup>th</sup> February 2017	Update at March 2017 Management Committee	Already set-aside WPBC funding to cover legal fees and some moving costs. Other funding met privately	Since the issue of the outline approval on Brewers Quay the Council has received a detailed application for approval of outstanding reserved matters. The current scheme proposes 18 residential units with car parking spaces and covered cycle spaces.
Western Dorset Growth Corridor, development plan for economic growth <b>Martin Hamilton</b>	<b>James Farquharson</b>	Councillor briefing and feedback to DCC	21 <sup>st</sup> September 2016	DCC, WDDC, WPBC, LEP	Strategy approved at December Management Committee; strategy also approved by DCC, WDDC and NDDC.  Detailed action plan in development.

**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JANUARY 2017**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
Weymouth Football Club relocation <b>Stephen Hill</b>	<b>James Farquharson/ Andy Blackwood</b>	Management Committee	March 2017	<b>NA</b>	Presentation given to several Members on 15/11/2016. Further presentation of proposals to be given to Leader/Deputy Leader & Ward Members Jan/Feb 2017 (tbc)
Stage an Economic Development event at Weymouth & Portland <b>Martin Hamilton</b>	<b>James Farquharson/ Jeff Cant</b>	Management Committee to agree after opening discussions with BID and WPCC	April 2017	<b>TBA</b>	Meeting with BID and WPCC agreed a jointly supported event. Report being drafted to identify issues to be addressed in order to make such an event successful.
Liaison group with BID and WPCC to be set up <b>Martin Hamilton</b>	<b>James Farquharson/ Jeff Cant</b>	Management Committee	Group established; updates will be provided to MC at appropriate intervals.	Possibly joint funding	Initial meeting held and agreement in principle to work collaboratively; officers now working up proposals for a Town Centre Manager
Business Incubator <b>Martin Hamilton</b>	<b>James Farquharson</b>	Management Committee	February 2017	<b>TBA</b>	Research into the most appropriate model for a Business Incubator in this area has been jointly commissioned with WDDC and DCC

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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**5. Environment and Sustainability - RAY NOWAK**  
 Building Control, Cleansing, Coast Protection and Policy, Conservation, Development Control, Environmental Education and Initiatives, Forward Planning, Flooding, Local Development Plan, Recycling and Refuse Collection, Sea Defences, Sustainable Development, World Heritage

Early review of Local Plans; <b>Hilary Jordan</b>	<b>Ray Nowak</b>	Full Council Jan 2017	First consultation February 2017: final adoption late 2019	NA	<p>Issues and Options consultation document for the Local Plan Review was agreed by the Committee in December 2016. It now goes forward to Full Council in January 2017 with an 8-week consultation due to start in February 2017.</p> <p>We are not currently meeting the 5 year land supply target for the whole local plan area, and the 4.9 year supply has been tested recently at an appeal inquiry, the results of which are awaited. The five year supply will be recalculated in spring 2017 following a survey of completions and new consents / commitments in April.</p>
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**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JANUARY 2017**

<b>Project and lead officer</b>	<b>Councillor champion</b>	<b>Decision points &amp; who makes decision</b>	<b>Anticipated delivery date</b>	<b>Funding &amp; Source</b>	<b>Progress Update</b>
Development Services Improvement Plan <b>Jean Marshall</b>	<b>Ray Nowak</b>	Management Committee	By the end of 2017	NA	Development Control recovery plan in place. Member update sessions in progress see above. WPBC has been advised at risk of Designation
First Phase Flood Defences <b>Martin Hamilton</b>	<b>Jeff Cant / Ray Nowak</b>	Management Committee subject to LEP bid	Autumn 2016	Subject to an £11m LEP bid	Awaiting outcome of Growth Deal 3 Bids
Listed Building and Conservation Area process and policy review <b>Hilary Jordan</b>	<b>Ray Nowak</b>	Refer to Scrutiny Committee	Awaiting Scrutiny Committee programme timetable, but first scoping meeting taking place on 17 January.	NA	The listed building requirements are perceived as seriously inhibiting town centre regeneration.
Gypsy and Traveller DPD <b>Stephen Hill</b>	<b>Ray Nowak</b>	Dorset County Council		NA	Consultants are re-assessing the need for accommodation in the light of changes to national policy. An updated needs assessment is expected in early 2017. All partner councils have agreed to take forward the DPD using in-house resources. Work will start on this once the updated needs assessment has been finalised.

**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JANUARY 2017**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
Fast track planning <b>Jean Marshall</b>	<b>Ray Nowak</b>	Management Committee		NA	Part of the Development Control recovery plan. All Member update sessions have been provided and also monthly written updates
5 year land supply <b>Hilary Jordan</b>	<b>Ray Nowak/ Andy Blackwood</b>	Submission to DCLG	September 2016	NA	Nov 2016 - the 4.9 years supply for the whole Local Plan. The five year supply will be recalculated following a survey of completions and new consents / commitments and revised information will be published by December 2017 at the latest. Land supply tested at Ryme Road appeal inquiry. The Inspector's decision, which could reduce the supply further, is awaited.

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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## 6. Finance and Assets - JEFF CANT

Budget Control, Corporate Property, Council Offices, Finance Consultation, Fees and Charges, Treasury Management, Procurement, Depot, Long Term Asset Management, Property Services, Collection of Local Taxes, Leasing, Regeneration

Better income generation from Treasury Funds <b>Jason Vaughan/Martin Hamilton</b>	<b>Jeff Cant</b>	Management Committee	Proposals to March 17 Management Committee	Treasury Funds	This is being linked with a number of projects particularly the Peninsula regeneration programme <b>Zone 1</b> .
Sale of North Quay <b>David Brown</b>	<b>Jeff Cant</b>	Management Committee decision to dispose of the site with a report back at a later date for information	August 2016	Capital receipt of c£4.5m expected on completion	Contracts exchanged and awaiting final completion. Change of use notification rejected appeal in progress
Town Centre Regeneration <b>Martin Hamilton</b>	<b>Jeff Cant</b>	Management Committee	Overall project by 2019 but phased First proposal September 2016 ONGOING UPDATE AT EACH MGT CTTEE	Consortium with possible Council participation	<b>Five Zones identified.</b> Pproposals for <b>Zone 1 Peninsula</b> all year leisure development approved. <b>£200,000</b> agreed for detailed proposal at December meeting <b>Zone 2 Commercial Rd</b> to the December Cttee for decision in principle.

**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JANUARY 2017**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
Property Asset Management Plan <b>David Brown</b>	<b>Jeff Cant</b>	Detailed work programme to Management Committee	February 2017		Initial analysis produced phased reports on surplus property expected to be phased from February 17 Management Committee
Review of WC Estate <b>David Brown</b>	<b>Jeff Cant</b>	Management Committee	February 2017	NA	Scoping of this work is underway.
Pavilion external makeover <b>Martin Hamilton</b>	<b>Jeff Cant</b>	Management Committee	February 2017	Expected to be funded from capital receipts from the sale of North Quays	Have asked Phil Say to work with Martin Hamilton to submit a proposal to restore the external appearance of the Pavilion Theatre.

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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**7. Housing - GILL TAYLOR**

Affordable Housing, Homelessness, Housing Advice, Housing Benefit, Private Sector Leasing Scheme, Housing Assistance and Improvements through Grants, Loans, Advice and Enforcement

<p><b>Melcombe Regis Board</b> Improving Melcombe Regis as a place to live and work <b>Graham Duggan</b></p>	<p><b>Gill Taylor/ Francis Drake/ Jeff Cant</b></p>	<p>Paper to MC re funding from housing reserve Management Committee</p>	<p>Action Plan expected November 2016</p>	<p>Joint funding from the participating bodies</p>	<p>Board preparing strategic plan for publication Spring 2017</p>
<p><b>Resourcing the Housing Work of the Melcombe Regis Board</b> Survey of houses in multiple occupation <b>Geoff Joy</b></p>	<p><b>Gill Taylor</b></p>	<p>Management Committee</p>	<p>February 2017</p>	<p>NA</p>	<p>Report came to Management Committee on 8<sup>th</sup> Nov 2016. Release of funding from the Housing reserve to support the work of addressing housing issues by the Melcombe Regis Strategic Board was approved. Release of £20k from the Housing reserve to fund essential data analysis work, options appraisal and feasibility study into the most appropriate intervention to address housing related inequalities in the Ward to be specifically approved. Work programmed to commence Feb 2017.</p>



**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JANUARY 2017**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
Dorset Homelessness Strategy <b>Clive Milone</b>	<b>Gill Taylor</b>	Report to Management Committee	March 2017	NA	Dorset Homelessness Strategy Annual Consultation and update Member briefing early 2017
Accelerating Home Building strategy with the objective to increase number and pace of housing building. Housing Strategy required bringing together Council and Housing Associations <b>Stephen Hill</b>	<b>Gill Taylor/ Jeff Cant</b>	Report to Management Cttee	March 2017		Housing Finance Institute visiting W&P 18 <sup>th</sup> Jan 2017 Report to Management Committee 7 <sup>th</sup> Feb 2017

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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## 8. Social Inclusion - CHRISTINE JAMES

Social Inclusion, Customer Contact Centre, Localism Project, Community Regeneration and Development, People with Special Needs and Exclusions, People element of Bereavement Service etc., Safeguarding/vulnerable adults, Health service, Public health, Health & Wellbeing Board, Voluntary Bodies and Groups

Making W&P a Dementia Friendly Council <b>Graham Duggan</b>	<b>Christine James</b>	All Members	2017	<b>NA</b>	Member seminar to be arranged early in 2017
Supporting local community and youth development engagement <b>Jane Nicklen</b>	<b>Christine James</b>	Management Committee	March 2017	<b>TBA</b>	Review links with partnership organisations in the Borough, aligning Action Plan priorities and considering appropriate level of support and representation

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
<b>9. Tourism and Culture (including Harbour) - JASON OSBORNE</b>					
Arts, Attractions, Beach, Beach Cleaning, Culture, Esplanade, Events and Festivals, Museums, Pavilion, Tourism Publicity, Tourism Development (moved from 4), Tourist Information Centre, Seafront Management					
Development of arts strategy for the council <b>Tony Hurley</b>	<b>Jeff Cant</b>	Report to Mgt Comm December 2016	March revised report	Combination of Council and Arts body funding under review	December Mgt Cttee agreed to develop community art and public art proposals.
Review signage within the Borough <b>Nick Thornley; Graham Duggan; Trevor Hedger</b>	<b>Jason Osborne/ Tia Roos</b>	This is a BID lead project	Date not known due to application for funding	Coastal Community Fund	BID have made an application to the Coastal Community Fund for visitor signage for 200k. This now to be part of the new BID/WPCC liaison group
Business case for illuminations on the Esplanade <b>Nick Thornley/David Brown</b>	<b>Jason Osborne</b>	Report to Management December 2016	The date is not known due to the application for funding	Coastal Community Fund	A report is in progress
Harbour income generation <b>Keith Howarth</b>	<b>Jason Osborne/ Ian Bruce</b>	Management Committee	April 2017		Budget agreed without a deficit 2016/2017 and beyond. Opportunities for new income being progressed with external support.

**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JANUARY 2017**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
Weymouth Harbour Walls <b>David Brown</b>	<b>Jason Osborne</b>	Future report to Mgt Committee on costs of work to wall D and options to external funding	Autumn 2017	WPBC	Design and value engineering work is ongoing to determine the most suitable design solution in this sensitive area
Seagull removal Esplanade <b>Graham Duggan</b>	<b>Jason Osborne</b>	Management Committee	March 2017	<b>TBA</b>	Report to Management Committee required

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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**10. Transport and Infrastructure - COLIN HUCKLE**  
 Highways and Traffic Management, Parking Policy and Enforcement incl. fees and charges, Public Transport, Taxis and Private Hire incl. fees and charges, Cycle Network, Footpaths and Rights of Way, Liaison with Utility Companies

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New Car Parking Policy <b>Jack Creeber</b>	<b>Colin Huckle</b>	New Car Parking Policy considered at Policy Committee in August. Consulted with The Bid, DCC and Chamber of Commerce. Final Report to be approved by Management Committee	August 2016  13 Dec 2016		Report coming to MC in March 2017
Achieve 6 more Car Park Marks in addition to 8 already achieved. <b>Jack Creeber</b>	<b>Colin Huckle</b>	Report to Management Committee	March 2017		
Install new car parking machines and destination signage. Trial in Park Street and Harbour Side car parks July. <b>Jack Creeber</b>	<b>Colin Huckle</b>	Approved by Management Committee	July 2017	£300k was agreed by Management Committee to be taken from Reserves	Two Machines are currently being trialled Tenders out for maintenance work.

**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN JANUARY 2017**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
Destination signage in consultation with The Bid & DCC. Establish small working group. <b>David Brown/Nick Thornley</b>	<b>Colin Huckle</b>	To be approved by Management Cttee	March 2017		See Town Centre consultation group
Review charges for 2017/18 following guidance from Finance Team. <b>Jack Creeber/Julie Strange</b>	<b>Colin Huckle</b>	Management Committee	February 2017	Part of the proposals for the 2017/2018 Budget	Deferred by Management Committee for further information. Report to include proposals for concessions for Zone residents and Town Centre traders.
Comprehensive review of all car parks to identify loss making sites and surplus assets <b>Jack Creeber</b>	<b>Colin Huckle/Jeff Cant</b>	Referred back to officers by Management Committee from October report	February 2017		This will be part of the charges review report Review to include the DCC Park and Ride
New Traffic management programme for the Town Centre to include pedestrianisation proposals and events road closures	<b>Colin Huckle</b>	Management Committee	March 2017		Includes review of DCC road closures for events. Early wins wanted such as pedestrianisation during peak hours

## **Management Committee Greenhill Chalet Management**

### **For Decision**

#### **Portfolio Holder(s)/ Briefholder**

Councillor J Cant –Assets & Finance

Councillor A Blackwood- Community Facilities

Councillor J Osbourne- Tourism & Harbour & Culture

#### **Senior Leadership Team Contact:**

**Martin Hamilton**

#### **Report Author: David Brown**

#### **Statutory Authority**

Legal power to dispose of the land – s123 (2) and s 128(1) Local Government Act 1972 and Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003.

#### **Purpose of Report**

- 1 (a) To consider the current management of the whole of the Greenhill Chalets single and two storey units plus the play gardens, cactus garden area as well as the tennis courts, putting green and Pebbles café.
- (b) To consider the granting of the whole of the foregoing facilities on a new thirty year lease to a new Charitable Trust (Greenhill Community Trust) to be set up and formed by the current Greenhill Chalet User Group.
- (c) To ensure that for the future all these facilities are managed at no cost to the council, as well ensuring there is a substantial rolling maintenance and repair program to improve them.

#### **Officer Recommendations**

- 2 To agree to the granting of a new thirty year lease at a peppercorn rent to the Greenhill Chalet User Group Charitable Trust to help ensure the long term prosperity and more cost effective management of the Greenhill Chalets and facilities.
- 2.1 To agree that the current chalet occupiers will be offered a 12 months licence from 31<sup>st</sup> March at current fee charges plus a 5% increase to allow the new Trust to be set up and then consider licensing options for the future
- 2.2 To agree that the final agreement of the lease terms be delegated to the Strategic Director (Martin Hamilton) in consultation with the Asset & Finance Briefholder

## **Reason for Decision**

- 3 To help ensure the long term prosperity and more cost effective management of the Greenhill Chalets and facilities.
- 3.1 To enable the Charitable Trust to apply for grants to carry out repairs and improvement to the Greenhill chalets.
- 3.2 To ensure that for the future all these facilities are managed at no cost to the council, as well ensuring there is a substantial rolling maintenance and repair program to improve them.
- 3.3.1 To ensure the enhanced availability of the public paddling pool area to remain open to the public, to allow for improved fund raising opportunities, to allow for continuing and wider community involvement in the Greenhill facilities indicate that will pass to the Trust.

## **Background and Reason Decision Needed**

- 4 The management of the Greenhill Chalets and other facilities indicated are currently owned and directly managed by the council.
- 4.1 The chalets and other facilities are all fully let with the majority of occupiers being local residents, and with those using them genuinely interested in keeping such facilities and improving them.
- 4.2 The income received from these facilities is in excess of £100,000 pa but due to the deteriorating condition of the chalets in particular, with rates , insurance , management, etc this allows for only a relatively low level of annual maintenance before the expenditure balances the income.
- 4.3 The current backlog of works, ignoring the structural steel frame, is several hundred thousand pounds. With the current income levels giving little or no surplus, the condition of the chalets and facilities continues to deteriorate every year.
- 4.4 The original chalets are steel framed and in the highly corrosive salt environment this has deteriorated over the decades. Those structures are also listed buildings and so any changes, repairs and works, or improvements need careful attention to detail, as well as appropriate consents.
- 4.5 With regards to the structure a scheme of repair was considered but this was estimated to cost nearly £2m and these works were very intrusive. The structure does slowly continue to decline but this was robustly constructed when built, has been structurally tested and found safe, and while continuing to decline will no doubt provide serviceable accommodation for many years yet to come.
- 4.6 All the timberwork however is generally poor, has been patched, covered and filled and does now really need careful and reasonably complete replacement. Decorations, services and roof works and other detailing would also be a part of any annual rolling works program. This needs long term investment and commitment and cannot take a short term approach to return on money spent.



- 4.7 With the current financial situation, it was appropriate to look at alternative opportunities for managing or dealing with these facilities.

## **Options for the Future**

### **Continued Council Management**

5. The council at present cannot invest the necessary resources to improve these facilities, and so the current status quo is not desirable. The continued management is not therefore ideal and alternative options are needed ideally.

### **Sale of whole or parts**

6. If the council was merely seeking to maximise the income then it could seek to sell a long lease or the freehold with limited or no controls and either take a capital receipt or an income.
- 6.1 However any investor would then most likely seek to sell off elements or occupancies to the highest bidders, with little regard to the longer term issues arising. Such a sales option would tend to reduce the availability for local residents use as well as increasing fees and charges to a point where local people were priced out of the market. Where facilities were not locally occupied then they would tend to be used less, and being shut up would increase damp and general deterioration.
- 6.2 While therefore the best financial option this was discounted as having limited and potentially reducing community benefit, and further would not necessarily sustainable allowing the physical faculties to decline more rapidly than at present.

### **Community management and control**

7. This option was considered some years ago by the council in 2014 when the opportunity was tendered out. There was limited interest only with one submission being a detailed submission by the Greenhill Chalet User Group. This included a detailed business plan with a rental payment to be made in some tens of thousands and with the Group looking to take over these facilities and operate them on behalf of the council. The submission made was considered by the council but they decided in the end that it did not wish to follow this route and rejected that proposal.
- 7.1 While the Greenhill Chalet User Group were disappointed at having their proposal rejected they have continued to maintain considerable interest in the ongoing condition, lettings and basis for management and repairs of the chalets and facilities nearby. The council were aware of this active involvement and have sought again to encourage this group to consider taking over the day to day responsibility and management of these facilities.
- 7.2 The Greenhill Chalet User Group have written indicating that they would be interested in considering this but before going into the detail and cost that they incurred last time would wish to obtain agreement from the council that in principle this would be acceptable to the council.

- 7.3 The charitable trust (Greenhill Community Trust) would then be formed and the detailed safeguards, maintenance program, local residents priority use , restrictions on chalet licence fee increases etc would then be put into place in the lease. A rent payment could be requested but due to the deterioration of the condition any payment to the council would be modest, and that reduction in surplus would merely slow down the reinstatement program and improvements that are needed.
- 7.4 The Trust will be required as part of the lease to undertake an agreed initial 5 year rolling maintenance and repairs program. This schedule of works will be appended to the lease to provide more certainty to all with regards to the initial works program. Further improvements will then continue beyond this on an annual basis, with the details being considered nearer to that time.
- 7.5 The trust would not be responsible for any improvements to the steel frame structure and would merely undertake the watching brief on this that the council had agreed with Heritage England. The trust would also be seeking a break clause on their side every 5 years, but there would be no liability or costs to the council as all these would otherwise be met by the Trust. The detailed terms of the lease would be agreed as per the recommendation.

## **Implications**

### **Corporate Plan**

8. Priority B3. Facilitating sustainable leisure, culture and community activities  
C2. Protecting and enhancing the built and natural environment  
D2. Adapting service delivery to the changed financial environment

### **Financial**

9. The improvements will be funded from income received from the facilities and there will be no cost, management or other liabilities due with regards to the day to day operations of the facilities.

### **Environmental**

10. There are no direct environmental implications as a result of this report.

### **Economic Development**

11. Improvement to the quality of the borough's facilities will improve the overall visitor experience and should assist the local economy.

### **Risk Management (including Health & Safety)**

12. There are no H&S implications as a result of this report, as these will be taken on by the Trust.

### **Human Resources**

13. N/A

## **Consultation and Engagement**

14. Consultation has been undertaken with Briefholders, the Group leaders, and the Asset and Regeneration Group.

## **Appendices**

None.

## **Footnote**

15. Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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## MANAGEMENT COMMITTEE

7<sup>TH</sup> March 2017

### Pavilion Theatre- Lease and Funding Issues

#### For Decision

#### Portfolio Holder(s)/ Briefholder

Councillor J Cant –Assets & Finance

Councillor A Blackwood- Community Facilities

Councillor J Osborne- Tourism & Harbour & Culture

#### Senior Leadership Team Contact:

M Hamilton, Strategic Director

**Report Author:** David Brown Head of Assets & Infrastructure

#### Statutory Authority

Legal power to dispose of the land – s123 (2) and s 128(1) Local Government Act 1972 and Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003.

#### Purpose of Report

- 1 To agree to grant a thirty year lease to the Weymouth Pavilion CIC to help ensure the long term prosperity of the Pavilion thereby enabling the CIC to apply for grants to carry out repairs to the fabric of the Pavilion.  
To confirm the payment of £250,000 to allow and require the replacement of the deteriorating roof covering together with other improvement works.

#### Officer Recommendations

- 2 (a) To agree the grant of a 30 year lease between WPBC and the Weymouth Pavilion CIC without break clauses, at a peppercorn rent.  
(b) To agree that the payment of £30,000 per annum from car parking income that to date has been paid to the Weymouth Pavilion CIC will cease, and be used to repay the current £150,000 loan incrementally over the first 5 years of the new lease.  
(c) To agree to the payment of £250,000 from the Capital Receipts Reserve to the Pavilion as a condition of the new lease requiring roof covering replacement plus other works.  
(d) To authorise the Strategic Director (Martin Hamilton) to agree the final terms of the lease.

#### Reason for Decision

- 3 To help ensure the long term prosperity and more cost effective management of the Pavilion Theatre.

- 3.1 To give a sufficiently long lease without break clauses to then enable the Theatre to apply for grants to carry out works and improvement to the building.
- 3.2 To reduce the outgoings for the theatre by allowing the repayment of the £150,000 loan using the car park payments previously made to the tenant to be used instead for that loan repayment.
- 3.3 To provide a capital sum to allow the roof external cladding and other works to be undertaken and to give the potential for match funding for grant applications being submitted assuming the new lease grant is approved.

## **Background and Reason Decision Needed**

- 4 The management of the theatre was taken over nearly 4 years ago by a private Community Interest Company (CIC) following this facility being directly managed by the council. At that time the council was running the theatre this was operating at a large loss and there was concern that whoever took over the running of this might not be able to make the theatre a viable operation.
  - 4.1 Accordingly, while at that time the theatre was not to be demolished this was still in the minds of many as a possibility. Were that to happen it was anticipated that a new alternative facility would be built elsewhere in the town as part of the enhancements achieved by the redevelopment.
  - 4.2 The current tenant has over the period made significant improvements to the operations, and has attracted a wide variety of different entertainment types. This has resulted in a vibrant and financially viable facility catering for all age types and tastes. Following these successes, and that the cost of any alternative theatre would be prohibitive, it has been accepted that the current theatre will remain and there will be no new facility.
  - 4.3 With this determination discussions have continued with the tenant to look at what is needed to ensure a longer term future for the theatre. To achieve this there needs to be certainty and with this then investment and grants are possible that will ensure this.
  - 4.4 Further, with the new proposal for the peninsula redevelopment in which the pavilion is retained, the improvement of the exterior of the pavilion is important. This will not only make the Pavilion more attractive aesthetically but also improve protection by better weather exclusion and reduce running costs by improving insulation.
  - 4.5 The external fabric is becoming poor and investment is needed. The tenant is not obliged to maintain the building in any better condition than it was but despite this has spent money improving this. The council do therefore need to assist if the more expensive items of wear such as the roof are to be dealt with. Further a reduction in future outgoings in relation to the loan repayment will allow a sinking fund to be built up to assist with future works as they be needed.

- 4.6 To this end a capital payment of £250,000 is requested to be paid subject to the grant of the lease and this being a condition of that lease that the roof covering is replaced.
- 4.7 It is the intention of the CIC to seek external grant aid to facilitate further development of the facility, improving the sustainability of their offer. In order to secure such funds the CIC needs to have security of tenure which the current lease does not provide. It is therefore proposed to grant a new lease of 30 years with no break clause in order to enable the CIC to secure further funding.
- 4.7 The new lease will require the current condition to be maintained by the tenant who will be responsible for all outgoings. The details and remaining terms of the lease will be delegated to the Strategic Director (Martin Hamilton) to finalise.

## **Implications**

### **Corporate Plan**

- 5 Priority **B3. Facilitating sustainable leisure, culture and community activities**  
**C2. Protecting and enhancing the built and natural environment**

### **Financial**

- 6 The capital sum will allow the weather proofing works to be funded, and the write down of the loan will keep expenditure to actual day to day operations costs for the tenant. There will be no other costs, management or other liabilities due to be met by the council at this time.

### **Environmental**

- 7 There are no direct environmental implications as a result of this report.

### **Economic Development**

- 8 Improvement to the quality of the borough's facilities will improve the overall visitor experience and should assist the local economy.

### **Risk Management (including Health & Safety)**

- 9 There are no H&S implications as a result of this report, as these will be taken on by the tenant.

### **Human Resources**

- 10 N/A

### **Consultation and Engagement**

- 11 Consultation has been undertaken with the Group leaders, and the Asset and Regeneration Group

## Footnote

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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## Management Committee

7 March 2017

## Town Centre Masterplan Update- Peninsula Economic Impact Assessment

### For Decision

#### Briefholder

Cllr Jeff Cant

#### Senior Leadership Team Contact:

M Hamilton, Strategic Director

#### Report Author:

M Hamilton,

### Statutory Authority

### Purpose of Report

- 1 This report updates members on the potential economic impact of the proposed leisure led development on the Peninsula.

### Officer Recommendations

- 2 To note that the Economic Impact Assessment undertaken for the Peninsula development projects the creation of 250 full time equivalent jobs, generating a £54m Gross Value Added for the town's economy over the first ten years of operation.

### Reason for Decision

- 3 To ensure that members are aware of the potential economic impact of the peninsula development on the town.

### Background and Reason Decision Needed

- 4 Over the past year Management Committee has received a series of reports dealing with the development of key sites identified in the Town Centre Masterplan. As an outcome of this process work is ongoing to establish a clear and viable delivery model for a leisure led redevelopment of the Peninsula site. Alongside the financial modelling of the development, and engagement with potential occupiers, Management Committee agreed to commission an Economic Impact Assessment (EIA) of the development. This EIA has been prepared by Regeneris Consulting, and is appended to this report.
- 5 The economic assessment takes as its starting point the Cushman & Wakefield indicative layout, which includes:

- Restaurants (1445sqm)
  - Café (139sqm)
  - Hotels (120 rooms total)
  - Leisure facilities (6968sqm)
  - Harbour quarter (696sqm)
- 6 Against this mix of facilities, Regeneris have applied standard methodologies detailed in Appendix 1 of the attached report. In addition they have drawn on local data regarding visitor numbers to the town from which to extrapolate key projections for the new development.
- 7 The projections from this analysis are necessarily high level, and will vary to some degree depending on the precise mix of facilities put on the Peninsula site. However, at this stage the analysis indicates that the proposed peninsula development will result in the following economic activity:
- 250 fte jobs on site, plus 170 jobs for the projected two year build period;
  - £2.5m pa gross expenditure in hotels, amounting to £18m over the first ten years (discounted to current value)
  - £5m pa gross expenditure by visitors, amounting to £38m over the first ten years (discounted to current value)
  - C.£440k pa in additional business rates, amounting to £3.4m over the first ten years (discounted to current value)
- 8 Over a ten year period, this employment and associated economic activity is projected to generate some £53m Gross Value Added to the local economy.

### **Additionality**

- 9 An important consideration in the economic impact of the development will be the extent to which the peninsula adds to the overall economic activity in the town, versus the extent to which it displaces economic activity from elsewhere in the town. Even once displacement and leakage factors are applied, the Regeneris assessment indicates that impact of the development represents a significant boost to the borough's economy at £23m GVA.
- 10 Maximising the extent to which the peninsula development drives additional economic activity will be a important consideration for the Council in progressing other actions such as supporting the town centre, encouraging the updating of hotel stock, and ensuring that the borough is positively marketed as a destination of choice. Recent successes such as the profile awarded to Weymouth Beach through the Trip Advisor award, and the relaunch of the Visit Dorset offer will be important issues upon which to capitalise. Work ongoing to ensure the harbour can benefit from the Peninsula development should also aim to maximise additionality.

## **Implications**

### **Economic Development**

This report deals directly with the economic impact of the Peninsula development.

## **Appendices**

Weymouth Peninsula Economic Impact Assessment

## **Background Papers**

## **Footnote**

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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# Weymouth Peninsula Economic Impact Assessment

A Draft Report by  
Regeneris Consulting

Weymouth & Portland Borough Council

Weymouth Peninsula Economic Impact Assessment

23rd February 2017

Regeneris Consulting Ltd  
[www.regeneris.co.uk](http://www.regeneris.co.uk)

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**Appendix A - Methodology**

## Summary of Benefits

- i. Regeneris Consulting was commissioned by Weymouth & Portland Borough Council to assess the socio-economic benefits of the proposed redevelopment of Weymouth Peninsula.

### Estimated Benefits

- ii. Our assessment of benefits is based on the 2016 Cushman and Wakefield Masterplan for the site and has been undertaken using standard impact assessment methodologies. All figures presented at this stage relate to gross benefits, however early stage indications of the potential net impacts have been included where possible.
- iii. Our assessment examines benefits as a result of construction activities along with ongoing benefits realised during the operational phase of the scheme:
- Construction benefits – around 170 FTE construction jobs supported for the duration of the assumed 2 year build period
  - Operational benefits – permanent benefits once the scheme is operational include:
    - Employment benefits – around 250 permanent FTE jobs resulting from the commercial and leisure elements of the scheme once operational. These jobs would support additional GVA of around £16.3 million per annum. Over the first ten years of operation, this would equate to gross GVA of £53.5 million (once discounted to current values<sup>1</sup>)
    - Accommodation expenditure – based on current accommodation prices in Weymouth and varying occupancy rates, the new accommodation could generate £2.5m in gross spend every year for the first ten years of operation, which equates to £17.8m (once discounted to current values)
    - Visitor expenditure – if 10% of all day visitors to Weymouth Town Centre visited the development it is estimated that £5.18m would be generated in gross expenditure per annum, which equates to £37.6m during the first ten years of operation (once discounted to current values)
    - Resident expenditure – based on 10% of local residents (c. 4,000 per week) visiting Weymouth Town Centre also visiting the development for leisure purposes could generate up to £3.2m per annum in gross spend. This would equate to £23m during the first ten years of operation (once discounted to current values)
- iv. Financial benefits – the site will also generate business rate revenue once fully operational. Based on the types of use proposed for the site and the floorspace estimates, it is anticipated that the site could generate £3.4m.

<sup>1</sup> Where figures are provided over 10 years, we present the present value of benefits. These have been discounted using standard HM Treasury Guidance (with annual discounting of 3.5% assumed). This is a recognised approach for comparing costs which occur in different time periods and are based on the principle that, generally, people prefer to receive goods and services now rather than later.



Figure 1.1 Proposed redevelopment: Summary of Potential Benefits (Gross)

**SOCIO-ECONOMIC BENEFITS**

**Weymouth Peninsula Redevelopment**



**EMPLOYMENT BENEFITS**

**PERMANENT COMMERCIAL BENEFITS**



**250 FTE JOBS**

Supported across the town, all of which are on-site jobs



Generating...  
**£ c.£53m GVA**  
OVER 10 YEARS

**TEMPORARY CONSTRUCTION BENEFITS**



**170 FTE JOBS**

On avg. per annum supported over 2 year build period



Supported by...  
**£23m**  
EST. INVESTMENT IN CONSTRUCTION

**ECONOMIC BENEFITS**

**ACCOMODATION BENEFITS**



**120 HOTEL ROOMS**

across two hotels



Generating...  
**£ c.£18m**  
OVER 10 YEARS

**TOURISM BENEFITS**



**2,400 VISITORS**

to the site weekly through the improved leisure offer



Generating...  
**£ c.£38m**  
OVER 10 YEARS

**LOCAL EXPENDITURE**



**4,000 RESIDENTS**

from the local area to the site weekly as a new town centre destination



Generating...  
**£ c.£23m**  
OVER 10 YEARS

**BENEFITS FOR WEYMOUTH & PORTLAND**



CREATION OF EMPLOYMENT



STRENGTHENING THE WEYMOUTH TOWN CENTRE OFFER



IMPROVING THE LOCAL ACCOMODATION AND LEISURE OFFER



ENHANCING VISITOR ECONOMY

Source: Regeneris Consulting 2016. All gross figures over 10 years have been discounted.

## 2. Introduction

- 2.1 Regeneris Consulting was commissioned by Weymouth & Portland Borough Council to conduct an economic impact assessment of the proposed regeneration of the Weymouth Peninsula.

### Background to the Site

- 2.2 The site is a man-made structure located to the south-east of Weymouth Bay beach and east of the historic harbour, which has until recently been primarily used as a ferry terminal, but is no longer in use. It also comprises the Pavilion Theatre and car park, and the Jurassic 360 viewing tower.
- 2.3 The proposed development is of a mixed-use nature with a focus around recreation and leisure. Located on-site will be, a café, limited service hotel (100 rooms), boutique hotel (20 rooms) & restaurant, leisure units (which could include; a cinema, rock climbing, urban golf) and an area for independent retailers to trade from (i.e. shipping containers). It is anticipated that once permission for the site has been granted construction would begin in 2018 with site completion and full operation commencing in 2020.
- 2.4 The site has been identified as a key site in the Weymouth Town Centre Masterplan Vision and earmarked as location for a mixed-use development. The sites sea front location and proximity to the town centre will help complement the current town centre and visitor offer.

### Redevelopment Schedule

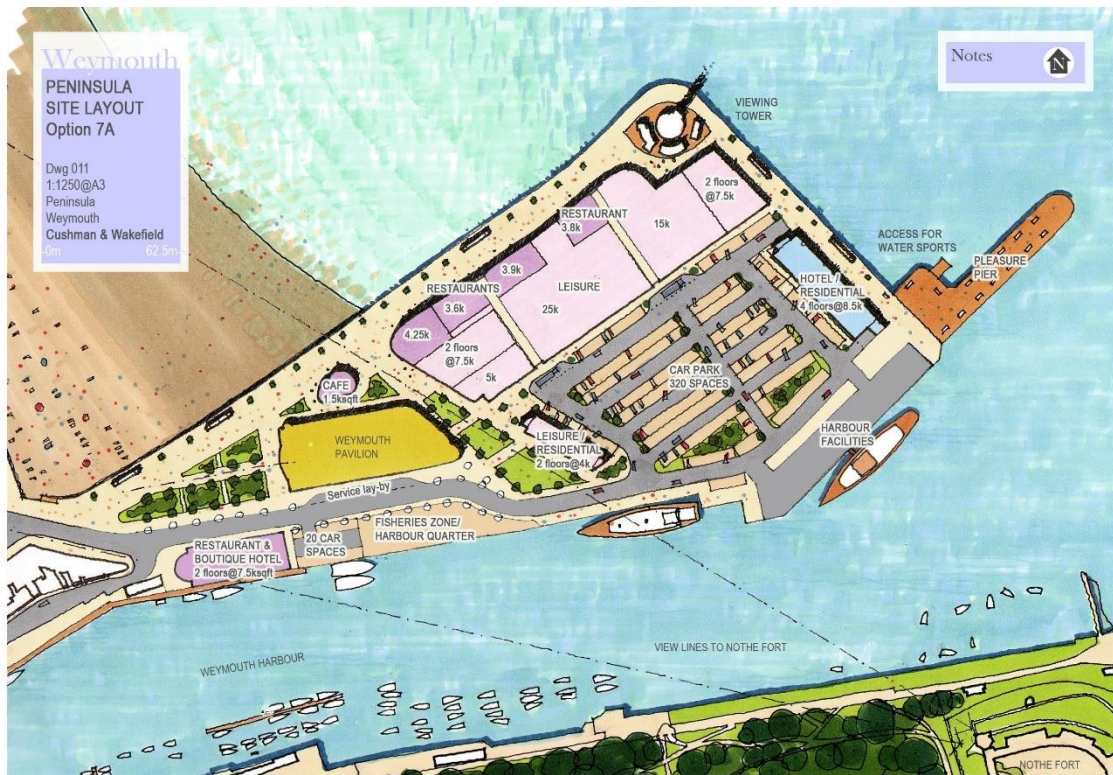
- 2.5 Our assessment is based on a high-level schedule for the redevelopment of the site provided by Cushman and Wakefield and based upon their latest masterplan of the site. Given the outline nature of the masterplan the development quantum could be subject to change. The details of the scheme in which this assessment is based is listed below:

The scheme would be a mixed development scheme with a focus on leisure and retail

The development proposes:

- Restaurants (1,445m<sup>2</sup>)
- Café (139m<sup>2</sup>)
- Limited service hotel (3,159m<sup>2</sup>) – 80 rooms
- Boutique Hotel (1,394m<sup>2</sup>) – 20 rooms
- Leisure Units - Uses to be confirmed subject to demand but an example mix would be cinema, rock climbing, urban golf, trampolining and gym (6,968m<sup>2</sup>)
- Harbour Quarter - An area for independent retailers to trade, e.g. from shipping containers rather than fixed units. (30 containers – estimated floorspace of 696m<sup>2</sup>).
- A 320-space car park

Figure 2.1 Weymouth Peninsula Layout



Source: Cushman and Wakefield

## Methodology

- 2.6 Our assessment has been undertaken using standard impact assessment methodologies. These methodologies (and supporting assumptions) are summarised in Chapter 3 and set out in detail in Appendix A.

### 3. Socio-Economic Considerations

3.1 This chapter summarises current socio-economic conditions in Weymouth and Portland within the context of the broader comparator areas of Dorset and England, as well as current relevant policy to the proposed redevelopment of the site.

#### Local Socio-Economic Context

3.2 Weymouth Peninsula is situated to the south of Dorset and lies close to Weymouth town centre, between Weymouth Harbour and Weymouth Beach.

3.3 Within our analysis, we have examined the socio-economic conditions across three spatial areas (Weymouth and Portland, Dorset and England), the geographical area at the county and local authority levels are presented below.

Figure 3.1 Weymouth Peninsula Context Map



Source: Regeneris Consulting

#### Summary of Socio-Economic Conditions

3.4 The headline statistics regarding the socio-economic performance of Weymouth are summarised in the table below. The indicators used illustrate Weymouth and Portland mixed socioeconomic performance, which sees it broadly performing at the national average and markedly below on certain indicators.

3.5 The characteristics listed here are examined in more detail in the commentary below.

Table 3.1 Summary table of key socio-economic conditions

	Weymouth & Portland	Dorset	England
<b>Employment</b>			
Employment growth 2010-15 (%)	-5%	2%	7%
<b>Population Structure</b>			
% of Working Age (16-64) (WAP)	59%	56%	63%
<b>Economic Activity</b>			
% Economically active - aged 16-64	81%	82%	78%
% of unemployed residents aged 16-24	58%	52%	60%
% WAP claiming out-of-work benefits	11%	7%	8%
% claiming JSA benefits	1.1%	0.6%	1.1%
% of JSA claimants aged 18-24	16%	13%	17%
<b>Skills</b>			
% NVQ Level 4 +	23%	27%	27%
% no qualifications	25%	22%	23%

Source: Various - see full data descriptions in detailed section

## Employment base

- 3.6 Evidence suggests that employment between 2010 and 2015 in Weymouth and Portland has declined by 5% equivalent to a loss of around 1,000 jobs.
- 3.7 This underperformance is further pronounced, when looking at the area relative to the broader geographies of Dorset and England, who both experienced growth in employment over the same period.
- 3.8 Despite the loss of jobs across the Weymouth and Portland local authority, the number of businesses operating in the area has increased by 4% over the same period (1,300), suggesting that the types of business activity that has moved into the area require less intensive levels of employment.

### Implications

Despite recent growth in employment across Dorset, Weymouth and Portland is performing comparably weakly, with a decline in jobs over recent years. This hints at both the need for enhanced local employment opportunities across the local authority.

## Population Structure

- 3.9 Weymouth and Portland is home to around 65,000 residents, making up 16% of the total population of Dorset. Around 59% of residents in the Weymouth and Portland area are of working age, compared to 56% across Dorset as a whole and 63% across England. In this regard, Weymouth and Portland possess a larger proportion of working age population than that of its immediate surrounding Dorset area.

### Implications

Whilst Weymouth and Portland possess a lower working age population than that of the England average, the higher proportion of working age people in relation to the immediate surrounding county of Dorset may leave the area well positioned to undergo a period of economic growth.

### Economic activity

- 3.10 Economic activity and employment rates in Weymouth and Portland are broadly in line with the county and national averages.
- 3.11 According to the 2011 census, 81% of the working age residents in Weymouth and Portland were economically active; a rate that sits marginally below the county average but 4 percentage points above the national rate.
- 3.12 Economic activity indicators however, suggest that in terms of youth unemployment as a proportion of the working age population Weymouth and Portland (58%) is performing broadly in line with the national average (60%) and markedly below the Dorset average.
- 3.13 Linked to the above, levels of worklessness<sup>2</sup> in Weymouth and Portland is comparatively high. In May 2016 11% (4,200) of Weymouth and Portland's working age residents were claiming out-of-work benefits. Notably, this exceeds Dorset as a whole where 7% (15,500) of its residents are claiming out-of-work benefits and the England average of 8%.
- 3.14 Job Seeker Allowance claimants<sup>3</sup> provide an indication of the pool of local residents who are actively seeking work, and provides an insight into the types of jobs which are sought after by local unemployed residents.
- 3.15 Around 400 residents in the Weymouth and Portland area were claiming JSA benefits in December 2016, representing 1.1% of the working age population. This compares unfavourably to the rate across the county as a whole which lies at 0.6% of working age residents and yet is performing in line with the national average (1.1%).
- 3.16 Of those claiming JSA benefits across Weymouth and Portland, 16% (65) of all JSA claimants were seeking sales assistant and retail cashier work a higher rate than that of the county (14%) and national (11%) average.

### Implications

High levels of JSA claimants in the area, implies a need for increased local employment opportunities. The larger proportion of JSA claimants in the retail sectors suggests that the low entry level requirements for these jobs could support employment where local demand for jobs is strong.

<sup>2</sup> As defined by those claiming DWP defined out-of-work benefits.

<sup>3</sup> A measure of those who are unemployed but capable of work.

## Skills

- 3.17 According to the 2011 Census, 25% of the working age population in Weymouth and Portland have no qualifications, exceeding the national average of 23%. This underperformance is also reflected in the representation of higher skill level residents: in 2011 23% of Weymouth and Portland residents were qualified to NVQ Level 4 and above, a level markedly below both that of the Dorset (22%) and national average (27%).

### Implications

Overall the existing resident skill base across Weymouth and Portland implies a need for increased local employment opportunities. It is important that these are provided across a range of sectors and activities which broadly match the capabilities and aspirations of the current resident labour market.

## Deprivation

- 3.18 The Indices of Multiple Deprivation (IMD)<sup>4</sup> compare a wide range of the socio-economic indicators to provide an assessment of relative levels of deprivation from one area to the next.
- 3.19 Based on the standard measure of deprivation Weymouth and Portland is ranked as the 94<sup>th</sup> most deprived district in England (out of 326 districts). This is the highest rank of all of the local authority areas in Dorset.
- 3.20 Across Weymouth and Portland around 4 (10%) of its neighbourhoods are amongst the worst 10% deprived neighbourhoods nationally and 10 (26%) are amongst the 20% most deprived areas nationally.

### Implications

High levels of relative multiple deprivation reflect a number of the issues identified in the analysis above, including above average levels of worklessness, below average levels of skills amongst other issues such as comparatively low income levels and challenges around quality of local amenities and built environment (including housing).

- 3.21 Reflecting this, a multifaceted approach is required to tackle deprivation – including the creation of appropriate employment opportunities and improving the supply and quality of the physical

<sup>4</sup> Department for Communities and Local Government, 2010

## Planning Policy Context

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### National Planning Policy

- 3.22 The National Planning Policy Framework (2012)<sup>5</sup> together with the National Planning Practice Guide<sup>6</sup> sets out the Government's planning policies and how these are expected to be applied. The presumption in favour of sustainable development is central to the NPPF. It is identified as "the golden thread running through both plan-making and decision-taking" (para 14). Three dimensions of sustainable development are defined by the NPPF in setting out the role of the planning system:
- *Economic* – the planning system is able to perform an economic role through supporting growth and innovation
  - *Social* – the planning system is able to perform a social role through supporting strong, vibrant and healthy communities. This includes providing the supply of housing and through accessible local services that reflect the community's needs and support its health, social and cultural well-being
  - *Environmental* – the planning system is able to perform an environmental role through protecting and enhancing the natural, built and historic environment.
- 3.23 The NPPF notes that these roles are mutually dependent and so should not be undertaken in isolation: to achieve sustainable development "economic, social and environmental gains should be sought jointly and simultaneously through the planning system" (para 8).
- 3.24 Of particular relevance to assessment of the socio-economic benefits of the proposed scheme are the "positive improvements" identified by NPPF which the planning system should seek to achieve (para. 9).
- Making it easier for jobs to be created in cities, towns and villages
  - Improving the conditions in which people live, work, travel and take leisure
- 3.25 Local Planning Authorities should "proactively drive and support sustainable economic development to deliver the homes, business and industrial units, infrastructure and thriving local places that the country needs" (para 17).

### Economic Growth

- 3.26 Para 18 of NPPF states..."the government is committed to securing economic growth in order to create jobs and prosperity".
- 3.27 The Plan states Local Planning Authorities should "plan proactively to meet the development needs of business" (para 20) and encourage rather than impede sustainable growth and significant weight should be given to supporting economic growth.

### Promoting Healthy & Inclusive Communities

- 3.28 The NPPF also notes that the planning system can play a key role in creating healthy and inclusive communities. The framework highlights that to deliver the social, recreational and cultural facilities and services the community needs, planning policies and decisions should "plan positively for the provision and use of shared space, community facilities (such as local shops, meeting places, sports

<sup>5</sup> Department for Communities and Local Government (2012) *National Planning Policy Framework*, DCLG, London.

<sup>6</sup> <http://planningguidance.planningportal.gov.uk/>



venues, cultural buildings...) and other local services to enhance the sustainability of communities and residential environments” (para 70).

- 3.29 Access to high quality open spaces and opportunities for sports and recreation is also identified as important to the health and well-being of communities.

## Local Policy Context

### West Dorset, Weymouth & Portland Local Plan - 2015

- 3.30 Produced by West Dorset District Council and Weymouth and Portland Borough Councils, the local plan sets out the spatial vision for both boroughs up until 2031.
- 3.31 The plan starts by detailing the issues that the area faces and goes on to provide an overarching vision of the plan and the strategic objectives and approach that will be required to meet this vision.
- 3.32 In order to realise its overarching vision the plan sets out 8 strategic objectives, which include:
- Support the local economy to provide opportunities for high quality, better paid jobs
  - Meet local housing needs for all as far as is possible
  - Regenerate key areas including Weymouth and Dorchester town centres, to improve the area’s retail, arts, cultural and leisure offer; and increase employment opportunities
  - Support sustainable, safe and healthy communities with accessibility to a range of services and facilities
  - Protect and enhance the outstanding natural and built environment, including its landscape, biodiversity and geodiversity, and the local distinctiveness of places within the area
  - Reduce vulnerability to the impacts of climate change, both by minimising the potential impacts and by adapting to those that are inevitable
  - Provide greater opportunities to reduce car use; improve safety; ensure convenient and appropriate public transport services; and seek greater network efficiency for pedestrians, cyclists and equestrians

### West Dorset, Weymouth & Portland – Priorities for Growth

- 3.33 As the title suggests, the document summarises the key priorities for growth shared between the West Dorset District Council and Weymouth and Portland Borough Council’s Shared Services Partnership.
- 3.34 Here the paper sets out several notable priorities in the context of the proposed peninsula redevelopment:
- To develop and promote the coast and countryside offer to increase Dorset’s share of the visitor market
  - To bring forward development of key employment sites
  - Include key sites (including Weymouth Gateway and Poundbury) in marketing campaigns to increase inward investment
  - Ensure the area has vibrant town centres through supporting town centre regeneration, bringing to market key redevelopment sites and supporting tourism

## A Business Plan for Weymouth Harbour 2014-2019 and beyond

- 3.35 The business plan has been written in consultation with a range of local stakeholders and sets out the current economic and political climate in the Harbour, which is often regarded as the heart of Weymouth.
- 3.36 The plan suggests that the harbour has suffered from a combination of lack in local government funds, the economic climate, the pressure on supporting leisure facilities and the cost of maintaining the port. In response to this, the plan suggests that greater consideration should be given to seeking wider governmental funding for some of the harbour projects to maintain its position as a national facility.
- 3.37 The report makes a series of recommendations, that are pertinent to this assessment:
- The harbour must be considered as part of any Economic Impact Assessment for the town or town centre master-planning process
  - Consider a proposal to move the Fish Landing Quay (or other attraction) to a site created by the demolition of the Departure Building at No. 4 Berth (a prime site)
  - Devise a marketing and advertising strategy to support this Business Plan
  - Investigate parking incentives and opportunities to support pleasure boats.
  - Refine the responsibilities for property and asset management and develop a costed maintenance plan.
  - Investigate opportunities to support the offshore energy industry

## Weymouth and Portland Visitor Survey 2012

- 3.38 The paper presents the findings from a survey of visitors to the Borough during the Olympic Sailing events, offering an overview of the profile of visitors to the area, their perception of the area, and how much they were spending in the area during their visit.
- 3.39 Overall, the survey finds that the majority of respondents enjoyed their visit, are likely to visit again and recommend the area to friends and family.
- 3.40 The research also shows that staying visitors from are significantly less likely to be staying in the Weymouth area compared to the overall visitor profile and as such Weymouth and Portland as a destination may want to think about their staying accommodation offer to this group.
- 3.41 The work sets out a series of recommendations based upon their findings that the area should:
- increase the promotion of what is offers to visitors aged 25 – 34 as a means to increase visitor spend in the Weymouth and Portland
  - seek to increase the number of staying visitors to Weymouth and Portland
  - concentrate its efforts on designing marketing material for potential visitors from Wiltshire, Hampshire, Devon and Somerset as a large proportion of visitors to Weymouth and Portland currently live in these areas.

## Joint Town Centre Retail Study – Weymouth and Dorchester (2010)

- 3.42 The study builds on the town centre retail study conducted in 2007, with the aim to inform the councils Local Development Framework and inform future retail planning proposals.
- 3.43 The study references the 2008 financial crisis and as such scales back much of its previous estimates for need and capacity across the area as a product of reduced expenditure growth rates. However, the study recognised there was capacity for over 23,000m<sup>2</sup> comparison retail.

- 3.44 The study also recognises that whilst major new retailing development in the town centre is a challenging prospect, much more could be done to tie the built and waterside settings of Weymouth together. In turn, this could help strengthen Weymouth's reputation not only as a shopping destination, but also somewhere to combine this with more leisurely pursuits, thus creating a more individual centre.

### Weymouth Town Centre Masterplan 2015

- 3.45 Sets out proposals to transform Weymouth Town Centre into a prosperous and vibrant community, with up to 1,000 new homes and 2,700 jobs.
- 3.46 To achieve this the plan sets out five key areas of regeneration across the town centre, which will deliver new homes, jobs and high quality cultural facilities.
- 3.47 Amongst these sites the plan outlines The Peninsula as the appropriate site to accommodate leisure development, deliver a new attractive space with improved public realm and a significant art installation as well as a landmark feature.
- 3.48 The masterplan sets out a vision for The Peninsula that creates a new destination in the Town Centre including including upgraded tourism and leisure facilities; new public spaces; family-orientated commercial uses; and residential development above active ground floor uses, providing sea views.
- 3.49 Additionally, the masterplan acknowledges the opportunity of the site to provide a range of prominent leisure and tourism facilities and provide a different market with a high spend and demand for associated facilities, such as food and drink establishments or niche retail

### Western Dorset Growth Corridor Development of Tourism Product & Offer 2016

- 3.50 This report identifies the targeted investment needs of Western Dorset as well as exploiting the legacy of hosting part of the London 2012 Games. More specifically in the context of this assessment, the report identifies potential opportunities to attract new visitor markets with a higher spend to Weymouth through the regeneration of the Town Centre.
- 3.51 Tourism growth in Weymouth is constrained by the need for more accommodation stock; the area is currently running to full capacity in the peak season and the quality of some of the existing stock needs improving.
- 3.52 However, the report notes this is not the only component that needs addressing to regenerate the area and deliver sustainable growth in tourism. Weymouth also requires substantial investment in the quality of the environment, the shopping and eating out experience and investment in more visitor attractions to encourage target markets to visit.
- 3.53 With this in mind, the report recognises The Peninsula as a priority investment site in delivering this growth and as a space that will create a new leisure and tourism destination with spectacular views with the potential to add value to commercial tourism developments
- 3.54 The report recommends that the council needs to carefully weigh the different potential benefits of a ferry service (which would deliver considerable revenue benefit) against the wider regeneration opportunities and one-off capital receipt that developing the site would deliver.

## 4. Assessment of Benefits

4.1 This chapter assesses the benefits of the proposed redevelopment of the site.

### Assessment Methodology

4.2 Our assessment is based on the Cushman and Wakefield cost estimates for the site. The redevelopment schedule includes:

- Restaurants (1,445m<sup>2</sup>)
- Café (139m<sup>2</sup>)
- Limited service hotel (3,159m<sup>2</sup>) – 80 rooms
- Boutique Hotel (1,394m<sup>2</sup>) – 20 rooms
- Leisure Units - Uses to be confirmed subject to demand but an example mix would be cinema, rock climbing, urban golf, trampolining and gym (6,968m<sup>2</sup>)
- Harbour Quarter - An area for independent retailers to trade, e.g. from shipping containers rather than fixed units. (30 containers – estimated floorspace of 696m<sup>2</sup>)
- A 320-space car park

4.3 To ensure the assessment is as robust as possible, standard methodologies have been used to estimate the benefits, such as;

- Homes and Communities Agency (HCA) Employment Densities Guide, 2015 (3<sup>rd</sup> Edition);
- HCA Calculating Cost Per Job, Best Practice Note, 2015 (3<sup>rd</sup> Edition); and,
- Office for National Statistics (ONS), Annual Business Survey (ABS) 2015 for assumptions on GVA per worker (proxy for productivity).
- HCA Additionality Guide, 2014 (4<sup>th</sup> Addition) has been used to estimate leakage, displacement and multiplier effects.
- Dorset Tourism Partnership, Economic Impact of Dorset's Visitor Economy, 2015 was used to estimate potential visitor expenditure.
- ONS Family Spending Survey has been used to estimate the potential expenditure by residents.
- Valuation Office Agency (VOA) Rateable Values and ONS Business Floorspace (Experimental Statistics) have been used to benchmark and estimate rateable values within the area.

4.4 Whilst the headline figures in this report are based on gross impacts consideration has also been given to additionality and the resulting net impacts. The following additionality factors have been applied based on the HCA Additionality Guidance (4<sup>th</sup> Addition, 2014).

- **Leakage effects;** the proportion of outputs that benefit those outside of the intervention's target area or group. As the majority of benefits will go to people within the target area a leakage level of 10% has been used.
- **Displacement effects;** the proportion of intervention outputs/outcomes accounted for by reduced outputs/outcomes elsewhere in the target area. Due to the mixed-use nature of the development and its location and proximity to Weymouth Town Centre, a displacement

factor of 50% has been used (this has been rated medium under HCA Additionality Guidance).

- **Economic multiplier effects:** further economic activity (jobs, expenditure or income) associated with additional local income, local supplier purchases. Based on the size of the area a multiplier of 1.1 has been used; the majority of interventions fall within this category.

- 4.5 Where additionality has been considered, they have been assessed for indicative purposes and are therefore preliminary high-level estimates.
- 4.6 Where gross figures are provided over 10 years, we present the present value of benefits. These have been discounted using standard HM Treasury Guidance (with annual discounting of 3.5% assumed). This is a recognised approach for comparing costs which occur in different time periods and are based on the principle that, generally, people prefer to receive goods and services now rather than later.

### Construction Benefits

- 4.7 It is estimated that the construction of the proposed development will cost **£23.4 million**. Whilst this cost estimate is an itemised breakdown produced by Cushman and Wakefield, these costs are subject to change as the project progresses.
- 4.8 Based on the initial construction costs and HCA labour coefficients<sup>7</sup>, it is estimated there will be **343 person years** of employment over the 2 year build period. Due to the varied nature of construction projects, these jobs will not necessarily be FTEs. However, to provide an indication of the number of FTEs the development could support, the number of jobs have been split over the 2 year build period, which equates to **171 FTEs**.

Table 4.1 Estimated Temporary Construction Phase Benefits

Total construction costs (£m)	£23.4m
Average jobs per year over 2 year build period (FTE)	171

Source: Regeneris Consulting

### Permanent Employment

- 4.9 The development, once operational, will include a variety of uses including; retail, leisure and hotels which will all generate varying levels of employment.

#### Operational on-site jobs

- 4.10 As with the construction costs, the scheme is subject to change as the project develops. However, based on the development schedule detailed in Paragraph 4.2 the **total number of gross jobs** supported by the development could be up to **250 FTEs**. The jobs created will be a combination of permanent and casual positions, ranging from managerial positions through to shop assistant roles, and thus will vary in skill requirements.
- 4.11 The operational jobs onsite will in turn generate an estimated **£7.1m** in GVA per annum.

<sup>7</sup> HCA Calculating Cost Per Job, Best Practice Note, 2015, Labour Coefficients are based on 2011 prices, therefore the necessary ONS deflator has been applied to reflect current prices.

Table 4.2 On-site GVA and Gross Employment Benefits

	FTEs (Gross)	GVA - £m (Gross)
Restaurant	77	£1.7m
Café	7	£.2m
Leisure Units	45	£1.8m
Hotel (Limited service hotel)	56	£1.2m
Hotel (Boutique)	19	£.4m
Box Park / Container Units (6m)	9	£.4m
Box Park / Container Units (12m)	37	£1.5m
<b>Total</b>	<b>250</b>	<b>£7.1m</b>

Source: Cushman and Wakefield development schedule, HCA Floorspace Densities Guide, ONS Annual Business Survey 2015, GVA per employee by sector (Non-Financial Business Economy)

- 4.12 To assess the persistence of these impacts we look at the GVA generated over a 10-year period. Based on this level of persistence it is estimated that **c. £71m in gross GVA** will be generated by the development, which once discounted<sup>8</sup> will equate to **£52.5m**.
- 4.13 The impacts above are gross only. To provide a high-level indication of the potential net impacts including; leakage, displacement and multipliers have been considered, as per the methodology. Based on the additionality factors the potential net additional jobs could 110 FTEs which could generate £22.8m when discounted over 10 years.

#### Potential Indirect and Induced Jobs Generated

- 4.14 It is anticipated that the proposed development will have positive induced and indirect effects and generate other jobs via the supply chain.
- 4.15 To estimate induced and indirect jobs a composite multiplier has been used; based on the HCA Additionality Guide. When a composite multiplier of 1.1 is been applied to the gross jobs it is estimated the total number of **indirect** and **induced jobs** generated would equate to **25 FTEs**.

#### Non-Employment Economic Impact

- 4.16 The proposed development will also generate additional visitor spend as a result of the new leisure, retail and hotels provided on site.
- 4.17 The amount of visitor and resident expenditure is difficult to forecast without primary evidence. However, to help estimate potential expenditure; a number of scenarios have been used, and sensitivity testing has been undertaken, which is an approach we have used previously for proposed mixed use developments. In all instances the most conservative gross estimates have been used therefore ensuring the benefits have not been overvalued.
- 4.18 Hotel expenditure and leisure & retail spend have been calculated separately to allow the benefits to be demonstrated more clearly. In addition, alongside tourist expenditure, there will be levels of expenditure amongst the local Weymouth and Portland residents who visit the development. This expenditure has been estimated separately from the tourism expenditure.

#### Accommodation Expenditure

- 4.19 The estimated potential visitor spend on hotels has been tested using several scenarios based on; hotel occupancy rates and the cost per room per night.

<sup>8</sup> HM Treasury, The Green Book; Appraisal and Evaluation, Central Government, Discount Rate (3.5%)

4.20 It has been assumed that the total number of hotel rooms will be as set out in Table 4.3.

Hotel	Number of Rooms
Limited Service Hotel	80
Boutique Hotel	20

Source: Regeneris Consulting, Cushman and Wakefield Cost Estimates

4.21 The cost per night can vary significantly, depending on the time of year. Desk based research shows that hotel prices for an existing Limited Service Hotel within Weymouth can range from around £50 during a week day (low-season) to £125 at a weekend (high-season).

4.22 The provision of boutique hotels in Weymouth is currently limited. However, based on existing provision we have assumed the cost of hotels per night for boutique hotels range from £100 during a week day (low season) to £125 at a weekend (high-season). However, as the new boutique hotel may offer a higher end option; that is not currently available in Weymouth, a maximum price range of £150 has been assumed.

4.23 A range of occupancy rates have also been tested, ranging from 50% to 100%. Table 4.4 shows the estimated hotel expenditure based on range of occupancy rates and hotel room prices.

	Price per night – Limited Service Hotel / Boutique Hotel								
	£50/£100			£75/£120			£100/£150		
Occupancy Rate	50%	70%	100%	50%	70%	100%	50%	70%	100%
Annual Spend (Limited Service Hotel)	£728k	£1.m	£1.5m	£1.1m	£1.5m	£2.2m	£1.5m	£2.m	£2.9m
Annual Spend (Boutique Hotel)	£364k	£510k	£728k	£437k	£612k	£874k	£546k	£764k	£1.1m
<b>Total</b>	<b>£1.1m</b>	<b>£1.5m</b>	<b>£2.2m</b>	<b>£1.5m</b>	<b>£2.1m</b>	<b>£3.1m</b>	<b>£2.m</b>	<b>£2.8m</b>	<b>£4.m</b>

4.24 The range of hotel expenditure varies from c. **£1.1m** based on 50% occupancy and the lowest price per night estimates up to c. **£4m** based on 100% occupancy at the highest prices. Based on the minimum and maximum scenario a mid-point of c. **£2.5m** of hotel expenditure would be generated per annum. Based on a discount rate of 3.5%<sup>9</sup> this would equate to **£18.5m** during the first 10 years of operation.

4.25 The impacts above are gross only. To provide a high-level indication of the potential net impacts including; leakage, displacement and multipliers have been considered, as per the methodology. Based on the additionality factors the potential net additional expenditure could equate to £9.1m when discounted over 10 years.

### Leisure & Retail Expenditure

4.26 The development aims to provide a number of leisure facilities alongside an element of retail, which will generate expenditure from both tourists and local residents. Both types of expenditure have been estimated separately.

<sup>9</sup> HM Treasury, The Green Book; Appraisal and Evaluation Central Government, Discount Rate (3.5%)

## Tourist and Visitor Expenditure

Weymouth attracts large numbers of tourists each year. Based on the Weymouth Tourist Summary 2015<sup>10</sup> there were 1,238,900 coastal visits throughout the year, which generated a total of £51,826,500 in expenditure. This equates to almost 3,400 visitors per day who spend on average just under £42.00 each.

- 4.27 Based on the breakdown of expenditure detailed in the Weymouth Tourism Summary the breakdown of visitor expenditure per day is estimated in Table 4.5.

Type of Spend	% of spend (exc. travel)	Proportional Spend
Shopping	24%	£10.24
Food & Drink	62%	£25.99
Attractions/Entertainment	13%	£5.60
<b>Total</b>	<b>100%</b>	<b>£41.83</b>

Source: Regeneris Consulting and VisitDorset

- 4.28 Whilst there is no primary evidence to estimate the exact number of tourists who will visit the proposed development, the assumptions have been sensitivity tested to ensure a number of scenarios are considered. To estimate the levels of expenditure that will be generated by the proposed development previous levels of spending and visitor numbers in Weymouth have been considered.
- 4.29 The number of expected visitors who spend money on services within the proposed development has been estimated by apportioning the number of visitors in 2015. Therefore, three estimates of spend have been generated based on 10%, 20% and 50% of all visitors to Weymouth visiting and spending at the development, the results are detailed in Table 4.6.

	% of Total Day Visitors		
	10%	20%	50%
Number of visitors (per day)	340	679	1,697
Shopping (per day)	£3,475	£6,950	£17,374
Food & Drink (per day)	£8,822	£17,645	£44,112
Attractions/Entertainment (per day)	£1,902	£3,803	£9,509
Shopping (per annum)	£1.27m	£2.54m	£6.34m
Food & Drink (per annum)	£3.22m	£6.44m	£16.1m
Attractions/Entertainment (per annum)	£694k	£1.39m	£3.47m
<b>Total</b>	<b>£5.18m</b>	<b>£10.37m</b>	<b>£25.91m</b>

Source: Regeneris Consulting and VisitDorset

- 4.30 Depending on the number of tourists who visit the development, which will vary seasonally, the levels of gross expenditure could range from c. £5.2m and £25.9m, with a mid-point of £15.5m.
- 4.31 However, to ensure a conservative approach is taken it has been assumed that 10% of the day visitors to Weymouth would visit the development.

<sup>10</sup> VisitDorset, Economic Impact/Value of Tourism, Tourism Summary 2015; Weymouth



- 4.32 These levels of visitors and related spend could generate **£5.18m** in gross expenditure per year which equates to **£51.8m** in its first 10-years of operation and **£37.6m** when discounted to current values.
- 4.33 If it was assumed that in addition to the 340 day visits under the 10% scenario; 100 new tourists would visit and spend money at the development every day, the total of gross expenditure would increase to £6.7m per annum and £67m in the first ten years, which equates to £48.6m over the same period when discounted.
- 4.34 The impacts above are gross only. To provide a high-level indication of the potential net impacts including; leakage, displacement and multipliers have been considered, as per the methodology. Based on the additionality factors the potential net additional expenditure could equate to £29.7m when discounted over 10 years.

### Local Expenditure

- 4.35 Whilst there will be significant visitor expenditure, it can also be assumed that a proportion of local residents will also buy goods and services that will be located at the development.
- 4.36 The ONS Household expenditure surveys suggest that the average household in the South West c. £34 per week on leisure and entertainment<sup>11</sup>. There are 28,500<sup>12</sup> homes in Weymouth and Portland and an estimated 65,000 people which equates to an average household size of 2.28. Based on the average household size and weekly expenditure, it can be assumed that the average person in Weymouth and Portland spends just over £15 per week on leisure and entertainment.
- 4.37 According to the 2010 retail study<sup>13</sup> 62% of all Weymouth and Portland residents use Weymouth Town Centre as their main retail and leisure destination. Table 4.7 shows the assumptions used to estimate the potential local resident expenditure once the development is operational.

Household leisure and entertainment expenditure (South West)*	£34.40
Population (Weymouth & Portland)^	65,170
Number of households (Weymouth & Portland)^	28,535
Average household size (Weymouth & Portland)	2.28
Weekly spend per person (Weymouth & Portland)	£15.06
Annual spend per person (Weymouth & Portland)	£783
Proportion of Weymouth and Portland residents who visit Weymouth Town Centre %~	62%
Total retail/leisure expenditure available (Weymouth & Portland)	£31.6m

Source: Regeneris Consulting. \*ONS Family Spending 2015. ^Dorset County Council, Census 2011. ~West Dorset, Weymouth and Portland Joint Town Centre Retail Study 2010

- 4.38 The number of town centre users who will visit the development cannot be easily estimated however sensitivity testing has been applied to help demonstrate the potential expenditure that could be generated.

<sup>11</sup> ONS Family Spending 2015; Table A35: Detailed household expenditure by UK countries and regions, 2012 to 2014. Commodity codes: 9.4.1, 9.4.2, 9.4.4, 11.1.1, 11.1.2

<sup>12</sup> Dorset County Council, Census 2011, Number of Households; apps.geowessex.com/stats/AreaProfiles/Town/weymouth

<sup>13</sup> West Dorset, Weymouth and Portland Joint Town Centre Retail Study 2010

Table 4.8 Potential resident expenditure at Weymouth Peninsula

	Proportion of town centre users visiting the development				
	10%	20%	30%	40%	50%
Retail & leisure expenditure (per annum)	£3.2m	£6.3m	£9.5m	£12.7m	£15.8m

- 4.39 Following sensitivity testing the amount of local resident expenditure potentially generated could range from £3.2m to £15.8m per annum. However, based on the evidence available and to ensure a conservative approach is taken it is assumed that 10% of residents (c. 4,000 each week) who visit the town centre will also visit the proposed development. Taking this in to account it is estimated the development will generate c. £32m in gross expenditure during the first ten years of operation, which equates to **£23m** at current prices.
- 4.40 The impacts above are gross only. To provide a high-level indication of the potential net impacts including; leakage, displacement and multipliers have been considered, as per the methodology. Based on the additionality factors the potential net additional expenditure could equate to £11.4m when discounted over 10 years.

### Fiscal Benefits

- 4.41 The delivery of the proposed development could result in an uplift in business rate revenue generated in Weymouth and Portland. The proposed floorspace and VOA rateable values data<sup>14</sup> suggests that the average rateable value for the type of mixed-use space proposed as part of the development in this area is £118 per m<sup>2</sup> (exc. hotel<sup>15</sup>).
- 4.42 It is estimated that the development will generate in the region £440k per annum, this does not include potential business rates generated by the proposed hotels. These annual levels of business rate generation will equate to over £4.4m in gross business rate revenue in the first ten years of operation which equates to around £3.4m discounted to current prices.
- 4.43 A proportion of this income could be retained by Weymouth and Portland Borough Council according to future rules regarding business rate retention. However, it is not possible to state exactly how much this will be at this stage.

<sup>14</sup> Valuation Office Agency; Rateable Values, based on postcode sector DT4. <https://www.tax.service.gov.uk/view-my-valuation/list-valuations-by-postcode?postcode=DT4&startPage=1#search-results>.

<sup>15</sup> Rateable values for hotel use are undisclosed in the VOA data, for confidentiality reasons, therefore business rates generated from the hotel(s) have been omitted from the estimates.

## 5. Supporting Local Growth Aspirations

### Socio-Economic Contribution of Proposed Scheme

- 5.1 The proposed redevelopment of the site examined throughout this report has the potential to directly respond to local socio-economic conditions and local policy aspirations in a number of ways.

#### Creation of employment

The commercial and leisure elements of the proposed redevelopment would create 170 FTE jobs during the construction phase as well as 250 FTE jobs once the development is fully operational. It is estimated that the operational jobs would generate over £80m in GVA over the first ten years.

- 5.2 Employment generation is an important benefit given the recent decline in employment across the area. It is significant that the variety of jobs created have the potential to support routes into work for local unemployed residents. This includes the creation of lower skilled and entry level positions, opportunities that support youth employment and jobs that match local demand such as those in the retail and construction sector.
- 5.3 The West Dorset, Weymouth and Portland Local Plan outlines ‘employment should be focussed in places where it will provide people with the opportunity to work locally, helping reduce the need to travel and promote social inclusion’ with a focus on ‘developing on-going opportunities such as tourism and retail’.
- 5.4 The Weymouth Town Centre Masterplan Vision highlights jobs as one of the four key issues that need to be addressed. The top priority is to “Provide opportunities for higher paid, less seasonal jobs with better career prospects” and whilst the site will no doubt benefit from tourist expenditure it was also serve as a commercial and leisure destination for local residents throughout the year.

#### Supporting aspirations for the development of the Town Centre Weymouth

The development also helps support the vision for Weymouth Town Centre, in ‘providing upgraded tourism and leisure facilities, new public spaces and family orientated commercial uses’ in the area.

- 5.5 The Local Plan (Vision for Weymouth) aspires to have a ‘regenerated town centre and seafront with....a mix of uses to make it more interesting and viable, and accessible and attractive public spaces. It will be a vibrant place, appealing to a range of different people during the day and after dark’ by 2031. The mixed-uses proposed as part of the development will help support the vision for Weymouth and boost both the day time and night time economies (Policy WEY1).
- 5.6 The Local Plan (Policy WEY6) recognises that the Peninsula area is run-down and ‘requires significant investment to deliver a scheme that is appropriate for its setting and function.’ The investment of over £20m will help stimulate the area and further regeneration within Weymouth Town Centre and along the seafront. The development will further support the aspiration to bring key redevelopment sites to market; supporting tourism and improving the area’s retail, arts, cultural and leisure offer; and increasing employment opportunities

### Improving the local leisure and recreation offer

The proposed redevelopment has the potential to deliver a number of leisure including the potential to provide facilities such as a cinema, climbing centre as well retail and food and drink units, an 80-bed limited service hotel and 20 bed boutique hotel.

- 5.7 The provision of new retail and leisure facilities will greatly enhance the quality of place and enhance the attractiveness and sustainability of the area as a place to live and visit. The scheme is also likely to accelerate further retail and leisure development in the area.
- 5.8 The new facilities will help to reinforce and enhance Weymouth's visitor and ambitions to grow as a leisure destination. The nature of the development will also help underpin the local plan policy (ECON5) to ensure that new tourist attractions and facilities will also provide wider community facilities that will also be used by the local community as well as visitors.

### Visitor Economy in Weymouth

A limited service and boutique hotel proposed as part of the development, which will provide an estimated 120 rooms, broadening the accommodation offer within Weymouth. The proposed leisure and commercial uses will also strengthen the visitor offer of the seafront and the town centre, helping support the important visitor economy in the area.

- 5.9 The peninsula has been identified as a priority site for the development of Weymouth Town Centre and was identified as a key priority investment site in the recent Western Dorset Growth Corridor Development of Tourism Product Offer. The report recommends the site should focus on 'creating attractions, events spaces, a new theatre and hotels within a mixed-use development, including additional places to eat and shop.' The proposed development aims to provide a range of the aforementioned uses to help strengthen the tourism offer in Weymouth.
- 5.10 The Local Plan (ECON 5) acknowledges that Tourism is very important for the area's economy. The councils will look favourably on investment in new and improved attractions, facilities and accommodation so that the tourism industry can continue to be vibrant and competitive.

## Appendix A - Methodology

- A.1 The methodology used to complete this assessment can be broken down into three components:
- Construction benefits
  - On-site employment
  - Visitor Benefits
  - Local Resident Benefits
- A.2 Whilst the headline figures in this report are based on gross impacts consideration has also been given to additionality and the resulting net additional impacts. The following additionality factors have been applied based on the HCA Additionality Guidance (4<sup>th</sup> Addition, 2014).
- **Leakage effects;** the proportion of outputs that benefit those outside of the intervention's target area or group. As the benefits majority of benefits will go to people within the target area a leakage level of 10% has been used.
  - **Displacement effects;** the proportion of intervention outputs/outcomes accounted for by reduced outputs/outcomes elsewhere in the target area. Due to the mixed-use nature of the development and its location and proximity to Weymouth Town Centre, a displacement factor of 50% (this has been rated medium under HCA Additionality Guidance) has been used.
  - **Economic multiplier effects:** further economic activity (jobs, expenditure or income) associated with additional local income, local supplier purchases. Based on the size of the area a multiplier of 1.1 has been used; the majority of interventions fall within this category.
- A.3 Where gross figures are provided over 10 years, we present the present value of benefits. These have been discounted using standard HM Treasury Guidance (with annual discounting of 3.5% assumed). This is a recognised approach for comparing costs which occur in different time periods and are based on the principle that, generally, people prefer to receive goods and services now rather than later.

### Construction Benefits Assessment Methodology

- A.4 The estimated the construction cost of £23.4 million was based on Cushman and Wakefield Cost Estimates.
- A.5 DCLG Labour Coefficients (person years of employment per £1m spend) are applied to the forecasted construction costs for each element of the scheme to give total person years of construction employment.
- A.6 To convert person years of employment into the average annual number of jobs, we divide person years of employment by the expected development build period, which is currently 2 years.

### On-Site Employment Benefits Assessment Methodology

- A.7 The following method was used to calculate the employment benefits of on-site uses:

- The development floorspace figures were converted to net internal floorspace by applying a 20% reduction for all uses based on the benchmark from the HCA, Employment Densities Guide (2015).
- HCA Employment Densities Guide (2015) was also used to calculate the likely number of FTEs that would be supported by these quantities of A3, C1 and D2 uses.
- The number of hotel bedrooms was converted to jobs using HCA Employment Densities Guide (2015) on the average number of employees per bedroom across different hotels.
- Annual GVA benefit was calculated using average GVA per employee data for relevant sectors. This data was accessed from the latest ONS Annual Business Survey (2015).

### Visitor Benefit Assessment Methodology

- A.8 To assess the visitor benefits, the types of visitor expenditure were split between accommodation expenditure and additional expenditure (restaurants, shops and leisure).
- A.9 The occupancy and size of both the hotels (100 room limited service hotel / 20 room boutique hotel) was considered alongside the potential rooms rates charged. To estimate the nightly room rates desk based research into similar types of hotel in the Weymouth area was carried. As the prices can vary seasonally, room rates were looked at during the peak and off-peak season, this allowed a mid-point to be generated. The prices were then applied to each hotel room based on occupancy between 50% and 100%.
- A.10 To estimate visitor expenditure previous visitor data from the Weymouth Tourism Survey<sup>16</sup> was used. In 2015 it was estimated that 1,238,900 people visited; generating almost £52m (based on expenditure, it was assumed the average day visitor spends almost £42 per day).
- A.11 To calculate potential expenditure an assumption was made that 10% of all day visitors (conservative approach) to Weymouth would visit the development and generate expenditure.
- A.12 Whilst there will be significant visitor expenditure, it is also be assumed that a proportion of local residents will also buy goods and services that will be located at the development.
- A.13 The ONS Household expenditure surveys suggest that the average household in the South West c. £34 per week on leisure and entertainment<sup>17</sup>. There are 28,500<sup>18</sup> homes in Weymouth and Portland and an estimated 65,000 people which equates to an average household size of 2.28. Based on the average household size and weekly expenditure, it can be assumed that the average person in Weymouth and Portland spends just over £15 per week on leisure and entertainment.
- A.14 According to the 2010 retail study<sup>19</sup> 62% of all Weymouth and Portland residents use Weymouth Town Centre as their main retail and leisure destination. Of these residents visiting the town centre assumptions were made as to how this could translate to potential visitors to the proposed development. These estimates were made based on 10% - 50% of all town centre visitors also

<sup>16</sup> VisitDorset, Economic Impact/Value of Tourism, Tourism Summary 2015; Weymouth

<sup>17</sup> ONS Family Spending 2015; Table A35: Detailed household expenditure by UK countries and regions, 2012 to 2014. Commodity codes: 9.4.1, 9.4.2, 9.4.4, 11.1.1, 11.1.2

<sup>18</sup> Dorset County Council, Census 2011, Number of Households; [apps.geowessex.com/stats/AreaProfiles/Town/weymouth](https://apps.geowessex.com/stats/AreaProfiles/Town/weymouth)

<sup>19</sup> West Dorset, Weymouth and Portland Joint Town Centre Retail Study 2010

visiting the new development and the potential spend this could generate. The final estimates were based on 10% to ensure a conservative estimate was made.

## Financial Benefits

A.15 We have based our assessment of financial benefits on the following:

- Business Rates – for retail, leisure and restaurant uses, our estimates are based on the floorspace assumptions provided by Cushman and Wakefield and VOA data on the average rateable value per m<sup>2</sup> for these uses in Weymouth. Business rates for the hotel have been excluded at this stage due to lack of benchmark information from VOA (not published for confidentiality reasons).



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## Management Committee

7 March 2017

## Community Governance Review for the creation of a Town Council

### For Recommendation To Council

#### Briefholder

Cllr Kevin Brookes

#### Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

#### Report Author:

Jacqui Andrews, Corporate Manager, Democratic & Electoral Services

#### Statutory Authority

Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”)

#### Purpose of Report

1. To set out draft Terms of Reference for the Community Governance Review process required to create a Parish Council for Weymouth.

#### Officer Recommendations

2. To recommend to Full Council the draft Terms of Reference for a Community Governance Review (CGR) to consider the creation of a new Parish Council covering the Weymouth area of Weymouth & Portland Borough Council area with a view to a new Parish Council being established at the same time as any new Unitary Council for Dorset.

#### Reason for Decision

3. To ensure that steps are in place to undertake a CGR to consider the creation of a Parish Council for Weymouth should the Secretary of State for the Department for Communities and Local Government decide to create 2 Unitary authorities across Dorset.

#### Background and Reason Decision Needed

4. At its meeting on 23 February 2017, Full Council agreed that a CGR should be undertaken to consider the creation of a new Parish Council for Weymouth.
5. From February 2008, principal councils have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to recommendations made in those reviews. In

making such a decision, Councillors are required to take account of the views of local people ensuring that governance arrangements continue to reflect local identities and facilitate effective and convenient local government.

6. The Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) requires that principal councils have regard to the guidance issued by the Secretary of State and the Local Government Boundary Commission for England.

## **Community Governance Review Process**

7. Section 93 of the 2007 Act allows principal councils to decide how to undertake a CGR, provided that they comply with certain duties in that Act including details set out relating to consultation, the need to ensure any proposals reflect the identities and interests of the community in that area and is effective and convenient, and the publication of recommendations. The manner in which the Council consults with its local residents is not prescribed. A Consultation Plan will be brought forward for consideration at the next stage of the CGR process.
8. The first stage of a CGR is the development and publication of Terms of Reference for the Review. The Terms of reference for CGR must specify the area under review and set out clearly the matters on which a CGR is to focus, and these terms of reference must be published.
9. Any Review should be concluded within 12 months of the agreement and publication of the Terms of Reference, and the outcomes of the Review are implemented by a Reorganisation Order. This Order may also include provisions with respect to the transfer and management or custody of property and/or provision with respect to the transfer of functions, property, rights and liabilities.

## **Terms of Reference of the Review**

10. The guidance expects terms of reference to set out clearly the matters on which a CGR is to focus, and the draft Terms of Reference attached have been framed using the local knowledge and experience of Borough Councillors and are considered to be appropriate to local people and reflect the specific needs of the community.
11. The Steering Group for Democratic Improvement gave careful consideration to the appropriate area for Review, and concluded that this should relate solely to the Weymouth area as there was already a well-established Town Council covering the area of Portland. The draft Terms of Reference are attached at Appendix A.

## **Implementation**

12. The adoption of the Terms of Reference by Full Council will commence the Review that must be concluded within 12 months. If Full Council chooses to accept the final recommendations of the Review, concluded after public consultation, then it needs to draw up a Reorganisation Order and publish

this together with the reasons for the changes, making maps available for public inspection. There are also various bodies that must be notified of the changes including the Local Government Boundary Committee for England. The Reorganisation Order will also cover other issues including transfer of property, rights and liabilities and the budget requirement for the Parish Council for 2019/20.

## **Other considerations**

13. As well as the Community Governance Review to consider the creation of a new parish, it is recommended that a Member/officer working group works in tandem to look at the preliminary work needed to create the Town Council. This would include transfer of assets to both any new Town Council and also to Portland Town Council.

## **Implications**

### **Financial**

14. There is a bid for funding in the sum of £150,000 for work associated with the creation of a new parish(es) council(s).

## **Consultation and Engagement**

15. There has been no consultation in respect of this initial report but a Consultation Plan will be drafted to cover the community governance review once the Terms of Reference have been agreed.

## **Background Papers**

Local Government and Public Involvement in Health Act 2007  
The Local Government Boundary Commission for England – Guidance on community governance reviews.

## **Footnote**

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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**Date:** 20 February 2017

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# **COMMUNITY GOVERNANCE REVIEW FOR THE CREATION OF A PARISH COUNCIL FOR WEYMOUTH**

## **DRAFT TERMS OF REFERENCE**

### **Introduction**

With the possible introduction of new governance arrangements within Dorset affecting its Borough Council area, Weymouth & Portland Borough Council has resolved to undertake a Community Governance Review under the provisions of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”).

In undertaking the Review, the Council will comply with the requirements of:

- The Local Government and Public Involvement in Health Act 2007
- The Local Government Act 1972
- Guidance on Community Governance Reviews 2010 issued by the Department for Communities and Local Government and The Local Government Boundary Commission for England
- Any other relevant regulations as appropriate

### **Area to be covered by the Review**

The Review shall be of the community governance needs of the whole of the area of Weymouth and Portland Borough Council with the exclusion of the area of Portland (Borough Wards of Underhill, Tophill East and Tophill West), and shall have particular regard for the need to secure that community governance within the area under review:

- reflects the identities and interests of the communities in that area; and
- is effective and convenient.

The Borough Council recognises the important role that parish councils play in community empowerment at a local level, and the Council is keen to ensure that governance continues to be robust, representative and is able to meet the challenges ahead. Furthermore, it wants to ensure that there is clarity and transparency for the areas that the parish council(s) represents, and that the electoral arrangements – including warding pattern and the number of Councillors – are appropriate, equitable and readily understood by the electorate.

When carrying out the Community Governance Review, the Borough Council must also take into account other existing or potential community governance arrangements (other than those relating to parishes) in determining what parish arrangements to recommend, and the impact of Local Government Reorganisation within the County.

## **How the Council intends to conduct the Review**

The Steering Group for Democratic Improvement will prepare proposals for consideration by the Management Committee and then recommendation to Full Council on:

- initial proposals for consultation including whether or not to establish a new parish(es), the warding pattern, council size (number of councillors) and the name of any proposed new parish(es);
- the electoral arrangements of any new parish council(s) – including the ordinary year of election,
- having taken into account the consultation responses, final recommendations regarding the creation of a new parish(es), the warding pattern, council size (number of councillors), electoral arrangements and the name of any proposed new parish(es).

The Review shall invite and take account of submissions from all interested parties, and will be publicised by displaying a notice at the Council offices, placing articles on the Dorset For You website and by issuing news releases. The Council will also write to Portland Town Council, the Dorset Association of Town and Parish Councils, Borough Councillors and the relevant County Councillors, MPs and Dorset County Council and other interested parties deemed appropriate.

The Council will publish all decisions taken in the Review, together with the reasons for those decisions.

## **Current Warding patterns for the Borough Council area**

Weymouth and Portland Borough Council is currently divided into 15 Wards; 12 Wards covering the Weymouth area and 3 Wards covering the Portland area. There is already an established Town Council for Portland and it is not intended to include this area as part of the Review.

The 12 Wards covering the Weymouth area are served by 29 Councillors and include Littlemoor, Melcombe Regis, Preston, Radipole, Upwey and Broadway, Westham East, Westham West, Westham North, Wey Valley, Weymouth East, Weymouth West and Wyke Regis. There are currently no Parish Councils serving the Weymouth area.

When undertaking the Review, the Borough Council will take into account any demographic trends and influences, such as new development, that may alter the population significantly in the 5 years following the commencement of the Review.

## Electoral Arrangements

The Local Government Act 1972 states that ordinary elections of parish councillors should take place in 1979 and every fourth year thereafter (ie 2007, 2011, 2015, 2019 etc), and recognised the importance of ensuring that this coincides with the cycle for other principal council elections so that costs can be shared.

An important part of the Review will be determining the Electoral Arrangements for any new Parish Council. This term covers:

- The ordinary year in which elections are held;
- The number of councillors to be elected to the council (Council size);
- The division (or not) of the parish into wards for the purposes of electing councillors;
- The number and boundaries of any such Wards;
- The number of councillors to be elected for any such Wards;
- The name of any such Wards.

## Council size

The number of any parish councillors shall not be less than five and there is no maximum number. In undertaking the review, the Council will consider the appropriate Council size in relation to the warding pattern that is proposed for any new Parish Council that might be created. In proposing a Council Size, the Council will have regard to the important democratic principle that each person's vote should be of equal weight so far as possible.

## Indicative Timetable for the Review

Publication of the Terms of Reference formally begins the Review, and the Review must be completed within 12 months.

An indicative timetable for the Review is set out below:

Report to Full Council	<b>30 March 2017</b>	Council approves the Terms of Reference for the Community Governance Review (CGR)
Publish Terms of Reference	<b>30 March 2017</b> The CGR must be completed within 12 months of the date of publication.	Publish terms of reference and notify stakeholders of the commencement of the review.
Steering Group for Democratic Improvement to prepare draft proposals for consultation to be adopted by Full Council (9 weeks)	<b>Steering Group report to Management Committee 18 April 2017 with a report to Full Council 1 June 2017</b>	Council approves the initial proposals regarding the creation of a new parish(es) and the Consultation Plan

Commence consultation on draft proposals and invite initial submissions	<b>5 June 2017 (Closes 31 July – 8 weeks)</b>	Initial submissions invited: Consult with: Portland Town Council Town and Borough Councillors Dorset County Council Member of Parliament Local groups and interested parties such as local businesses, local residents' associations, local public and voluntary organisations such as schools or health bodies. Publish proposals on Dorsetforyou.
Consider submissions and draft revised recommendations if appropriate (9 weeks)	<b>Steering Group to report to Management Committee 19 September 2017 with a report to Full Council 12 October 2017</b>	Consider any submissions/representations and prepare report of draft recommendations for Full Council.
Publish draft recommendations	<b>16 October 2017 (Closes 11 December 2017 – 8 weeks)</b>	Publish draft recommendations for further consultation with: All local government electors Portland Town Council Town and Borough Councillors Dorset County Council Member of Parliament Local groups and interested parties Publish draft recommendations on Dorsetforyou
Make final recommendations (7 weeks)	<b>Steering Group to report to Management Committee 6 February followed by Full Council 22 February 2018</b>	Consider any further submissions/representations and prepare final recommendations for report to Full Council.
Publish final recommendations	<b>March 2018</b>	Publish final recommendations and make Reorganisation Order.
Draft Reorganisation Order	<b>Steering Group to report to Management Committee followed by Full Council Spring 2018</b>	
Make Reorganisation Order		Reorganisation Order to be sealed once approval received from Full Council and notification given to: <ul style="list-style-type: none"> <li>• The Secretary of State</li> <li>• The Electoral Commission</li> <li>• The Office of National</li> </ul>

		Statistics <ul style="list-style-type: none"> <li>• The Director General of the Ordnance Survey</li> <li>• Any other principal council whose area the order relates to.</li> </ul>
Any new Parish Councils created in temporary format with existing Borough Councillors	<b>1 April 2019</b>	Borough Councillors appointed to set precept for 2019-20
Elections to new Weymouth Parish Council	<b>2<sup>nd</sup> May 2019</b>	

## Reorganisation of Community Governance Order

The Review will be completed once the Borough Council adopts the Reorganisation of Community Governance Order. Copies of the Order, and associated maps, will be deposited at the Council offices and published on the website.

The Reorganisation Order may cover other consequential matters that appear to the Borough Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management of property
- The setting of precepts for new Parishes
- Provisions with respect to the transfer of any functions, property, rights and liabilities

The Order will take effect, for financial and administrative purposes, on 1 April in the designated year. The electoral arrangements for a new Parish Council will come into force at the next ordinary elections which is May 2019.



## **Management Committee 7 March 2017 Parking Policy**

### **For Decision**

#### **Portfolio Holder(s)/ Briefholder**

Councillor C. Huckle

#### **Senior Leadership Team Contact:**

M Hamilton, Strategic Director

#### **Report Author:**

Jack Creeber Interim Parking & Transport Manager

#### **Statutory Authority**

Road Traffic Regulation Act 1984

Traffic Management 2004

#### **Purpose of Report**

- 1 To consider and agree the Parking Policy, following the consultations undertaken.

#### **Officer Recommendations**

- 2 To agree the Parking Policy for the Council for the period 2017-2022 attached as Appendix 1.
- 2.1 To note and agree the Car Parks Improvement plan for 2017-18 set out in paragraph 4.7 of this report.

#### **Reason for Decision**

- 3 The Parking Policy will give members a sound basis for the overall governance of the Council's car parks, providing officers with a framework for the future effective management and operation of these.
- 3.1 The Council's car parks require ongoing maintenance and updating of equipment, and action to ensure that this takes place is included in the improvement plan set out in paragraph 4.7 of this report.

#### **Background**

- 4 The Weymouth & Portland car parking service entails provision of 31 car parks. The service generates income around £2,500,000 per annum. Use

of the car parks peak in August, when there are almost a quarter of a million individual transactions through Pay & Display machines and telephone transactions.

- 4.1 During the 2015/16 financial year around 5,500 Penalty Charge Notices were issued to vehicles parked in Weymouth & Portland car parks, of which 53% were issued because a pay & display ticket was not being displayed and 34% was because the motorist had overstayed the period of time paid for. The remaining PCNs were issued for other parking contraventions, e.g. parking outside of bay markings.
- 4.2 With this volume of activity, it is clear that the car parks play an important role in facilitating the economic success of the borough and as such needs to be managed in a way which ensures both quality provisions and consistent enforcement. This report enables the Council to formalise its arrangements for car park management and enforcement, and to make clear its aspirations in terms of quality of provision.

### Parking Policy

- 4.3 A parking policy is required to ensure a structured approach to how the delivery of quality services can be maintained and continuous improvements achieved. The draft Parking Policy attached to this report as Appendix 1 is intended to formalise how this Council will deliver its off street parking service over the coming 5 years. The purpose for the Council having a parking policy is twofold:
  - a. To provide the borough with sufficient car parking that is safe and secure and that parking charges are set at levels that would not be detrimental to the economic viability of the local businesses, and
  - b. To contribute where possible to Dorset County Council's (DCC) traffic management objectives.
- 4.4 In developing the Parking Policy, this Council has concentrated on 3 strands which together make up the whole. These are:-
  1. **Principles & Charging** - This includes how the Council will monitor the parking provision against demand, review its parking charges, the terms and conditions on the use of the car parks and what parking concessions should exist.
  2. **Facilities & Maintenance** -This focusses on the facilities that are provided within the car parks that will make parking easier, together with regular inspections and maintenance programmes. This is significantly influenced by the national Park Mark scheme, which provides quality standards for parking facilities.
  3. **Operational Protocols** - This deals with how car parks are to be patrolled, why enforcement is necessary and how it is to be carried out. This element of the strategy will help to ensure consistency of enforcement in different areas by different officers, and addresses matters such as parking offences, observation periods, penalty charges, and appeal arrangements. These protocols are designed to be consistent with both legislation and national guidance and are therefore in line with practice in the majority of local authorities. Having clear

protocols approved enables the Council to better ensure that its enforcement activity is being appropriately conducted and is proportionate.

### **Consultation on Policy**

- 4.5 Policy Development Committee considered at three separate committee meetings in January, April and July 2016 all 3 consultation strands of the Car Parking Policy and provisionally agreed these, subject to consultation feedback. Accordingly, the Car Parking Policy was then sent to Portland Town Council, together with the Chambers of Commerce, and BID to obtain comment back.
- 4.6 Portland Town Council stated that they want to see what the outcome of the Unitary Council discussions are before considering the future of the island's car parks. The Chamber of Commerce and BID did not comment on the policy. The attached Parking Policy shown in Appendix 1 finally produced reflects the consultations undertaken.

### **Parking Improvement Plan**

- 4.7 In order for this Council to achieve the objectives set out in this report in terms of facilities and management, an improvement plan has been developed, to be delivered within existing budgets, including funds allocated by Management Committee in 2016. The priority actions are:

**Action 1 - To carry out a full condition survey of all the Council owned car parks.**

The purpose of the condition survey would be to:

- Create and maintain a full inventory of all existing parking bays, equipment, signs lines and lighting.
- Identify areas that require maintenance, including surfacing, fencing, drainage, lighting and landscaping.
- A full review of the existing signage and layout of the car parks.
- Develop a proactive 5 year rolling maintenance and enhancement programme.
- Enable budget to be allocated as required.

**Action 2 – Establish a safety inspection regime to ensure that car parks are safe to use by the public.**

**Action 3 - To enhance the car park signage within each car park; including visitor attraction signage in town centre car parks.**

**Action 4 - To renew another 43 pay and display machines;** to replace aging machines and facilitate improved collection of management information relating to occupancy levels.

**Action 5 - Prepare for the introduction of the new £1 coin in 2017 by the Royal Mint -** It is vital to ensure that the users of the car parks can use the coins in their pockets.

**Action 6 - To review options to address the impact on parking provision of the implementation of the Weymouth Town Centre Master Plan.**

**Action 7 - Submit at least another 6 car parks for the Park Mark Award by end of 2017.**

## **Implications**

### **Corporate Plan**

- 4 Priority A4 a) Implement town centre strategies to sustain and develop town centres economic viability

### **Financial**

- 5 The car park improvements will be funded from income received from the car parks, and will allow a proportion of the payments received to be reinvested.

### **Environmental**

- 7 There are no direct environmental implications as a result of this report

### **Economic Development**

- 8 Improvement to the quality of the borough's parking provision will improve the overall visitor experience and should assist the local economy.

### **Risk Management (including Health & Safety)**

- 9 There are no H&S implications as a result of this report, however the risk is that without formal policies it would be difficult to manage the effectiveness of the Council's parking services

### **Human Resources**

- 9 N/A

### **Consultation and Engagement**

- 10 Consultation has been undertaken with all town Councils, Chambers of Commerce and BIDs together with all elected members

## **Appendices**

Appendix 1 – the full draft Car Parking Policy 2017 – 2022

## **Background Papers**

N/A

## **Footnote**

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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# **Weymouth and Portland Borough Council**

## **Off Street Car Parking Policy**

**2017-2022**

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## Introduction

This policy is designed to provide a framework for the provision of OFF STREET parking in Weymouth & Portland which will support both the local economy of the Borough and the free movement of traffic on the highway. The policy is set out in 4 chapters:

- (1) Overview of existing provision and emerging influences on parking
- (2) Principles of charging for OFF STREET parking in the Borough
- (3) Car park quality
- (4) Operational protocol, which provides information for the public, members and enforcement officers on the enforcement regime in operation.

The overarching objectives of the Parking Policy are to:

- 1) To provide Weymouth & Portland with sufficient appropriately located car parking that is safe and secure with parking charges set at levels that would not be detrimental to the town's economic performance.
- 2) To contribute to Dorset County Council's transport objectives that includes reducing congestion in order to maintain the free flow of traffic while improving road safety and to use parking in order change travel behaviour.

## 1 Overview of Existing Provision

- 1.1. The Council has off street car parking available across the whole Borough. In Weymouth & Portland this consists of 31 public chargeable and non chargeable car parks. These currently comprise short stay and long stay pay & display car parks that have disabled spaces and electric vehicle charging bays. These chargeable car parks provide approximately 2,300 parking spaces.
- 1.2. There are 5 non chargeable car parks in Weymouth associated with various parks and other facilities, and comprising approximately 120 car parking spaces.
- 1.3. In Portland there are 5 chargeable pay and display car parks with approximately 1170 car parking spaces. There are 6 non chargeable car parks with approximately 300 car parking spaces.
- 1.4. In addition there are other public car parks operated by private operators, commercial parking for customers and staff at supermarkets and retail outlets. The town centre has a total of circa 1,530 off street car parking spaces including the chargeable 470 space multi-storey public car park, and three surface level public car parks with 150 parking spaces. The remainder are mainly free car parks relating to business users including Asda supermarket, B&Q and the Jubilee retail park.
- 1.5. Coach parking is provided at certain car parks - Lodmoor (57), Pavilion (7), Chesil (unrestricted), Masonic (7) and Portland Bill (9).
- 1.6. Bays are reserved for vehicles displaying blue badges, generally located in areas of the car parks that are nearest the local amenities and the pay & display

machines. There are 85 such bays in the town centre and another 60 elsewhere in the Borough.

- 1.7. Motorcycle parking is provided by the Council in its car parks with some 29 dedicated bays with 14 of them within the town centre and currently parking is free for motorcycles.
- 1.8. Electric vehicle charging points exist in one car park (Harbourside off Commercial Road) at this time. Parking is currently free while the electric vehicle is connected and being charged.
- 1.9. Statistics show that there is adequate parking provision in the town, although there is some pressure on a limited number of days. Weymouth experiences significant fluctuations in the demand for car parking, due to the summer holiday period. Parking provision is complimented by the on street parking bays as well as Dorset County Council's park and ride car park located just over 2 miles from the town centre.

### **Class of Vehicle**

- 1.10. All motor vehicles, including motorhomes, vans, and vehicles with trailers or caravans are permitted to park within a council operated car park. They must however be parked wholly within a marked parking bay.
- 1.11. Coaches are permitted to use Lodmoor, Pavilion Forecourt drop off area, Chesil Beach, Masonic and Portland Bill car parks.
- 1.12. HGV's are permitted to use Lodmoor and Masonic car parks.

## **2 Challenges**

- 1.13. Weymouth is entering a period of regeneration and development informed by the Town Centre Masterplan which includes development on a number of existing car parks. This process is likely to result in changes in town centre provision, and in the pattern of use of this provision. This presents an opportunity to establish a single strategy for both on street and off street parking which maximises the use of remaining space whilst effecting behaviour changes by drivers which might be required by the town's development. This work will be commenced alongside development plans for the Peninsula and Commercial Road sites and will be significantly informed by the LEP funded transport studies commissioned by Dorset County Council.
- 1.14. As a family seaside destination, Weymouth experiences significant fluctuations in car parking demand, with peak season pressure on prime car parks closest to the beach. As the town regenerates, meeting this demand through a mix of car park development, use of park and ride, and encouragement of travel modes will be a particular challenge to address.
- 1.15. The condition of the car parks has in recent years suffered due to limited maintenance. Due to the location and environmental conditions Chesil Beach car park is constantly requiring repairs to its surface. A project is currently underway to try a new method that it is hoped will stabilise the gravel surface.
- 1.16. A lot of investment however has been made with 20 new pay and display machines together with new signs have already been introduced with another 40



new pay and display machines being installed before the end of March 2017. A lot of remedial work on the surfaces and refreshed bay markings has also been achieved in 2016.

### 3 Principles & Charging

1.17. The Council provides a mix of free and charged car parks, with free car parks generally being those where there is either limited demand or an overriding social need for free parking to support a local community facility. Where charges are applied, the following principles influence both the charges levied and the applications of these charges:-

- **Demand pricing** – prices will be set to reflect demand both across the day and across the year, with charges being highest during peak season and at the busiest times of day. Likewise, those car parks in central locations will have higher prices than periphery car parks. This approach reflects the value of parking spaces, facilitates customer choice, and facilitates equalisation of use across the day. Prices will be benchmarked locally to ensure they are competitive.
- **Charging per bay** – a vehicle which uses 2 bays (e.g., car and caravan) will be required to purchase a ticket for each bay used. Where wide bays are provided to accommodate larger vehicles, these will attract a premium.
- **Blue Badge Parking** – vehicles displaying a Blue Badge will be required to pay for parking. Such vehicles will be allowed 1 hour “grace period” over and above the paid for period, compared to the 10 minutes allowed for non Blue Badge holders.
- **Solo motorcycles** are allowed to park free of charge when parked within a marked parking bay designated for solo motorcycles.
- **Support for residents** – it is recognised that On Street Parking in central Weymouth is limited, and reduced still further in some areas when specific sports or cultural events take place. It is also recognised that local people may wish to visit town regularly and should not be discouraged from doing so by the pricing structure. To address these issues the Council will:
  - Make available season tickets for durations of between 1 week and 12 months, with discounts applied
  - Make available visitors permits to centrally located hotels, to encourage visitors to use Off Street Parking, with discounts applied
  - Make available free Off Street Parking for residents with On Street Parking Permits for specific event days where their parking has been suspended.
- **Support for businesses** – local businesses can apply for discounted business permits which allow parking in convenient town centre car parks. In addition businesses are supported by:

- Free or discounted parking for specific periods in the lead up to Christmas, determined each year in consultation with Weymouth BID
- Five days per annum when the Council can use the Weymouth town centre car parks for events which generate valuable footfall for businesses.

## 4 Parking Charges Review

- 1.18. The Council, when reviewing its parking charges will take into account a large number of factors, including but not limited to:
- a. The **recovery of expenditure** incurred on the provision and management of the public car parks to avoid this financial burden falling on to the council tax payer and depriving other vital council services of crucial funds.
  - b. The **parking charges of its competitors**, including the charges made by private sector car parks within the Borough, as well as comparing its charges with similar nearby seaside resorts and Dorset County Council charges for On Street parking.
  - c. The **effectiveness of short term parking charges in town centre car parks** in facilitating turnover of car parking spaces in order to attract more visitors/shoppers to the town centres.
  - d. The **demand for car parking**, as evidenced by occupancy rates at different time and date points
  - e. The **consumer price index** to understand the impact of inflation rate on parking charges.

The Council will consult the BID, Chamber of Commerce and Portland Town Council as part of any charges review.

## 5 Facilities & Maintenance

- 1.19. This section of the policy focuses how the Council's car parks are maintained and the provision of the most appropriate facilities and information within its car parks. Annual reviews will be undertaken to ensure that the policy is appropriate following experience of operating the car parks and taking on board comments received from the public and other stakeholders.
- 1.20. This will ensure that the policy will assist the Council in delivering excellent car parking services for the benefit of the Borough's community.
- 1.21. Weymouth & Portland Borough Council recognises that the car parking experience greatly impacts on the overall visitor experience of the various towns and as a holiday destination. The parking experience commences for the motorist as they near the end of their journey and start looking for a convenient place to park.
- 1.22. Once parked the motorist will then expect it to be easy to locate the nearest pay & display machine and that all machines are in good working order, together with clear instructions for their use. To assist the motorist there should be a number of

options when considering making the payment to park, e.g. cash, credit card and mobile phone.

- 1.23. To ensure the Borough's car parks adequately meet the needs of motorists, the Council strives to maintain and operate its car parks in accordance with the national **Park Mark** scheme which sets national quality standards.

#### **Park Mark Awards**

- 1.24. It is the objective of the Council to achieve the prestigious Park Mark Award for each of its car parks. This is a national standard for UK car parks that have low crime and measures in place to ensure the safety of people and vehicles. A Park Mark is awarded to each car park that achieves the challenging standards.
- 1.25. The distinctive Park Mark signage helps drivers find car parks where they can confidently leave their vehicle, knowing the environment is safer for them, their passengers and vehicle.
- 1.26. In order to meet these standards, the Council will work towards delivering **appropriate facilities and quality maintenance.**

#### **Facilities**

- 1.27. The Council is committed to providing quality facilities in all its car parks to maximise the parking experience of its local community as well as the many visitors and holiday makers that come to Weymouth & Portland. The facilities include:
- **Signage** – there is to be clear signage to assist motorist to locate car parks, park correctly, how to use the various payment channels and make the appropriate payment in order to avoid receiving a Penalty Charge Notice. Each car park is to have relevant telephone numbers clearly displayed should a member of the public wish to contact Parking Services.
  - **Wide car parking bays** – parking bay dimensions have not been amended since the 1960's and cars have increased in size. The Council's car parks will therefore have some wider bays introduced when opportunities arise.
  - **Payment channels** – motorists can pay using coins, credit / debit cards and via the pay by telephone solution.
  - **Disabled parking** – Every car park has dedicated bays for vehicles that are displaying a valid blue badge.
  - **Campervans** – a number of the car parks will have larger parking bays in order to accommodate campervans.
  - **Coaches and HGVs** – some car parks have dedicated parking areas that accommodate coaches and HGVs.
  - **Family bays** – some car parks will have larger bays that are specifically for families who need additional space when visiting this seaside resort and its attractions.
  - **Lighting** – each car park should have adequate lighting, and schemes will be brought forward to secure improvement when opportunities arise

- **Litter bins** – each car park will have recycling/litter bins
- **Directional signage** – signs will be placed in the car parks to assist motorists to find information about their destinations once they have parked their vehicles, e.g. shops, cinema and seafront.

### **Maintenance**

1.28. Every car park will be regularly inspected to ensure that the car park is maintained to a high standard. The checks that are carried out include, but not limited to:

- Surfacing
- Surface markings – bays, directional arrows, yellow lines and wording,
- All car park signage
- Pay & display machines
- Boundary fencing
- Lighting
- Grassed areas and vegetation

## 6 Operational Protocol Policy

1.29. Weymouth & Portland Borough Council undertakes patrols and carries out necessary enforcement of its off street car parks for the following principal reasons:

- To reduce town centre congestion by providing car parks that are easy to use and conveniently located to the town centre and other locations/attractions throughout the Borough.
- To assist the town's commercial viability in managing short stay car parks in order to maximise the turnover of parking spaces and to achieve high occupancy rates.
- To provide a security presence in all the Council car parks
- To ensure the parking provision is fair and encourages sustainable travel choices.

1.30. Our aim is for a fair and proportionate regime, which benefits all those who live, work or visit the Borough for pleasure. Our aim is also to be consistent with national guidelines and legislation upon which this protocol is based.

1.31. The purpose of this document is to formalise the Borough's car park operational & enforcement procedures. It details contravention codes and documents any exemptions that may apply to them.

1.32. It is important to note that whilst every effort has been made to ensure the accuracy of the information contained within this document, the policies and practises set out herein may be subject to change.

1.33. Whilst we aim to ensure that the information within this document is up to date and accurate, drivers should refer to the relevant parking and traffic signs to enable them to make informed decisions when parking their vehicle. Drivers should also check the conditions of any permit, badge or dispensation issued when using the Council's car parks.

1.34. The Council will not be held responsible for any inaccuracies in this document. Parking enquiries may be made via Parking Admin (01305 838000) or by emailing [DCPParking@dorset.gov.uk](mailto:DCPParking@dorset.gov.uk)

1.35. **Glossary of Terms**

Term	Description
<b>CEO</b>	Civil Enforcement Officer
<b>GRACE PERIOD</b>	This is a statutorily defined period of time where a vehicle committing a contravention will not receive a PCN. This should not be confused with an observation period.
<b>NTO</b>	Notice to Owner
<b>OBSERVATION TIME</b>	An observation period is an amount of time during which a vehicle is monitored to ensure that it is complying with the appropriate restrictions.
<b>PATROL</b>	Parking and Traffic Controls Outside London
<b>PCN</b>	Penalty charge notice
<b>HHCT</b>	Hand held computer terminal
<b>TPT</b>	Traffic Penalty Tribunal

<b>TRO</b>	Traffic Regulation Orders are by-laws which define parking rules and regulations. Weymouth & Portland Borough Council has a TRO governing the terms and conditions of the use of its car parks.
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### **Legislation**

- 1.36. Weymouth & Portland Borough Council enforces car park regulations under the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004.
- 1.37. The Traffic Management Act 2004 (TMA 2004) was introduced to bring London and non-London enforcement authorities into line and provide for greater consistency of traffic enforcement across the country while allowing for parking policies to suit local circumstances.
- 1.38. The TMA 2004 seeks to ensure that the system is fair to the motorist and it is effective in enforcing parking contraventions when they occur.

### **Training**

- 1.39. The Traffic Management Act 2004 (Part 6) highlights the importance of continuous professional development for all staff.
- 1.40. As part of This Council's enforcement operation all Civil Enforcement Officers (CEOs) that patrol and enforce the Council's car parks are required to have achieved a recognised national qualification.
- 1.41. The qualifications that are available to CEOs are as follows:
  - City and Guilds Level 2 Award for Parking Enforcement Officers
  - (WAMITAB) Waste Management Industry Training & Advisory Board Level 2 Award for Parking Enforcement Officers.

### **Deregulation Act 2015 "Grace Period"**

- 1.42. The Deregulation Act 2015 requires that a "grace period" of 10 minutes be applied to paid for time and free parking bays from 1st April 2015. The grace period is only applicable where the requirements of the bay have been satisfied first i.e. a parking session has been purchased, the vehicle holds the relevant permit, undertaking an exempted activity, etc. If these requirements have not been met the vehicle will be subjected to enforcement in line with the established protocol for that restriction.
- 1.43. A vehicle parking outside of controlled hours is considered to have parked at a time when no restrictions are in force and therefore no requirements to satisfy. The 10 minute grace period will apply for the first 10 minutes of the next controlled parking period. For example, if the car park chargeable hours apply from 8.00 am to 6.00 pm and the vehicle was parked before 8.00 am, the grace period would still apply and therefore no PCN should be issued until 8.11 am.
- 1.44. It is important to note that the grace period only applies to "designated parking places" and not yellow lines, or other restricted areas within a car park.

### **Issuing a penalty charge notice (PCN)**

- 1.45. Penalty Charge Notices (PCNs) can be issued by Civil Enforcement Officers (CEOs) patrolling the borough car parks on foot, by bicycle or van. A PCN issued in a car park will be served by either being affixed to the vehicle or by being handed to the person appearing to be the driver. In instances where a vehicle is

driven away after the PCN has been printed or where the CEO is prevented from serving it, the PCN may be served by post.

- 1.46. It should also be noted that a CEO is not required to locate the driver of the vehicle before issuing a PCN, as this is not practical or necessary to the issuing of a PCN. A vehicle that is observed to be parked in contravention is likely to receive a PCN.
- 1.47. Drivers should not ask CEOs to cancel a PCN once it has been issued as they are not authorised to do this. CEOs will however, make a note of any conversation between themselves and a driver in their notebooks. These notebooks are used when considering a challenge to a PCN.

#### **Challenging a penalty charge notice**

- 1.48. Motorists in receipt of a PCN are legally entitled to challenge the Notice, if they believe that a legal exemption applies or feel that there are mitigating circumstances that need to be considered. The process for this is detailed on the PCN itself. Any motorist challenging a PCN should ensure that they provide full details of the reason for their challenge, with supporting evidence where appropriate.
- 1.49. An application form for challenging your PCN online can be found at <https://www.dorsetforyou.com/article/418907/Online-Challenge-of-a-Penalty-Charge-Notice>
- 1.50. Alongside the legal grounds for challenging a PCN, the Council will consider any mitigating factors presented by the motorist. The Council has the discretion to cancel any PCNs where they feel the mitigation presented is sufficient to warrant the cancellation of the PCN.
- 1.51. Should the motorist be unsuccessful in challenging the PCN with the Council following the issue of the Notice to Owner (NTO), they are entitled to refer their case to the Traffic Penalty Tribunal, where the case will be considered by an independent adjudicator who is legally qualified (e.g. a solicitor or a barrister).
- 1.52. For more information about the Traffic Penalty Tribunal please visit their website [www.trafficpenaltytribunal.gov.uk/](http://www.trafficpenaltytribunal.gov.uk/)

#### **Clamping and removal**

- 1.53. Weymouth & Portland Borough Council does not undertake widespread clamping or removal of vehicles. The Council does however take a firm but fair approach and will continue to take strong action against the minority of worst offenders.
- 1.54. It should be noted however that the bailiff company employed by this Council to execute warrants issued by Northampton County Court that are related to a registered outstanding parking fine debt may immobilise a vehicle as part of their enforcement process.

#### **Yellow lines**

- 1.55. Double yellow lines within a car park indicate that waiting is not permitted at any time.
- 1.56. It should be noted that vehicles displaying a Blue Badge are not allowed to park on yellow lines within a car park.

### PCN charges

- 1.57. Differential Charging was introduced on 1 July 2007 on the basis that there should be different charges for more serious and less serious contraventions. As a result of this, penalty charges are now separated into two levels: Higher and Lower.

Higher Penalty Charge	Lower Penalty Charge
£70 – Full Charge	£50 – Full Charge
£35 – 14 day discount rate	£25 – 14 day discount rate
£105 – Charge Certificate	£75 – Charge Certificate

### Overstaying period paid for PCN

- 1.58. Where a PCN has been issued for overstaying the period paid for, by up to a maximum of 1 hour, the Council will accept a discounted payment of £12.

### Contravention codes

- 1.59. A full list of standard PCN codes relating to car parks can be found at PATROL's website [http://www.patrol.uk.info/patrol/info/1/parking/23/contravention\\_codes/2](http://www.patrol.uk.info/patrol/info/1/parking/23/contravention_codes/2) Below is a description of a selection of contravention codes that are enforced in Weymouth & Portland Borough Council.
- 1.60. Please be aware that not all PCNs require an observation time and that observation times will vary depending on the contravention.

Code	Contravention Description	Penalty Charge	Location
70	Parked in a loading place or bay during restricted hours without loading	Higher	Off-street loading areas
71	Parked in an electric vehicles' charging place during restricted hours without charging	Higher	Off-street car parks
73	Parked without payment of the parking charge	Lower	Off-street car parks
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher	Off-street car parks
80	Parked for longer than permitted	Lower	Off-street car parks
81	Parked in a restricted area in a car park	Higher	Off-street car parks
82	Parked after the expiry of paid for time	Lower	Off-street car parks
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	Lower	Off-street car parks
84	Parked with payment made to extend the stay beyond initial time	Lower	Off-street car parks
85	Parked without clearly displaying a valid permit where required	Higher	Off-street car parks
86	Not parked correctly within the markings of a bay or space	Lower	Off-street car parks
87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher	Off-street car parks



89	Vehicle parked exceeds maximum weight or height or length permitted	Higher	Off-street car parks
90	Re-parked in the same car park within one hour after leaving	Lower	Off-street car parks. "one hour" may be varied to another time period or "the prescribed time period"
91	Parked in a car park or area not designated for that class of vehicle	Higher	Off-street car parks
92	Parked causing an obstruction	Higher	Off-street car parks
93	Parked in car park when closed	Lower	Off-street car parks
94	Parked in a pay & display car park without clearly displaying two valid pay and display tickets when required	Lower	Off-street car parks. "two" may be varied to another number or "multiple"
95	Parked in a parking place for a purpose other than that designated	Lower	Off-street car parks
96	Parked with engine running where prohibited	Lower	Off-street car parks

### The PCN Process

- 1.61. Following the issue of a PCN the ability of paying a discounted amount (50%) is allowed up to 14 days after which the full penalty charge is payable.
- 1.62. If a challenge in writing is received within the discount period the 'clock' will stop until a decision is reached and it is highly likely that should the challenge be rejected that another 14 days will be given in order to pay the discounted amount.
- 1.63. If neither payment nor a challenge is received within 28 days a Notice to Owner will be issued and the Full Penalty Charge is required to be paid. It is possible to make a formal representation within 28 days and again the 'clock' stops until a decision has been made.
- 1.64. Should the representation be rejected then either the payment of the full penalty charge has to be made or an Application is lodged with the Traffic Penalty Tribunal for an Appeal to be heard within 28 days.
- 1.65. If an Appeal has been lodged then the 'clock' stops until a decision by the Traffic Penalty Tribunal has been made.
- 1.66. If neither is made within the 28 days then a Charge Certificate will be issued increasing the penalty charge by 50%.
- 1.67. If the Traffic Penalty Tribunal refuses the Appeal (the issue of the PCN is upheld) then the full penalty charge is required to be paid within 28 days or a Charge Certificate will be issued increasing the penalty charge by 50%.
- 1.68. Should the Charge Certificate not be paid within 14 days then the Council will register the unpaid penalty charge as a debt with Northampton County Court (Traffic Enforcement Centre).
- 1.69. Once the debt has been registered then the Council on behalf of the Court will issue an Order for Recovery and the cost to register the debt (currently £7) will be added to the penalty charge.
- 1.70. A full flow charge of the PCN process can be found on PATROL's web site <http://www.patrol-uk.info/patrol/info/1/parking>.

- 1.71. Advice on the factors which will inform the Council's decisions on appeals is provided on the Council's website

**Debt Recovery Process**

- 1.72. Should the Order for Recovery not be paid then the Court will issue a warrant and the Council will issue this to its appointed Bailiff to recovery. Please note that the Bailiff Fees will be added to the penalty charge.
- 1.73. If the Penalty Charge Notice has not been cancelled and no payment has been received and all the above processes have been pursued then the Council has no option other than to appoint Enforcement Agents (Bailiffs) to collect the outstanding debts on its behalf.
- 1.74. Bailiffs can only act when in receipt of a Warrant that has been issued by the Traffic Enforcement Centre (Northampton County Court).
- 1.75. The Council believes that the debtor has had sufficient warning that this debt recovery action will occur if the outstanding debt is not paid. In addition to the Penalty Charge Notice the Council issues, 2 other enforcement notices prior to 2 enforcement notices being issued by Northampton County Court.
- 1.76. It should be recognised that once a Warrant has been issued to an Enforcement Agent then the Council should no longer get involved as it is a matter between the debtor and the enforcement agent, although in exceptional circumstances the Council may take the decision to intervene.

## **Management Committee 7 March 2017 Car Parking Permits**

### **For Decision**

#### **Portfolio Holder(s)/ Briefholder**

Cllr Colin Huckle

#### **Senior Leadership Team Contact:**

M Hamilton, Strategic Director

#### **Report Author:**

David Brown

#### **Statutory Authority**

Traffic Management Act 2004.  
Road Traffic Regulation Act 1984

#### **Purpose of Report**

- 1 To enable Management Committee to consider a recommendation from Policy Development Committee following their consideration of the Notice of Motion received from Councillor Alison Reed seeking Council members to support a Weymouth and Portland wide residents' discount scheme to use Council car parks during the visitor season.

#### **Officer Recommendations**

- 2 To agree as an interim facility to allow the purchase of a 3, 4 or 5 monthly 7 day a week permit for use by residents. This will cover use in any of 9 paying Weymouth and Portland non town centre council car parks for the summer months' period for £30 per month equating to approximately £1.00 per day.

#### **Reason for Decision**

- 3 To allow a temporary use of some council car parks by residents while the more detailed, longer investigation into all permits is undertaken by the Member Working Group established by Policy Development Committee.

## **Background and Reason Decision Needed**

- 4 A Notice of Motion has been received from Cllr Alison Reed, and seconded by Cllr Claudia Moore with regards to residents' car parking permits. Members should note that the number 11 below is probably a typographical error as there are 31 Council operated car parks in Weymouth & Portland.
- 4.1 The Notice of Motion states: Parking Charges in Weymouth and Portland are an important revenue that contributes to the upkeep and maintenance of the 11 Car Parks it is responsible for. The increase in the Car Parking charges has caused considerable discord within a wide range of the population, businesses and residents alike.
- 4.2 Residents around popular visitor areas are forced to use Council Car Parks during the busiest times of the year paying the full cost of Car Parking permits at £325/annum/car.
- 4.3 This Notice of Motion is to ask all Councillors to support a Weymouth and Portland wide residents' discount scheme to use Council Car Parks during the visitor season.
- 4.4 This report will seek to make suitable temporary arrangement to deal with the provision of summer residents' permits, while a working group established by Policy Development Committee undertake a more comprehensive investigation into the overall car parking permit issue.
- 4.5 If the recommendation is agreed by Management Committee the permit would cover the following car parks, Beach, Chesil Beach, Lodmoor, Masonic, Nothe, Overcombe and Portland Bill. In addition, parking at the Magistrates Court would be permitted at weekends and on Bank Holidays.
- 4.6 The current policy with regards to car parking permits has not been reviewed in detail for many years. Further, the current efficiency and effectiveness has not been considered, nor whether this delivers the range of benefits relative to cost that they might.
- 4.7 There are a range of parking and season ticket concessions but the promotion of these, what is available, and the suitability as far as users are concerned, has not in recent years been addressed.
- 4.8 The changes to the on-street car parking management, the review of the current car parking policy, and now the notice of motion, have all indicated a wish and need to review the range, types and cost of available permits. This is now therefore an opportunity to look comprehensively at these to produce a new car parking permit policy.

## **Implications**

### **1 Corporate Plan**

D3. Ensuring the delivery of efficient and economic services, which are shaped by customer needs.

### **2 Financial**

The financial implications of any revised car parking permit policy will need to be considered as part of the overall review.

The interim residents permit arrangements are believed unlikely to have a significant noticeable effect on the respective car parks overall income.

### **3 Appendices**

None

### **4 Background Papers**

Notice of Motion

### **Footnote**

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

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## **Management Committee**

**7<sup>th</sup> March 2017**

## **Release of up to £54,000 from the General Reserve for homelessness prevention initiatives in 2017/18**

### **For Decision**

**Briefholder:** Cllr Gill Taylor, Housing

**Senior Leadership Team Contact:** S Hill, Strategic Director

### **1. Purpose of Report**

- 1.1 To request member approval to release of up to £54,000 from the General Reserve and £21,000 from the Housing Reserve for use by the Housing Options team in 2017/18 to fund homelessness prevention work.

### **2. Officer Recommendations**

- 2.1 i) That members approve the release of up to £54,000 from the Weymouth and Portland General Reserve and £21,000 from the Housing Reserve to fund homelessness prevention work in 2017/18.  
ii) That delegated authority be given to the Head of Housing in consultation with the Housing Briefholder to allocate these funds to appropriate prevention initiatives.

### **3. Reasons for Recommendation**

- 3.1 To enable the continued effectiveness of staff in preventing homelessness wherever possible, thereby improving the housing experience of those in need of suitable homes and reducing the prospective need to resort to expensive forms of temporary accommodation.

### **4. Background Information**

- 4.1 Homelessness Prevention Grant (HPG) has been allocated to housing authorities for many years by the department of Communities and Local

- Government (CLG) using a formula based on demographics, levels of homelessness etc.
- 4.2 The value of HPG was recognised by the government at national level, and it has remained the only government grant to local authorities identified discreetly from the general financial settlement.
- 4.3 Local authorities were able to determine how to spend it on activities they thought would best tackle and prevent homelessness in their area. There has been an expectation that HPG would be used to deliver better outcomes, such as:
- Reducing rough sleeping
  - Ensuring that families with children are not in bed and breakfast unless on an emergency basis and for no longer than six weeks
  - Achieving a reduction of temporary accommodation.
- 4.4 Crucially, HPG-funded initiatives ensure that fewer people need to come to the council for assistance, or need to approach us to accept a statutory duty towards remedying their housing situation. Expenditure by the council on these initiatives saves the council money in the long run.
- 4.5 Councils have not all dealt with their HPG receipts in the same way. WPBC and WDDC have ring-fenced HPG solely for homelessness prevention initiatives, with any unspent sums going into a Housing Reserve at the end of each year. At North Dorset, their HPG has gone into the council's general coffers, with smaller sums being allocated for specific initiatives directly from the General Reserve.
- 4.6 At WPBC, in 2015/16 and in other recent years, the value of its HPG has been in the region of £140,000 per year. The Housing Reserve currently has an uncommitted balance of £7,000.

## 5. Report

- 5.1 The council was advised by DCLG in late 2015 that HPG will continue to be paid to WPBC at the following levels in the coming years:
- |         |          |
|---------|----------|
| 2016/17 | £140,810 |
| 2017/18 | £141,003 |
| 2018/19 | £141,277 |
| 2019/20 | £141,750 |
- 5.2 However, the council's overall grant settlement for 2016/17 onwards has reduced significantly. The net impact of this is that HPG can no longer be identified as additional income to the council. There is no longer, therefore, a separate grant that can be earmarked for homelessness prevention work from 2016/17 onwards, and the council must instead decide how to spend its grant settlement. Future



spending on homelessness prevention measures must therefore come from the General Reserve.

- 5.3 This loss of a ring-fenced HPG might have been mitigated by being able to use the Housing Reserve to fill the funding gap, but this has been earmarked for other council priorities.
- 5.4 The underspend of approximately £14,000 on the 2016/17 HPG budget, which, as previously agreed, is available for funding future year initiatives. This will be returned to the housing reserve which will then stand at £21,000
- 5.5 There remain, though, a number of important homelessness prevention measures which are required for 2017/18, and the only source for funding these is through the General Reserve.
- 5.6 Given the realities of the new financial position from 2017/18 onwards, only a small number of key homelessness prevention measures can be afforded in 2017/18. In addition, there are a small number of one-off expenditures required, which are outlined below.
- 5.7 In choosing which measures should proceed in 2017/18, we have identified key aspects of our service that we are contractually obliged to continue with and/or deliver the clearest benefits for individuals and the wider community in preventing or resolving homelessness. It is proposed that the top priorities to be funded are:

EDP Street Homeless Outreach Project (current contract expires November 2017; new arrangements will be required thereafter)	£26,500
Discretionary homeless prevention	£20,000
Domestic violence target hardening	£3,000
<i>Ad hoc</i> prevention projects	£6,000
Homeless Reduction Legislation	£10,000
Grant to The Lantern project	£10,000
<b>TOTAL</b>	<b>£75,000</b>

- 5.8 EDP Street Homeless Outreach Project: our contract with EDP delivers an assertive street homeless outreach service. The reduction of rough sleepers is a key national and local priority, and in addition EDP provides emergency accommodation for rough sleepers when the weather deteriorates.
- 5.9 Discretionary Homelessness Prevention: this enables housing staff to use small amounts of money to prevent homelessness. This has been used, for example, to arrange packages of assistance to delay and prevent evictions.

- 5.10 Domestic violence target hardening: funding has ceased for the local organisation that has been providing a range of additional security measures in properties where an occupier is at threat of domestic violence, and where it is recommended some additional work is necessary. The council is supporting this work to a modest extent as a homelessness prevention measure.
- 5.11 *Ad hoc* prevention projects: a small level of funding for as yet unknown *ad hoc* prevention projects will help us remain flexible in our responses. If this is unspent at year end, it will transfer back into the Housing Reserve.
- 5.12 The Homeless Reduction Bill will make changes to the current homelessness legislation contained in Part 7 of the Housing Act 1996. It will place new duties on the council to intervene at earlier stages to prevent homelessness and to take reasonable steps to help those who become homeless to secure accommodation. It will also expand the categories of people we have to help to find accommodation. This funding will allow us to start preparing for the changes ahead. If this funding remains unspent at year end it will transfer back into the Housing Reserve.
- 5.13 The Lantern project's grant funding from Dorset County Council's (DCC) was drastically cut back in 2016/17 for the support they gave to single homeless people with support needs, such as substance misuse and ex-offenders. This meant that Melcombe House, a Bournemouth Churches HA scheme, will no longer receive DCC funding. Instead, The Lantern has been asked to provide an enhanced service to this client group for the next 18 months while the service is reviewed. They asked if the council could help fund this gap. The Lantern were provided with financial assistance of £10,000 for 2016/17, which came from the homelessness prevention budget. This funding enabled The Lantern to function effectively on a day-to-day basis, and helped them achieve successful outcomes for a client group that represents the most socially excluded in society. Failure to help the project through this grant may result in a much greater demand on the council's Housing Options service. It remains a sensible use of money to offset this risk.
- 5.14 Members should note that the reduction in spending on homelessness prevention comes at a time when the picture nationally and locally is that homelessness is on the rise.
- 5.15 Approval of this proposed expenditure from the General Reserve for 2017/18 will enable a sensible suite of initiatives to proceed. The Head of Housing will return to members in early 2018 to outline a proposed funding requirement for 2018/19.

## **6. Financial Implications**

- 6.1 There are sufficient funds within the General Reserve to accommodate the proposal outlined in this report that £54,000 be allocated for homelessness prevention measures in 2017/18. A further £21k will be available from the Housing Reserve .

### **Other Considerations:**

## **7. Legal/Statutory Power**

- 7.1 The proposed measures enable the council to fulfil its obligations set out in Housing and Homelessness legislation.

## **8. Human Resources (including Health & Safety)**

- 8.1 None

## **9. Risk Management**

- 9.1 There is an ongoing risk that the council may not wish to support homelessness prevention expenditure in future, which might jeopardise our ability to tackle homelessness effectively.
- 9.2 Failure to proceed with the proposals outlined in this report will have an adverse impact on our ability to deliver on our Homelessness Prevention Strategy action plan. This will be evaluated, and where necessary the strategy will need to be adapted to meet the changing financial environment.

## **10. Reputation, including Communications and Consultation**

- 10.1 Discussions have taken place with voluntary sector partners about the proposed changes.

## **11. . Equalities**

- 11.1 Expenditure on the homeless prevention measures outlined in this report will ensure that we are able to provide access to homeless services and our prevention packages for all groups.

## **12. Crime and Disorder**

- 12.1 No specific issues

### **13. . Environmental Considerations**

13.1 No specific issues

### **14. Economic Impact Assessment**

14.1 Is the proposal likely to lead to an increase in the level of skills needed in the local workforce? No

14.2 Is the proposal likely to lead to growth in local employment? No.

14.3 Is the proposal likely to lead to growth in the number of businesses? No

14.4 If the overall economic implications are seen as negative what mitigating factors have been considered? None.

### **15. Corporate Plan (links to corporate aims & priorities)**

15.1 The recommendations set out in this report fully support the following WPBC Corporate Plan objectives:

- Empowering thriving and inclusive communities
- Developing successful partnerships

### **16. Appendices**

16.1 None

### **17. Background Documents (including relevant policy documents)**

17.1 The council's Housing and Homelessness Prevention Strategies.

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## Management Committee

7 March 2017

## Conservation Areas of Portland

### For Decision

#### Briefholder

Cllr R Nowak – Environment & Sustainability

#### Senior Leadership Team Contact:

S Hill, Strategic Director

#### Report Author:

Clare McCarthy, Interim Specialist Services Manager, Planning

#### Statutory Authority

Planning (Listed Buildings and Conservation Areas) Act 1990

#### Purpose of Report

- 1.1 To report on the outcome of further public consultation to extend/adjust the boundaries in 9 discrete areas within Underhill, Grove and Portland Conservation Areas (outlined in Appendices A & B).
- 1.2 To report on the outcome of further public consultation on additional Important Local Buildings within Underhill Conservation Area (outlined in Appendices A & B).

#### Officer Recommendations

- 2(a) That 9 boundary extensions/ adjustments and additional Important Local Buildings arising from public re-consultation of the Conservation Areas of Underhill, Grove and Portland be adopted in support of Conservation Area policies in the Local Plan.
- 2(b) That the adopted Appraisal of the Conservation Areas of Portland be updated and amended accordingly.

#### Reason for Decision

- 3 To inform and guide any future development towards respecting the qualities and character of Underhill, Grove and Portland (Easton, Reforne, Straits & Wakeham). When adopted the conservation area boundary extensions and additional Important Listed Buildings would support Policy ENV 4 (Heritage Assets) of the West Dorset, Weymouth and Portland Local Plan.

## Background and Reason Decision Needed

- 4 Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 imposes a duty on local planning authorities to designate as conservation areas any 'areas of special architectural or historic interest, the character of which is desirable to preserve or enhance', and Section 71 of the same Act states that the local planning authority has a duty to '*publish proposals for the preservation and enhancement of any part of their area which are conservation areas.*' Section 72 of the Act requires '*special attention be paid to the desirability of preserving or enhancing the character or appearance of that area.*'
- 5 Within the Borough there are 15 designated Conservation Areas. Designation introduces a general control over the demolition of unlisted buildings and provides a basis for policies designed to preserve or enhance all the aspects of character or appearance that define an area's special interest.
- 6 The Appraisal of the Portland Conservation Areas is contained within a single document which is available at <https://www.dorsetforyou.com/conservation-area/weymouth-and-portland> and adopted by the Management Committee on 4 November 2014. At the same time, the committee endorsed re-consultation on additional boundary extensions of the Underhill, Grove and Portland conservation areas and additional Important Local Buildings in the Underhill conservation area, all of which were the outcome of public consultation (23 June – 4 August 2014) on the conservation area appraisal prior to its adoption by the Borough Council.
- 7 The National Planning Policy Framework (NPPF) identifies Conservation Areas as Designated Heritage Assets. The process of designation has identified them as having a level of significance that justifies special protection measures. Paragraph 127 (Conserving and enhancing the historic environment) sets out the policy principles relating to heritage assets:  
*When considering designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.*
- 8 Under the NPPF an Important Local Building is a Non-Designated Heritage Asset which is defined as:  
*A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).*

## 9 Underhill (Fortuneswell, Chiswell and Castletown) Conservation Area

- a) Conservation Area boundary extension to include gardens and a separate parcel of land at the rear of Ventnor Rd (refer to Appendix A, item 1) – the gardens and parcel of land were created in the 1990s after a scrub bank was purchased from Dorset County Council. The top of the bank historically marked the division between Fortuneswell and Verne Common. Responses to the consultation are mixed. The boundary extension is supported by Portland Town Council and the Dorset Industrial Archaeology Society. One garden owner is supportive, whilst another objects and raises the matter of interference in garden maintenance. The owner of a large plot behind Nos 1-14 Ventnor Rd confirmed it was separate land and not garden, which is correct, and objects to its inclusion in the proposed extension. It was pointed out that the boundary line shown (Appendix A, item 1) does not match that on the ground. Investigation of this determined that the boundary partly follows Ordnance Survey vegetative edge (tree canopy) rather than obstructing feature (fence). The same owner contends that the historic limit of Fortuneswell is the terraces' rear yard wall but this is not the case. The Borough Council's Tree Officer commented on the importance of the trees to public views such as from New Rd and to the amenity of the conservation area.

Your officer's view is that the boundary extension should be adopted but adjusted slightly to follow fence line below tree canopy as necessary (refer to Appendix C).

- b) Conservation Area boundary extension to include Old Hill and the Old Rectory (refer to Appendix A, item 2) – Responses from residents are positive. Portland Town Council supported the proposal. The Borough Council's Estates Division expressed concern about management and maintenance costs, whereas the Planning (Listed Buildings and Conservation Areas) Act 1990 considers only *special historic or architectural interest*. The Council's Weymouth and Portland Area Planning Team suggested that the War Memorial, to the west of Old Hill and set within public open space, be included in the boundary extension. The Memorial is protected by statutory listing and under Emerging Local Plan Policy ENV 4 would form part of the setting of an Old Hill proposed boundary extension. It is not proposed to include the Memorial in the conservation area.

Your officer's view is that the boundary extension should be adopted.

- c) Additional single storey *Important Local Building* behind 173-181 Brandy Row (refer to Appendix A, item 3) – no response was received from the owner of the industrial building. Portland Town Council supports the addition, as does the Dorset Industrial Archaeology Society. Cllr McCartney (Tophill West Ward) is supportive. The two storey building, which was proposed as an Important Local Building, will be demolished as part of a residential redevelopment (WP/15/00368/FUL), which was refused planning permission but lost on appeal.

Your officer's view is that the single storey, stone building and the associated stone boundary/retaining walls should be designated *Important Local Buildings*.

- d) Additional Important Local Building of Underhill Junior School (refer to Appendix A, item 4) – no comment was received from Dorset County Council. Cllr McCartney (Tophill West Ward) and Portland Town Council support the addition, as does the Dorset Industrial Archaeology Society.

Your officer's view is that the school should be designated an *Important Local Building*.

## 10 Grove Conservation Area

- a) Conservation Area boundary extension to include amenity space opposite St Peter's Church (refer to Appendix A, item 5.1) – overall a positive response, including Portland Town Council's, which also refers to the open space at the bottom of Augusta Rd. It is not proposed to include the Augusta Rd space within the conservation area because of its distance away from the conservation area. The Borough Council's Estates Division refers to asset value and management costs but under the Planning (Listed Buildings and Conservation Areas) Act 1990 only *special historic or architectural interest* is considered.

Your officer's view is that the boundary extension should be adopted.

- b) Conservation Area boundary extension to include allotments at the rear of Clifton Hotel (refer to Appendix A, item 5.2) – The allotments are partially owned by the Borough Council and the Council's Estates Division refers to a transfer to community management and the affect on asset value and management costs. However, under the Planning (Listed Buildings and Conservation Areas) Act 1990 only *special historic or architectural interest* is considered. No comment was received from remaining allotment owners. Including other areas (allotments, Headland Rock Quarry) was raised by either Portland Town Council or the Borough Council's Weymouth and Portland Area Planning Team or both. In 2014, such areas were considered by the Borough Council's Management Committee and were not adopted – see <http://webapps-wpbc.dorsetforyou.com/apps/democracy/managementDocuments.asp>

Your officer's view is that the boundary extension should be adopted.

- c) Conservation Area boundary extension to include part of Incline Rd (refer to Appendix A, item 5.3) – Supported by the Dorset Industrial Archaeology Society and a borough resident. Portland Harbour Authority/Portland Port Ltd objects to the boundary extension but provides no supporting argument as to why such an area of substantial historic and architectural interest should not be included.

Your officer's view is that the boundary extension should be adopted.

- d) Additional *Important Local Buildings* of 10, 11a, 13-18, 20, 22, 23, 25-27, 29-31, 33, 35-41 Grove Rd (refer to Appendix A, item 5.4) – Cllr McCartney (Tophill West Ward) is supportive. One response received from an owner explaining that it was 30a and not their property that showed the characteristic use of Portland stone. Therefore, it is proposed to include No 30a amongst those properties listed above instead of 31.

Your officer's view is that 10, 11a 13-18, 20, 22, 23, 25-27, 29-30a, 33, 35-41 Grove Rd should be designated *Important Local Buildings*.



## 11 **Portland (Easton, Reforne, Straits, Wakeham) Conservation Area**

- a) Conservation Area boundary extension to include historic limits behind Glen Caravan Park and the railway line east and west of Mermaid Bridge, Wakeham (refer to Appendix A, item 6) – Glen Caravan Park raised the issues of additional planning restrictions, the lack of historic interest within the caravan park and the exclusion of properties south of the railway line. Additional planning control would relate to work to trees and demolition of buildings. The historic interest is in the caravan park's westerly boundary, that is, the old limits of Wakeham. If the conservation area boundary is moved to correspond with the caravan park's westerly boundary, it would also rationalise the conservation area boundary, which currently cut's across the caravan park. Properties south of the railway line comprise a new expansion and therefore are not included.

The boundary extension is supported by the Dorset Industrial Archaeology Society. Portland Town Council suggests that the railway line be included up to Park Rd, whilst Glen Caravan Park mentions as far as Portland Port. The inclusion of more railway legacy relates to the conservation area at Wakeham only.

Your officer's view is that the boundary extension should be adopted.

- b) Conservation Area boundary extension to include gardens/property plots behind 54-84 (evens) on west side of Wakeham (refer to Appendix A, item 7) – A strong objection to inclusion in the conservation was received because the proposed boundary extension is not publically accessible or visible. Whilst such factors can form part of a conservation area, in this instance, the proposed boundary extension is to include garden plots more fully, including two *Important Local Buildings* (60 & 62 Wakeham), in order to be in conformity with the east side of Wakeham.

Portland Town Council wants the former quarry, west of the proposed conservation area extension, included in the conservation area. The proposed boundary extension is to include garden plots plus two *Important Local Buildings* (60 & 62 Wakeham). It is not proposed to include the former quarry.

Your officer's view is that the boundary extension should be adopted.

- c) Conservation Area boundary extension to include 11-19 (odds) and 15 Moorfield Rd (refer to Appendix A, item 8) – No comments were received from owners. Portland Town Council and the Dorset Industrial Society support the proposed boundary extension. The Borough Council's Estates Division is concerned about the boundary extension pre-judging the future use of garden land but such matters are the remit of the Local Plan and not conservation area assessment under the Planning (Listed Buildings and Conservation Areas) Act 1990.

Your officer's view is that the boundary extension should be adopted.

- d) Conservation Area boundary extension to include the east side of St George's Rd (1-28) Reforne (refer to Appendix A, item 9) – An owner supports the boundary extension, as does Portland Town Council. No other owners responded.

Your officer's view is that the boundary extension should be adopted.

## Implications

### Corporate Plan

12 Protecting and enhancing the built and natural environment.

#### Financial

13	Incidental costs associated with the public consultation include:	
	Letters to those affected by boundary extensions and additional	
	Important Local Buildings 188 x 0.53	99.64
	Letters to stakeholders 16 x 0.53	8.48
	Land charges cost for searching land ownership	69.00
	Statutory requirement for formal notice in local newspaper	185.98
	Future cost of statutory notice in London Gazette & local	
	newspaper	259.63
	TOTAL (excluding in-house staff costs)	£622.73

### Risk Management (including Health & Safety)

14 If the Conservation Area Extensions are not adopted and additional *Important Local Buildings* not designated, this may be harmful to the character and appearance of the Underhill, Grove and Portland Conservation Areas.

### Human Resources

15 Staff in Planning Development

## Consultation and Engagement

Property owners, stakeholders and Ward Members were sent full details. A notice with contact details was placed in a local newspaper. The re-consultation was eight weeks duration, finishing on 16 January 2015. Comments received are tabled in Appendix C.

## Appendices

Appendix A Re-consultation to extend/adjust the boundaries in Underhill, Grove and Portland Consultation Areas and to designate additional *Important Local Buildings* in Underhill Conservation Area

Appendix B Amendment to boundary extension to include gardens at the rear of Ventnor Rd

Appendix C Table of Comments arising from Public Re-consultation

## Background Papers

Planning (Listed Buildings and Conservation Areas) Act 1990  
National Planning Policy Framework (2012)

## Footnote

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

**Report Author:** Clare McCarthy

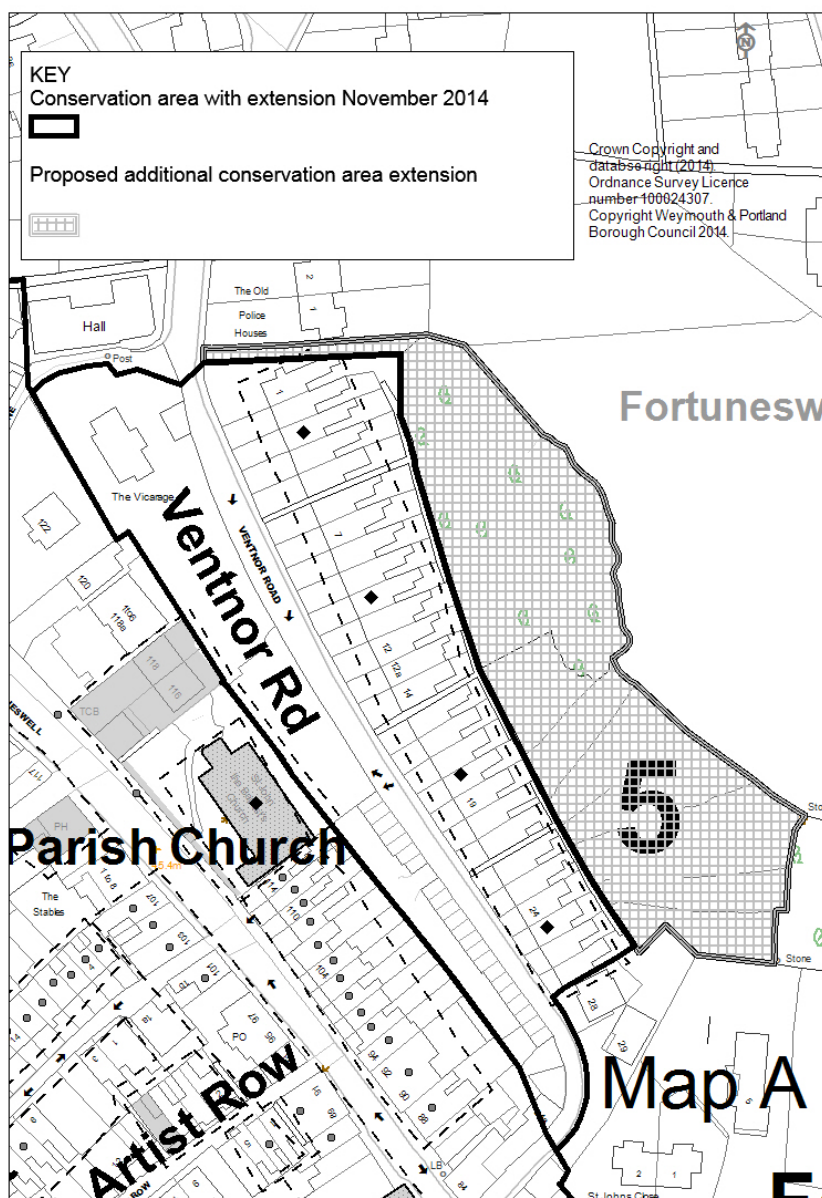
**Telephone:** 01305 252262

**Email:** [cmccarthy@dorset.gov.uk](mailto:cmccarthy@dorset.gov.uk)

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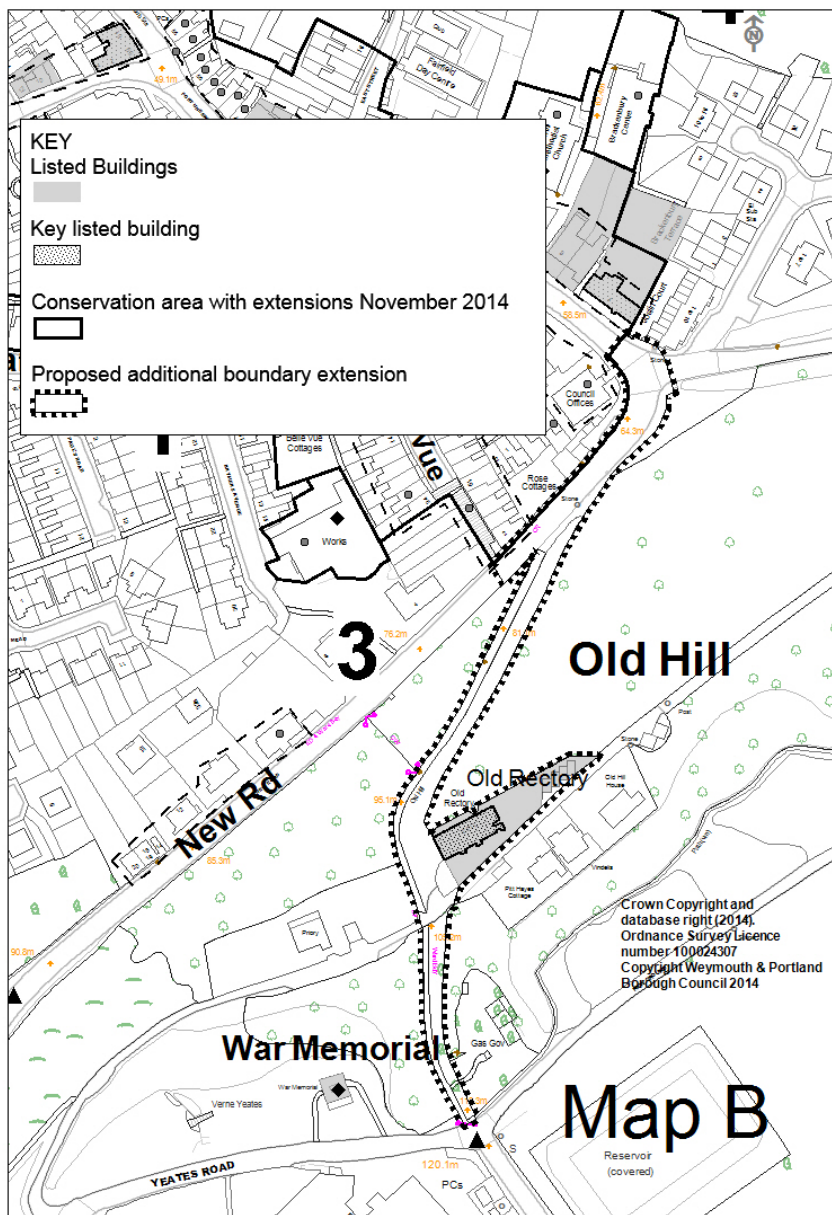
**Re-consultation to extend/adjust the boundaries in Underhill, Grove and Portland Consultation Areas and to designate additional Important Local Buildings in Underhill & Grove Conservation Areas**

**1. Underhill Conservation Area – boundary extension to include gardens and a separate parcel of land at the rear of Ventnor Rd**



The proposal is to extend the conservation area to include the rear gardens and a separate parcel of land belonging to the terraced housing in Ventnor Rd (please see map A) and to include the track on the north side of 1 Ventnor Rd as it is part of the property's garden. This extension would incorporate the historic limits of this part of Fortuneswell.

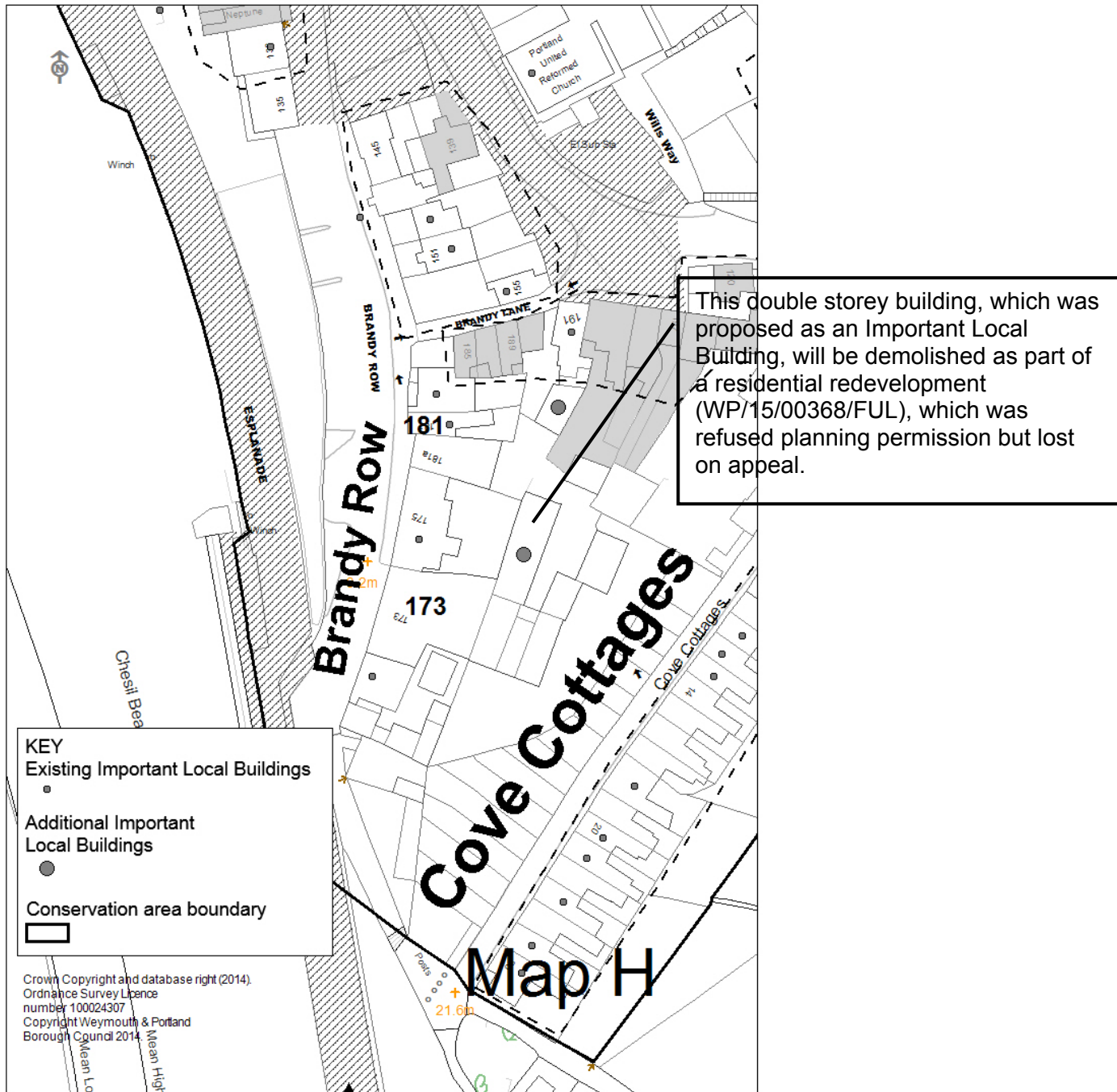
## 2. Underhill Conservation Area – boundary extension to include Old Hill and the Old Rectory



The proposal is to extend the conservation area to include the ancient road of Old Hill (please see map B). The adopted conservation area appraisal refers to Old Hill as “Old Hill is now a Right of Way (S3/4). A photograph (no 62) circa 1910 in Morris’ *Portland Then and Now* shows Old Hill, the original route from Underhill to Tophill (Yeates Rd), with posts running down the centre of the road and pedestrians walking uphill on the right-hand side, accompanied by an impressive stone wall. Today, stone posts separate a broad verge from the footpath that runs alongside it, which is bordered still by stone wall. About two thirds of the way up, is the old Rectory, which adjoins the old road. At this point, the Merchants Railway once crossed the road”.

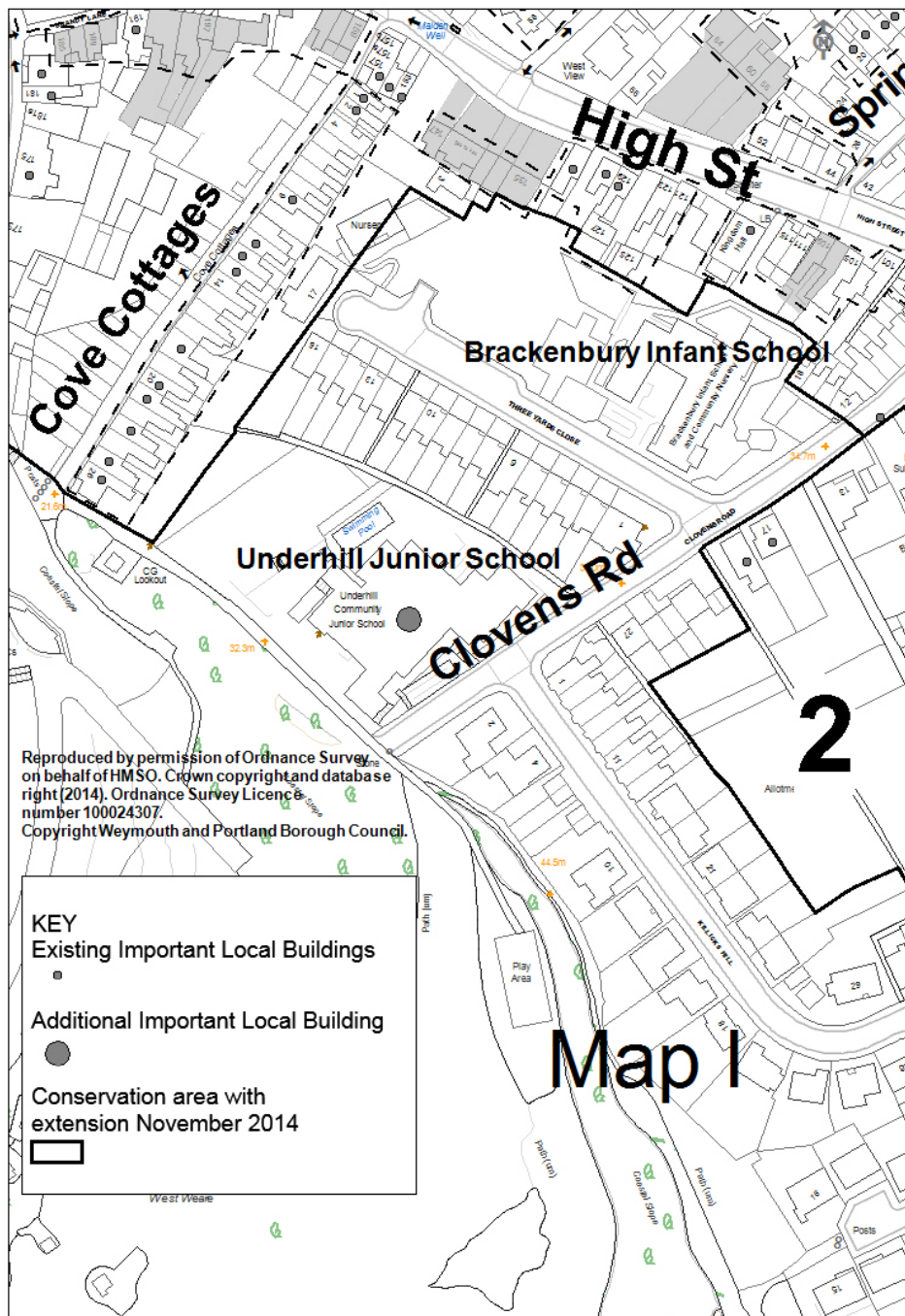
A boundary extension that includes Old Hill would also incorporate the Old Rectory which is identified in the adopted appraisal as a Key Listed Building and referred to as “The Old Rectory and its boundary walls (Grade II) - relatively prominent in views, one time isolated association with Old Hill”.

3. Underhill Conservation Area - additional *Important Local Building* behind 173-181 Brandy Row



The proposal is to identify behind 173 – 181 Brandy Row a former industrial premise (please see map H) comprising a single storey stone building with associated stone boundary/retaining walls as an *Important Local Building* because of its industrial legacy and the local knowledge that recalls a dairy/farm use, plus a bull ring.

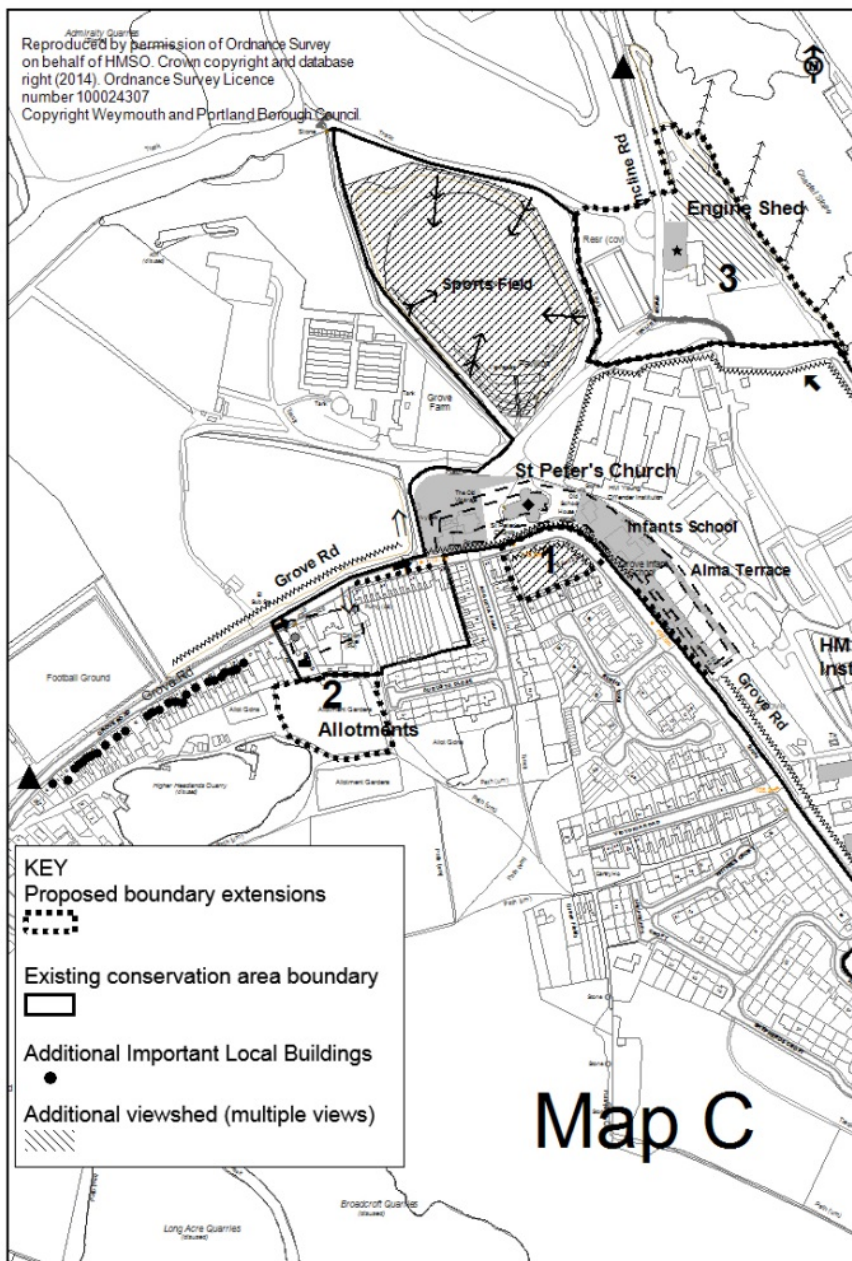
4. Underhill Conservation Area – additional *Important Local Building* of Underhill Junior School



The proposal is to identify the former Underhill Junior School, originally dated 1913, as an *Important Local Building* (please see map I) because it presents a certain architectural unity, particularly due to the single-storey frontage of three pediments below which are three pairs of sash windows, and has historic and community interest that benefits the Clovens Rd entry into the conservation area, as well as the setting of the conservation area.



## 5. Grove Conservation Area



### 5.1 Boundary extension to include amenity space opposite St Peter's Church

The proposal is to extend the conservation area to include the amenity space on the corner of Grove Rd opposite St Peter's Church (please see map C above, area 1). The adopted conservation area appraisal already refers to this important green area as "The enclosed parcel of amenity space, on the corner of Grove Rd opposite St Peter's is important for its impact to the setting of the conservation area. This open green space, featuring a small brick building and established trees, acts as a buffer around the nearby listed buildings. Whilst it is flanked to the south by post war housing, a substantial stone boundary wall with cock and hen detailing borders the west side and also serves as the rear boundary to terraced housing in Augusta Rd. Until the late C20, an archaeological feature, comprising a curved, red clay bank, crossed the amenity space, as shown on OS maps dating from at least 1864."

### 5.2 Boundary extension to include allotments at the rear of Clifton Hotel

The proposal is to extend the conservation area to include the allotments to the rear of Clifton Hotel (please see map C above, area 2). The adopted appraisal already refers to these allotments as “An area of land used for allotments to the rear of The Clifton Hotel is reached via a footpath off Grove Road, which at its entry offers an intriguing viewpoint. Allotments are dotted around the conservation area and are an important feature of it, making the inclusion of one important. It also provides a buffer between the built form and former quarry sites”.

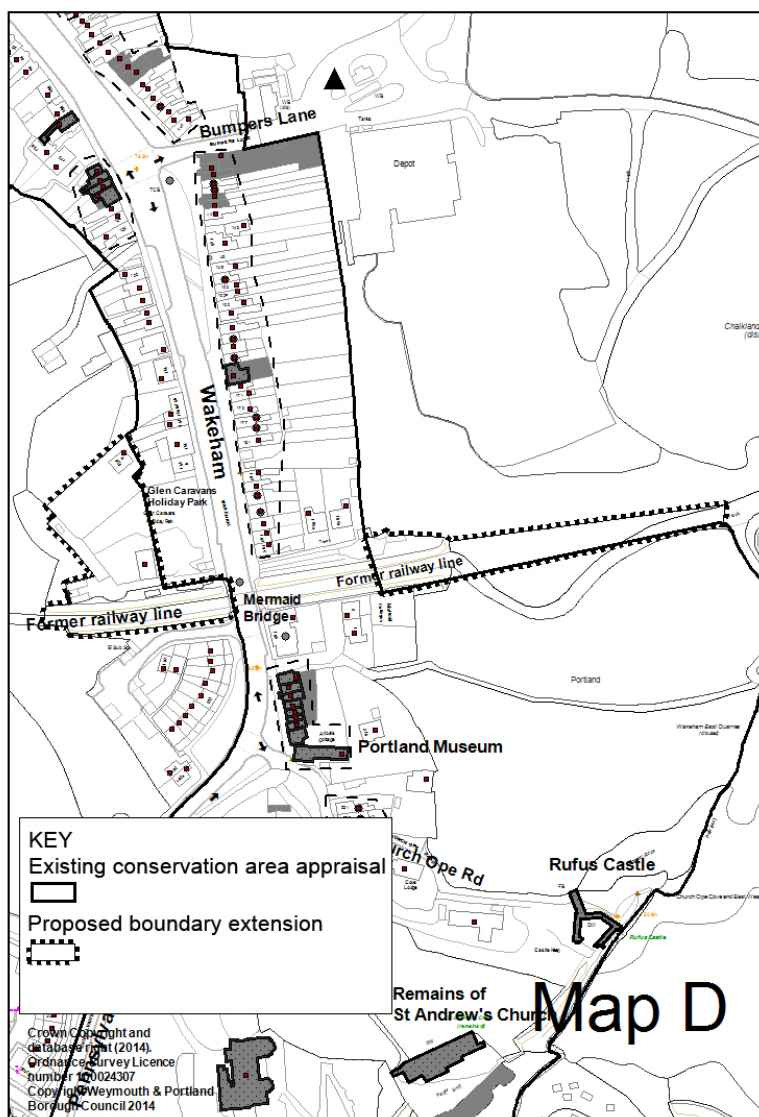
### **5.3 Boundary extension to include part of Incline Rd**

The proposal is to extend the conservation area to include part of Incline Rd, including the Engine Shed (please see map C above, area 3). The adopted appraisal already refers to this part of Incline Rd as “Incline Rd runs into the conservation area from the north and is another gateway into the conservation area from the SW Coastal path, but is blocked from vehicular use. Pedestrians are now the only users of the road and tracks that run off it. This rural approach into The Grove contrasts markedly with the developed character of Grove Rd. It approaches a less cohesive side of the conservation area, being the rear access of the prison, church and adjacent properties. It includes an enlarged area of stone boundary structures around the sports ground, part of which incorporates a watchman’s sentry box (listed Grade II). This is the last remaining in an area which was historically covered with both sentry boxes and watch towers. This level area of land at the top of the incline provides the setting for the northern elevations of the prison and more importantly the Church of St Peter’s. The inclusion of the Grade II Engine Shed is important as all contemporary buildings have been demolished, including another at the bottom of the incline. Consequently, this building stands in isolation and is the only historic link with the original Royal Naval port. The exceptional multiple views from the grounds of the Engine Shed provide another viewshed for the conservation area”.

### **5.4 Additional *Important Local Buildings* of 10, 11a, 13-18, 20, 22, 23, 25-27, 29-31, 33, 35-41 Grove Rd**

The proposal is to recognise your property (one of several, that is, 10, 11a, 13-18, 20, 22, 23, 25-27, 29-31, 33, 35-41 Grove Rd) as an *Important Local Building* (please see map C above) because it retains interest, showing a characteristic use of Portland stone that benefits the Grove Rd entry into the conservation area and the setting of the conservation area.

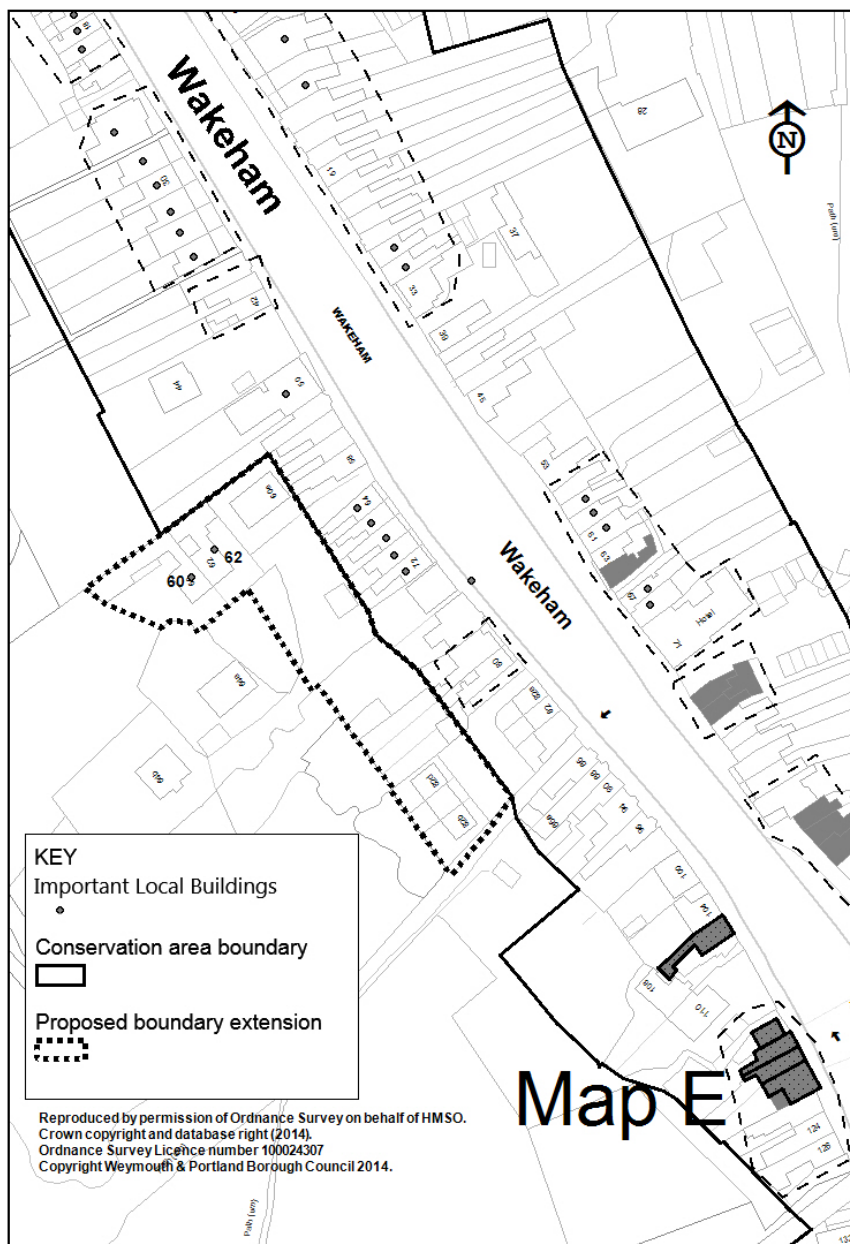
**6. Portland (Easton, Reforne, Straits, Wakeham) Conservation Area – boundary extension to include historic limits behind Glen Caravan Park and the railway line east and west of Mermaid Bridge, Wakeham**



The proposal is to extend the conservation area to include railway line either side of Mermaid Bridge and some adjoining plots (please see map D).

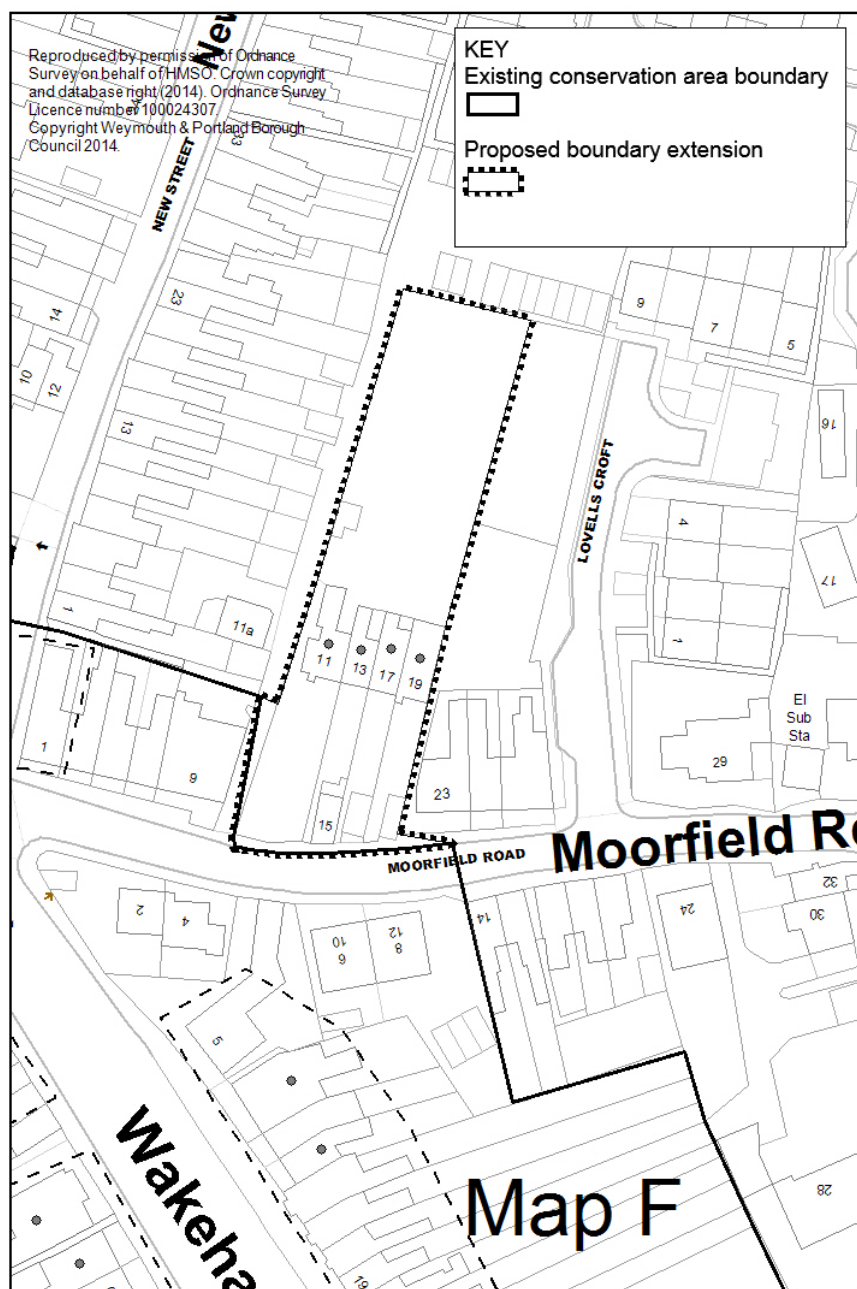
A reassessment of the conservation area boundary around Wakeham showed that it is possible to recognise more surviving railway legacy by including it in the conservation area. Adjoining the conservation area boundary, on the east and west sides of Mermaid Bridge, are lengths of former railway line, parts of which ran through cuttings. In the same general area, behind Glen Caravans Holiday Park and Nos 148-154 (inclusive), the conservation area boundary cuts through gardens plots. It is also preferable to include the whole of these gardens in the conservation area in order to define better the location of the boundary on the ground and to recognise more fully the historic limits of Wakeham.

**7. Portland (Easton, Reforne, Straits, Wakeham) Conservation Area – boundary extension to include gardens/property plots behind 54-84 (evens) on west side of Wakeham**



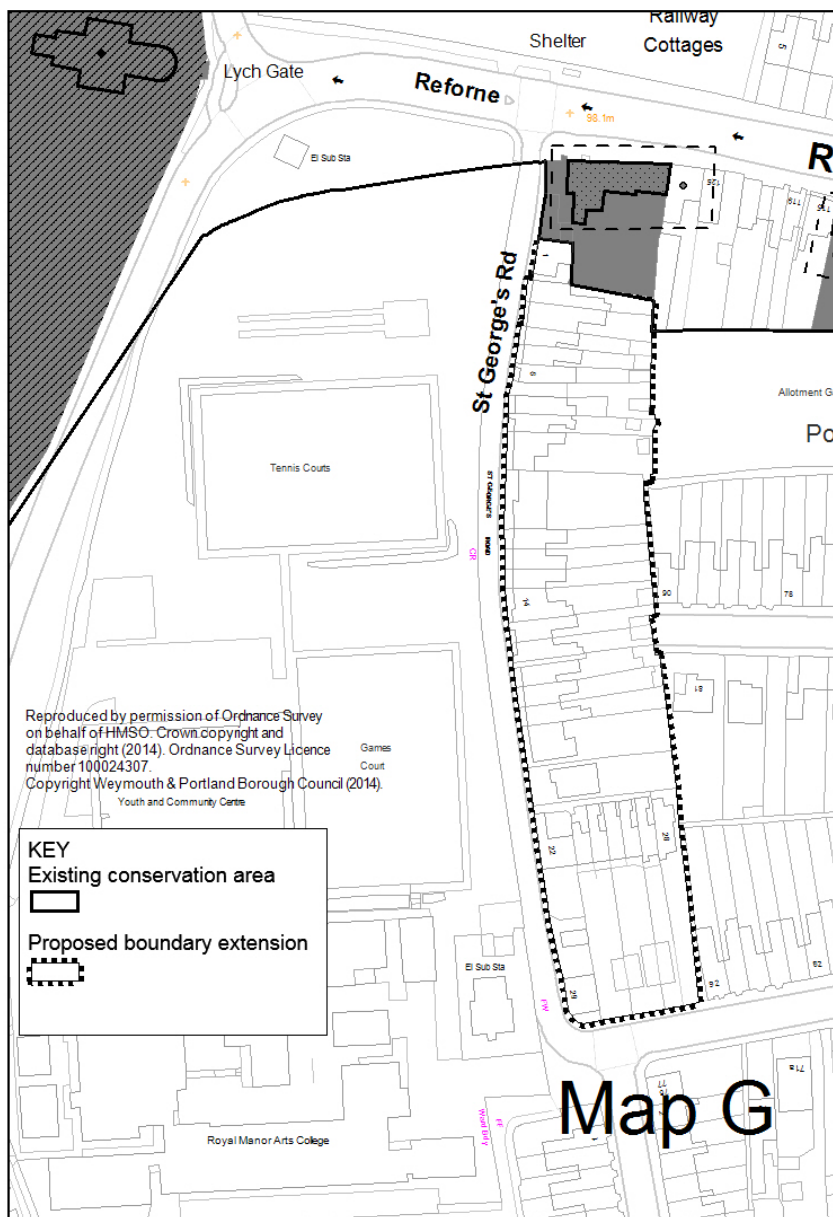
The proposal is to extend the conservation area to include garden and property plots behind 54-84 (evens) Wakeham (please see map E). A reassessment of the conservation area identified that behind 54 - 84 (evens), on the west side of Wakeham, the conservation area boundary does not conform to that of the east side where garden/property plots are more included, thereby recognizing the older limits of Wakeham. It is therefore proposed to adjust the boundary on the west side in conformity with the east and at the same time include within the conservation area Nos 60 & 62 Wakeham, which have been identified in the draft appraisal as Important Local Buildings.

## 8. Portland (Easton, Reforne, Straits, Wakeham) Conservation Area – boundary extension to include 11-19 (odds) and 15 Moorfield Rd

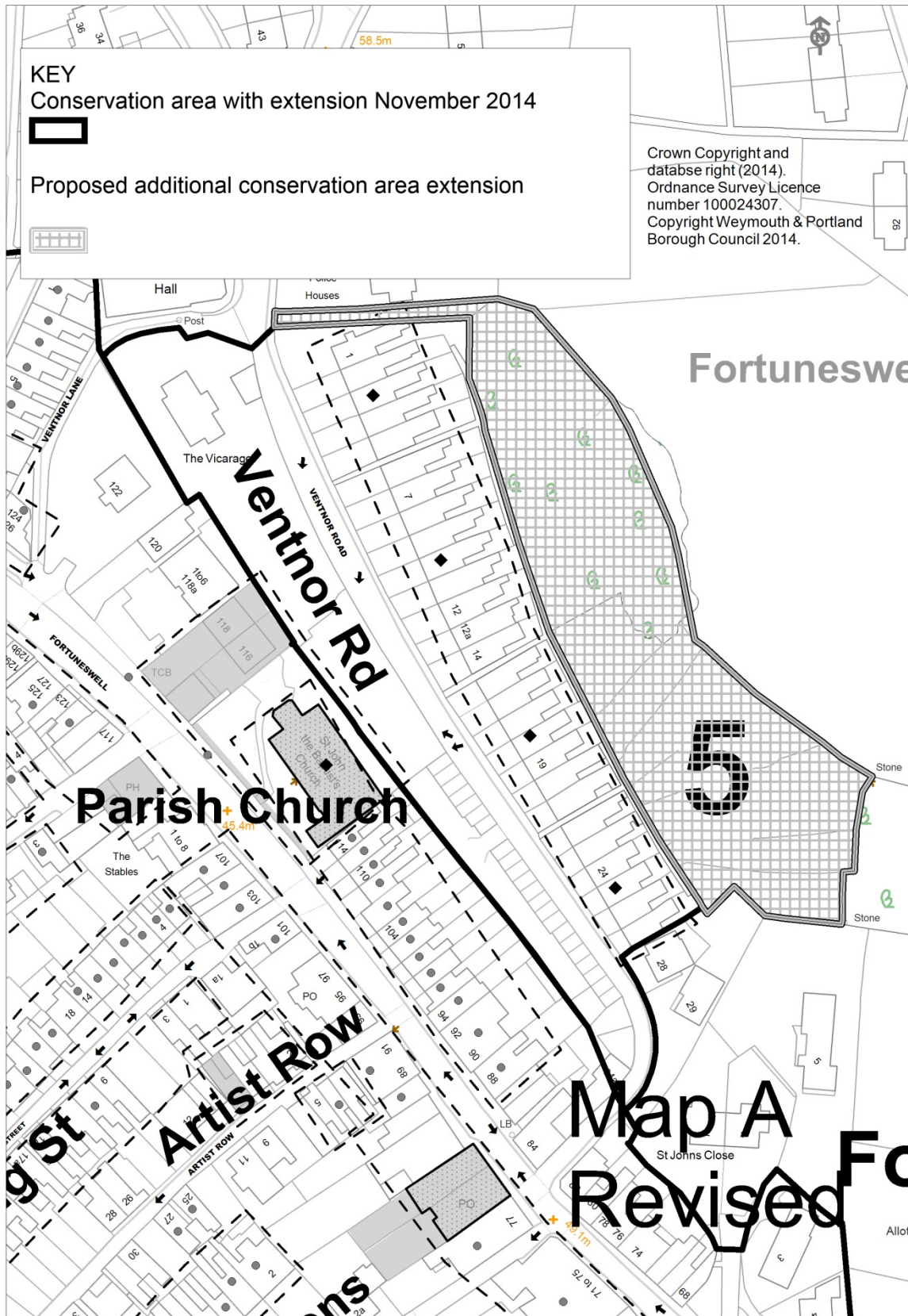


The proposal is to extend the conservation area to include Nos 11-19 (odds) & 15 Moorfield Rd (please see map F). Nos 11-19 (odds) Moorfield Rd with long garden plots at the front are an early-mid C19 terrace of cottages and shown on the OS 1864 map. In the late C19, a small building (No 15 Moorfield Rd and formerly a dovecote) was built on the roadside at the end of one plot. In the adopted conservation area appraisal, Nos 11-19 are already identified as *Important Local Buildings* (page 49). However, the C19 property plot arrangement of these buildings, including No 15, is locally uncommon and such historic interest would add to the character of the conservation area.

**9. Portland (Easton, Reforne, Straits, Wakeham) Conservation Area – boundary extension to include the east side of St George’s Rd (1-28) Reforne**



The proposal is to extend the conservation area to include the east side of St George’s Rd, Reforne (please see map G). In the early-mid C19, the east side of St George’s Rd was established in order to lead to a few properties interspersed with green open space or garden. Some properties were built facing the road, whilst the former Coastguard Station (Nos 22-28 inclusive) was built at right angles to the road with long garden at the front and an alleyway at the back. No 1 (St George’s Cottage) is double fronted and detached and may be one of the earlier C19 properties to be built. Other double fronted properties are attached (Nos 9, 20 & 22) but still signify a certain status amongst single fronted C19 dwellings. This development pattern on the east side stayed much the same until after WW2, following which, there was infilling between properties and permitted development at the end of the garden of the former Coastguard Station.



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## Additional Conservation Area Boundary Extensions

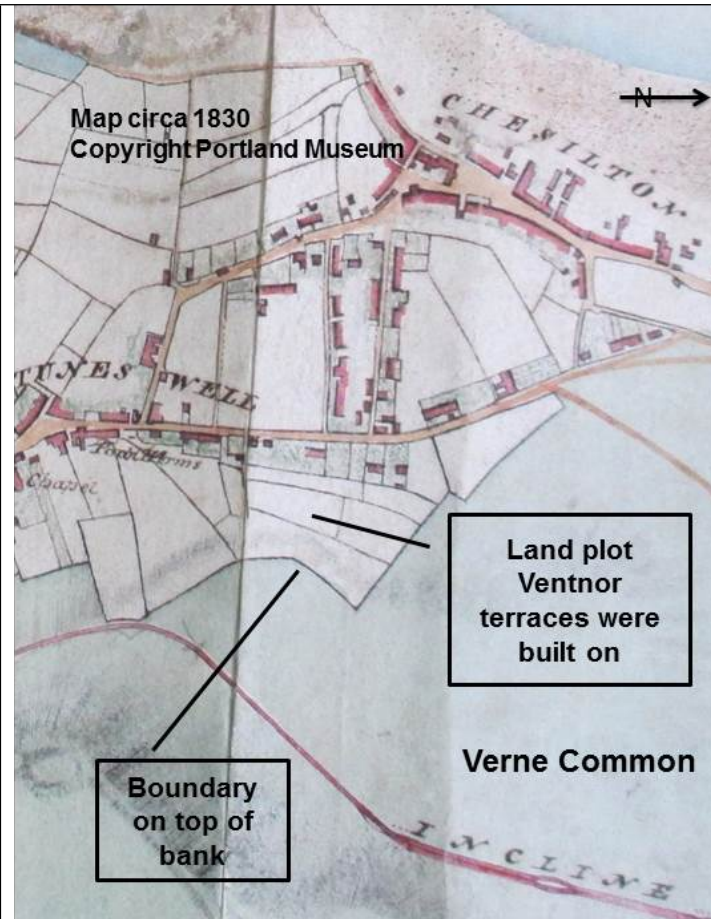
<b>Underhill conservation area boundary extension to include gardens at the rear of Ventnor Rd</b>	
<b>Public comments</b>	<b>Officers comments</b>
Weymouth Civic Society: do not wish to make any further comments in respect of the additional extensions to Conservation Areas (1).	Noted
Gardens and boundaries were built by those residents who purchased the land from Dorset County Council (3).	Noted
What impact would a conservation area have on the field behind the gardens (3)?	Under Policy ENV 4 in the emerging West Dorset, Weymouth and Portland Borough Local Plan, the field behind the gardens would be considered within the setting of the conservation area.
Portland Town Council: additional areas were welcomed (5).	Noted
<p>Object to the proposal to extend the conservation area as outlined on Map A on several grounds:</p> <ol style="list-style-type: none"> <li>1. The boundary lines illustrated on Map A (see below) do not match the boundary lines on the ground – see attached Dorset County Council map (see extract below) from the sale of the land in 1996 when the boundary line was created. The area marked Lot 3 was subsequently divided into separate gardens attached to some of the properties from 15-27 and again these divisions do not appear to match those on Map A (9).</li> </ol>	<p>It is appreciated that there is some difference between boundary lines on the provided Dorset County Council map and the borough council's Map A. Similar difference is apparent on the map below which shows the land behind Ventnor Rd with the Ordnance Survey mapping in black (vegetation edge or limit) and the Land Registry mapping in blue (obstructing feature). Under licence, Ordnance Survey mapping was used for Map A and so it was the vegetative edge or limit that the boundary of the proposed conservation area extension followed.</p>

<p>area with extension November 2014          sional conservation area extension</p> <p>Fortunesw          LOT 2          LOT 1          LOT 3          Ventnor Rd          Church          Map A</p>	<p>Fortuneswell</p> <p>Obstructing feature 11/06/2009</p> <p>Vegetation edge or limit 11/06/2009</p> <p>Obstructing feature 11/06/2009</p> <p>87.2m</p> <p>© Crown Copyright and database right 2014.          Ordnance Survey Licence number 100019690</p>
<p><b>Extract from borough council's Map A</b>          Reproduced by permission of Ordnance Survey on behalf of HMSO. Crown copyright and database right (2014). Ordnance Survey Licence number 100024307. Copyright Weymouth &amp; Portland Borough Council.</p>	<p><b>Extract from provided County Council Map</b>          Based on the 1994 Ordnance Survey 1:1250/2500 map of the The Controller of Her Majesty's Stationery Office, Crown Copyright.</p>
<p>2. The current boundary line is a modern fence line comprising timber panels and post and wire fencing following a line at the top of the scrub bank. This line was created by Dorset County Council when the scrub bank and field behind Ventnor Rd was divided into 3 plots for sale in 1996. The field can be clearly seen on the 1927 Ordnance Survey map enclosed with no boundary line on the bank. There is also no visible boundary line at the top of the bank in the enclosed 1885 photograph (9).</p> <p>3. The historic limit to Fortuneswell was actually the</p> <p>In the 1885 photograph provided, there is no boundary line on top of the scrub bank, but in this photograph, the bank has a deeper grey tone than the field which it meets suggesting that the vegetation of the bank and field differ, perhaps because it was not used or grazed the same. The 1927 OS map provided also shows no boundary on the top of the bank. However, the circa 1830 Portland Museum map (please see below), shows a boundary in the area of the top of the bank- this boundary separated Fortuneswell from Verne Common.</p>	

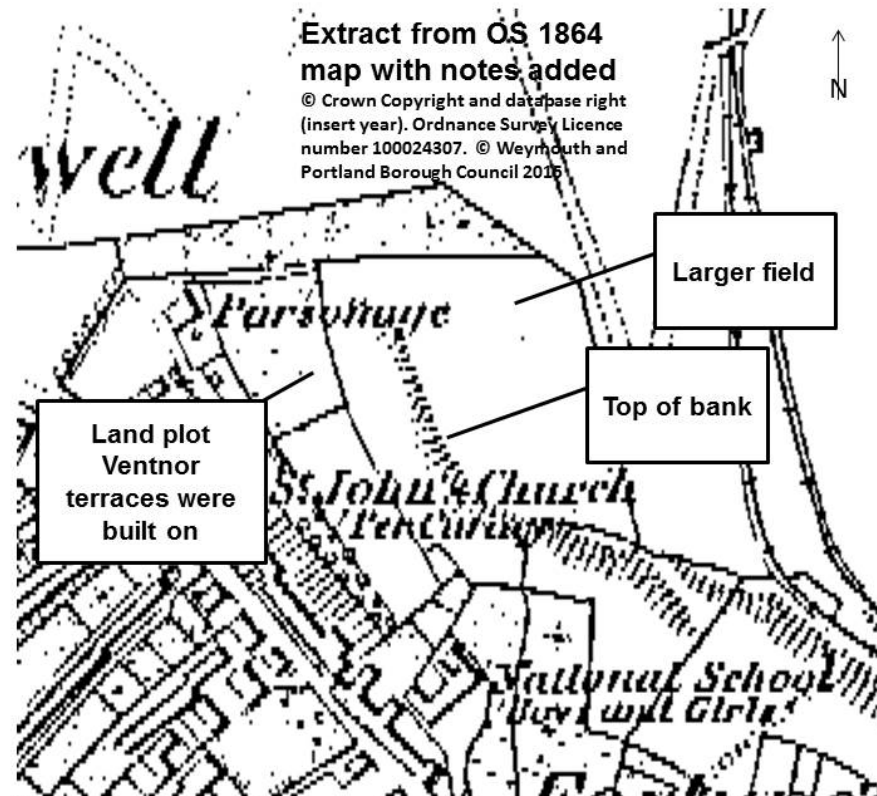
wall at the back of the close or field known as Under Hole (see attached extract from the Ventnor Rd historic deed). This boundary wall can be clearly seen in the enclosed 1885 photograph of the area. This historic boundary wall became the rear wall of the back alley running behind the Ventnor Rd properties when they were built, some of which has subsequently been removed from 15-27 to extend gardens. Therefore the land you are proposing to include was actually beyond the historic boundary (9).

4. Not all of the land indicated on Map A belongs to the terraced houses in Ventnor Rd. The plot marked as lot 3 from 15-27 is now continuous with the original property gardens and as such are now part of those properties. The area marked as lot 2 on the Dorset County Council 1996 map is not attached to any individual property and is held under separate title deed. It is a completely separate piece of land with its own access from Ventnor Rd via the lane marked on the map (9).
5. It is incorrect that the track on the north side of 1 Ventnor Rd is part of the property's garden. It is actually part of lot 2 on the Dorset County Council 1996 map (9).

The reasons given for including this land are fundamentally flawed and there is no justification for including this separate land holding in the proposed conservation area [extension] (9).



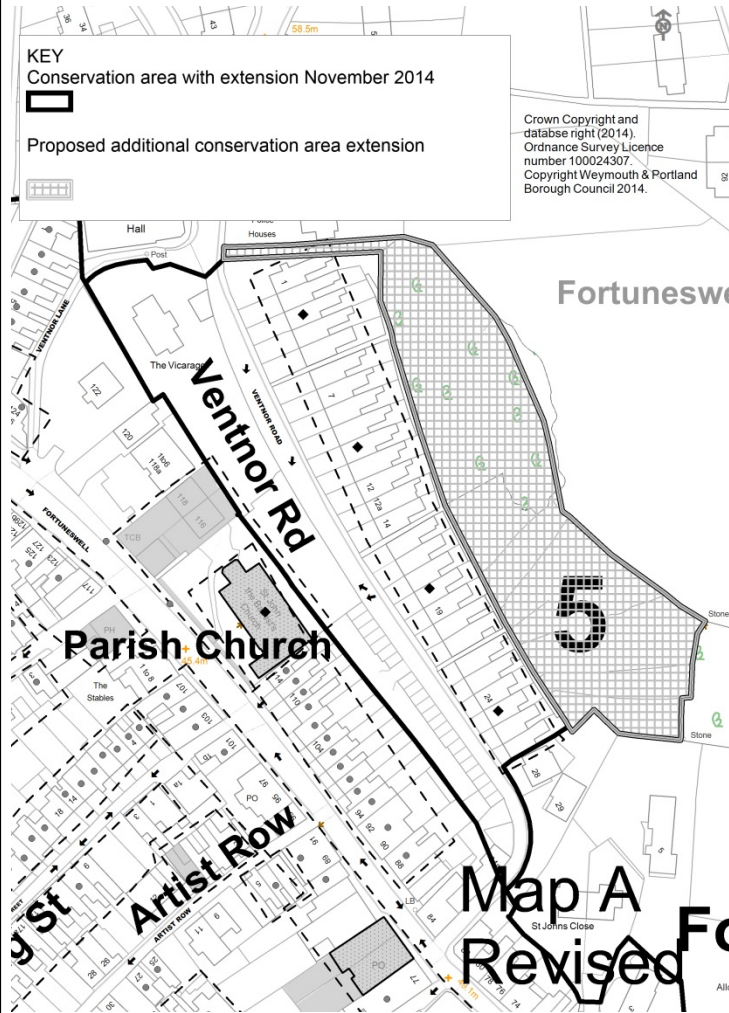
On the OS 1864 map (see below), the slope and top of the bank is defined cartographically but a boundary line is absent. This map also shows boundary changes at the time Verne Common Rd was established, resulting in the enlargement of the field behind the land plot that Ventnor terraces were built on. Therefore, during the C19, the historic limits of Fortuneswell, in terms of where it met the common, changed. However, even in the mid C20, such as shown on the 1960 and 1974 OS maps (available at <https://www.old-maps.co.uk>), there is a clear delineation between scrub bank and the field (then allotment gardens) by a cartographic line following the top of the bank.



The fact that plot 2 is a separate land holding and that the track alongside 1 Ventnor Rd is actually part of plot 2 was not appreciated until now. However, this information does not detract from the importance of the top of the bank in terms of it signifying the limits of Fortuneswell in the early C19. There is also the consideration of the trees both in the gardens and the separate land holding. As part of the consultation on the proposed boundary extension, Borough Council officers were invited to comment. The Council's Tree Officer – please see comment below – has commented on the importance of the trees in terms of their contribution to public views and the amenity of the conservation area. It is therefore still proposed to extend the boundary to include the gardens behind Ventnor Rd and also the separate parcel of land.

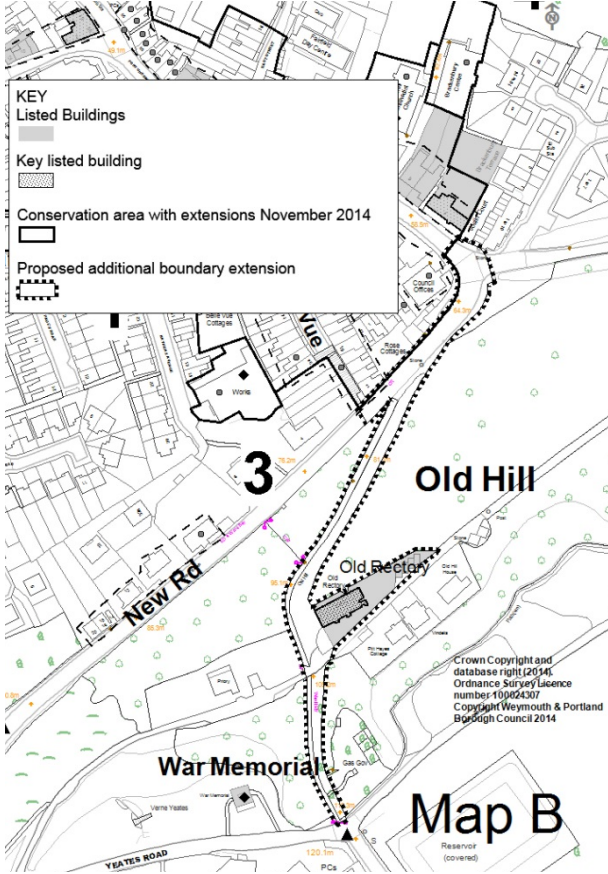
By including the gardens behind 15 – 27 Ventnor Rd in the conservation area, all land holding (instead of part) belonging to terraced properties would be incorporated. By including both the

gardens and the separate parcel of land, the significance of the early C19 limit of Fortuneswell, where it met the common at the top of the scrub bank, and the amenity of the trees would be recognised. Along with Ordnance Survey, Land Registry information is used to determine the line of the proposed conservation boundary extension (see map below).



<p>Object strongly to placing the back gardens of Ventnor Rd in a conservation area. When the land was bought it was a rat infested space full of rubbish and rotten mattresses. Earth was physically pushed back to create beautiful and individual gardens that have been nurtured ever since. Object to the fact that no help was forthcoming then. The idea that the council should have a say as to how we look after our gardens now is intolerable (19).</p>	<p>The land was not previously owned by the Borough Council.</p> <p>General maintenance of gardens is not affected by being in a conservation area. The exception is work to trees (regardless of species, providing the trunk diameter is greater than 75mm when measured at 1.5m above ground level) which are protected by conservation area status. As previously stated (please see comment directly above), incorporating the gardens in the conservation as far as the top of the bank would recognise the old limits of Fortuneswell and include all landholding associated with the terraced housing, avoiding a situation of half in and half out of the conservation area. The amenity value of the garden trees, which enhance the conservation area, would also be recognised.</p>
<p>Tree Officer, Weymouth &amp; Portland Borough Council: in terms of amenity the trees in the area upslope of Ventnor Rd have a value when seen from a distance. When seen from New Rd for example, the trees emphasise the boundary between Ventnor Rd and the more modern housing in Verve Common Rd. From closer such as from the first hairpin bend of Verne Common Rd, the trees follow the natural break in the slope immediately to the rear of Ventnor Rd forming a green edge without obscuring the longer range of views across the roof tops (22).</p>	<p>Noted</p> <p>In the Appraisal of the Conservation Areas of Portland (adopted November 2014), New Rd is identified as an important gateway (page 17) with panoramas over Underhill, which includes Ventnor Rd and the trees upslope behind.</p> <p>Please see comments above.</p>
<p>Fully in agreement with the proposed extension of the conservation area. This is a wonderful green space full of mature trees and a great habitat and refuge for wildlife. Such tree filled spaces are extremely rare on Portland and very well worth protecting (16).</p>	<p>Noted</p> <p>Please also see comment above.</p>
<p>Property &amp; Historic Environment, Dorset County Council: no wish to comment (11).</p>	<p>Noted</p>
<p>Dorset Industrial Archaeology Society: In full agreement with the conservation area boundary extension (17).</p>	<p>Noted</p>

<b>Underhill conservation area boundary extension to include Old Hill &amp; Old Rectory</b>	
<b>Public comments</b>	<b>Officers comments</b>
Weymouth Civic Society: do not wish to make any further comments in respect of the additional extensions to Conservation Areas (1).	Noted
Will the inclusion of Old Hill in the conservation area change the land designations on either side of the boundary (2)?	The inclusion only recognises the historic and architectural interest of Old Hill and does not allocate any change to land use.
Will there be any improvements made in terms of maintenance, such as unblocking drains with Old Hill included in the conservation area (2)?	Unblocking road drains is the remit of Dorset County Council.
Quite happy with the proposed boundary extension (2).	Noted
Portland Town Council: additional areas were welcomed (5).	Noted
<p>Map B (see below) shows the stone wall at the west side of Old Hill going all the way up to the top. Above the Merchants' Railway there are only a few yards of this wall remaining, most of it having fallen away years ago. If this becomes a conservation area, is the council intending to replace this section of wall? If not, there is not much point including it in a conservation area (7).</p> <p>Much of the remaining wall is dry stone construction which requires a certain amount of maintenance. When the wall does require maintenance in the future, following its inclusion in the conservation area, will grants be available from the council to cover this maintenance?</p>	<p>The proposed conservation area boundary extension follows the boundary wall, the ownership of which is unclear, irrespective of its condition because it forms a line that has been mapped by Ordnance Survey and is therefore a division between Old Hill and adjoining land.</p> <p>There are currently no maintenance grants available and this applies generally.</p>

	
<p>Property &amp; Historic Environment, Dorset County Council: no wish to comment (11).</p>	<p>Noted</p>
<p>Weymouth and Portland Area Planning Team, Weymouth &amp; Portland Borough Council: Why not extend the boundary to include the War Memorial (15)?</p>	<p>The War Memorial is statutorily listed, publically owned and set within public open space, which forms part of the setting of the protected Memorial. Situated to the west of Old Hill, the Memorial would come within the setting (Policy ENV 4 of the Emerging West Dorset, Weymouth and Portland Local Plan) of the proposed conservation area boundary extension. It is not intended to include the Memorial in the conservation area.</p>

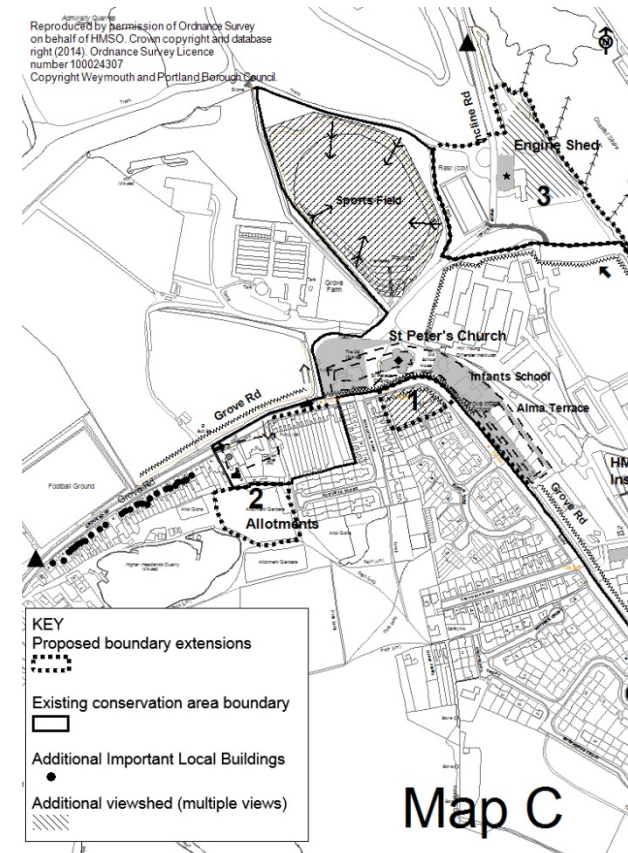


<p>Estates Division, Weymouth &amp; Portland Borough Council: The borough council owns and maintains this open space for the benefit of the community and while its inclusion may be understandable from an historic perspective this is likely to increase the costs of future management and maintenance for the Council (12).</p>	<p>It is Old Hill that is being proposed for inclusion in the conservation area and not open land adjoining this old road to Tophill.</p> <p>A conservation area designation or boundary extension is recognition of special historic or architectural interest as per the Planning (Listed Buildings and Conservation Areas) Act 1990. Matters relating to management and maintenance are outside the scope of an assessment for conservation area designation or conservation area boundary extension.</p>
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<b>Grove conservation area boundary extension to include amenity space opposite St Peter's Church (Area 1)</b>	
<b>Public comments</b>	<b>Officers comments</b>
<p>Weymouth Civic Society: do not wish to make any further comments in respect of the additional extensions to Conservation Areas (1).</p>	<p>Noted</p>
<p>Portland Town Council: The accompanying report also highlights the open green space opposite St Peters Church and those behind the Church as important in creating the visual impact. The same also applies to the open space at the bottom of Augusta Road and this should be included (5).</p>	<p>On page 39 of the adopted Appraisal of the Portland Conservation Areas, the role of the open space opposite St Peter's Church is described as, "The enclosed parcel of amenity space, on the corner of Grove Rd opposite St Peter's is important for its impact to the setting of the conservation area. This open green space, featuring a small brick building and established trees, acts as a buffer around the nearby listed buildings. Whilst it is flanked to the south by post war housing, a substantial stone boundary wall with cock and hen detailing borders the west side and also serves as the rear boundary to terraced housing in Augusta Rd. Until the late C20, an archaeological feature, comprising a curved, red clay bank, crossed the amenity space, as shown on OS maps dating from at least 1864". To recognise the importance of this role, it is therefore proposed to include the open space in the conservation area.</p> <p>The open space at the end of Augusta Rd does not have such a role and is away from the conservation area. It is not proposed to include this space in the conservation area.</p> <p>See also comment below.</p>
<p>The proposed extension to include Area 1 seems a sensible proposal as it forms part of the setting of the Church of St Peter's (10).</p>	<p>Noted</p>
<p>Property &amp; Historic Environment, Dorset County Council: no wish to comment (11).</p>	<p>Noted</p>

<p>Estates Division, Weymouth &amp; Portland Borough Council: This land is owned by the Borough Council who have maintained and managed it for years. Its inclusion in the conservation area may affect its future asset value and add to costs of future management (12).</p>	<p>A conservation area designation or boundary extension is recognition of special historic or architectural interest as per the Planning (Listed Buildings and Conservation Areas) Act 1990. Matters relating to management and land value are outside the scope of an assessment for conservation area designation or conservation area boundary extension.</p>
<p>Dorset Industrial Archaeology Society: In full agreement with the conservation area boundary extension (17).</p>	<p>Noted</p>

<p><b>Grove conservation area boundary extension to include allotments at the rear of Clifton Hotel (Area 2)</b></p>	
<p><b>Public comments</b></p>	<p><b>Officers comments</b></p>
<p>Portland Town Council: Considerable concern was raised that whilst the accompanying report highlighted the open space behind the Clifton Hotel and the need to include the allotments in the conservation area only those managed by WPBC are included. Of equal importance are those to the south of the area marked “2” on the map, those to the west of it and the ones south of Augusta Close [where the “ts” of the word allotments is situated]. The area of the disused and naturally regenerated area of Headland Rock Quarry should also be included (5).</p> <p>Weymouth and Portland Area Planning Team, Weymouth &amp; Portland Borough Council: Why not include all to the allotment areas rather than just the one immediately behind the Clifton Hotel (15)?</p>	<p>Such issues were considered following public consultation in 2014 on the Appraisal of the Portland Conservation Areas and the officer’s responses to such concerns were set out in Appendix B, Table of Comments, which accompanied the committee report to the Management Committee on 4 November 2014. The report’s recommendation and the officers’ responses in Appendix B were approved and the Appraisal was adopted. The committee report and Appendix B are available at <a href="http://webapps-wpbc.dorsetforyou.com/apps/democracy/managementDocuments.asp">http://webapps-wpbc.dorsetforyou.com/apps/democracy/managementDocuments.asp</a></p> <p>As such, it is not proposed to include the Headland Rock Quarry in the conservation area, and no further allotments are proposed for inclusion, other than those allotments marked as area 2 on Map C (see map below).</p>



On page 39, the adopted Appraisal of the Conservation Areas, refers to allotments around the Grove as, "A high number of allotments sited randomly around the conservation area contribute to the green character of The Grove, whilst also being a valuable community asset".

Weymouth Civic Society: do not wish to make any further comments in respect of the additional extensions to Conservation Areas (1).

Noted

Property & Historic Environment, Dorset County Council: no wish to comment (11).

Noted

<p>Estates Division, Weymouth &amp; Portland Borough Council: This area of allotments is partially owned by the Borough Council and is being transferred to Community management. Its inclusion in the Conservation Area may affect its future asset value and add to costs of future management (12).</p>	<p>A conservation area designation or boundary extension is recognition of special historic or architectural interest as per the Planning (Listed Buildings and Conservation Areas) Act 1990. Matters relating to management and land value are outside the scope of an assessment for conservation area designation or conservation area boundary extension.</p>
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<p><b>Grove conservation area boundary extension to include part of Incline Road (Area 3)</b></p>	
<p><b>Public comments</b></p>	<p><b>Officers comments</b></p>
<p>Weymouth Civic Society: do not wish to make any further comments in respect of the additional extensions to Conservation Areas (1).</p>	<p>Noted</p>
<p>Fully support extending the boundary of Grove Conservation Area to include the Engine Shed at the top of the incline and the surrounding land – Area 3 (10).</p> <p>For clarification the contemporary buildings referred to were within the Naval Dockyard including the engine shed's twin at the foot of the incline (10).</p> <p>Worth noting that the prison, now the YOI, was built to house the prisoners who were intended to help build the Breakwaters etc and work in adjoining quarries. Therefore there is a direct historic association between the Engine Shed, which was used to deliver stone to the dockyard, the listed YOI buildings and the adjoining disused quarries (eg the Sports Field). And of course these same prisoners attended services at the Church of St Peter's, which provides such an important architectural statement in the landscape when viewed from the north, despite the YOI's modern walls (10).</p>	<p>Noted</p> <p>On page 34 of the adopted Appraisal of the Conservation Areas of Portland, there is a reference to St Peter's Church. CHANGE: page 34, under 'Gateways', 9<sup>th</sup> line, after "...importantly the Church of St Peter's" add, "which is an architectural statement".</p> <p>On page 34 of the adopted Appraisal, there is reference to the Engine Shed. CHANGE: page 34, under 'Gateways', 2<sup>nd</sup> paragraph, 11<sup>th</sup> line, after "...the original Royal Naval port", add the new sentence, "The Shed was used to deliver stone to the dockyard, as quarried locally (for example, the Sports Field) by prisoners at the now YOI, who also attended services at St Peter's".</p>
<p>Portland Harbour Authority/Portland Port Ltd: struggling to understand the reasons and justification given for including the Engine Shed and therefore object to the proposal and ask that the local authority reconsiders its proposal and amends the boundary to exclude the Engine Shed and its grounds. Also question the inclusion of the adjacent reservoir (20).</p>	<p>The background to the proposal to include part of Incline Rd and the supporting information already provided are as follows:</p> <p><i>"From 23 June to 4 August 2014, the borough council sought views on a Draft Appraisal of the Portland Conservation Areas (Underhill, Grove, Portland [Easton, Reforme, Straits &amp; Wakeham] and Weston) which reviewed the character of the conservation areas. Following consultation, the draft appraisal, subject to amendments, was adopted by the borough council on 4 November 2014. The adopted appraisal is now available at <a href="https://www.dorsetforyou.com/conservation-area/weymouth-and-portland">https://www.dorsetforyou.com/conservation-area/weymouth-and-portland</a></i></p> <p><i>"The borough council wishes to consult you on a proposal made during the</i></p>

	<p><i>June-August 2014 public consultation on the draft appraisal. The proposal is to extend the conservation area to include part of Incline Rd, including the Engine Shed (please see map C, area 3). The adopted appraisal already refers to this part of Incline Rd as "Incline Rd runs into the conservation area from the north and is another gateway into the conservation area from the SW Coastal path, but is blocked from vehicular use. Pedestrians are now the only users of the road and tracks that run off it. This rural approach into The Grove contrasts markedly with the developed character of Grove Rd. It approaches a less cohesive side of the conservation area, being the rear access of the prison, church and adjacent properties. It includes an enlarged area of stone boundary structures around the sports ground, part of which incorporates a watchman's sentry box (listed Grade II). This is the last remaining in an area which was historically covered with both sentry boxes and watch towers. This level area of land at the top of the incline provides the setting for the northern elevations of the prison and more importantly the Church of St Peter's. The inclusion of the Grade II Engine Shed is important as all contemporary buildings have been demolished, including another at the bottom of the incline. Consequently, this building stands in isolation and is the only historic link with the original Royal Naval port. The exceptional multiple views from the grounds of the Engine Shed provide another viewshed for the conservation area".</i></p> <p>The reservoir is shown included (see map C above) because the current conservation area boundary is to the north of it and it is rational to start a link from this point. The reservoir is shown on the 1864 OS Map and called the Admiralty tank and therefore has historic significance in its own right.</p> <p>The area proposed for inclusion has substantial heritage significance that warrants inclusion in the conservation area. The important historical point (see earlier comment above) has also been made that the Engine Shed was used to deliver stone to the dockyard, as quarried locally (for example, the Sports Field) by prisoners at the now YOI, who also attended services at St Peter's.</p> <p>The proposed boundary extension to include part of Incline Rd is subject to committee decision.</p>
<p>Dorset Industrial Archaeology Society: In full agreement with the conservation area boundary extension (17).</p>	<p>Noted</p>

<b>Portland (Easton, Reforne, Straits, Wakeham) conservation area boundary extension to include historic limits behind Glen Caravan Park and the railway line east and west of Mermaid Bridge, Wakeham</b>	
<b>Public comments</b>	<b>Officers comments</b>
Weymouth Civic Society: do not wish to make any further comments in respect of the additional extensions to Conservation Areas (1).	Noted
Portland Town Council: the whole of the former railway line should be included. Map D (see below) shows a break under Mermaid Bridge. The conservation area should also include the railway line off the edge of the map up as far as Park Rd (5).	The apparent break under Mermaid Bridge is because that part is already in the conservation area (outlined on the map by a continuous back line). It is proposed to extend the conservation area boundary to incorporate more railway legacy where it adjoins Wakeham, on either side of the bridge, or where it adjoins the existing conservation area boundary.

<p><b>KEY</b>          Existing conservation area appraisal          Proposed boundary extension</p> <p><b>Map D</b></p> <p><small>Crown Copyright and database right (2014).          Ordnance Survey Licence          number 10024307          Copyright Weymouth &amp; Portland          Borough Council 2014</small></p>	
<p>Property &amp; Historic Environment, Dorset County Council: no wish to comment (11).</p>	<p>Noted</p>
<p>Glen Caravan Park: Just being alongside the conservation area when the bungalow was built put a lot of restrictions on the building. Feel the site licence is enough without hamstringing with more restrictions (13).</p> <p>Glen Caravan Park: The leaflet (<i>What it means to live in a conservation area</i>) says that conservation areas are to protect places of special architectural or</p>	<p>The reasons given for proposing to extend the conservation area are: “A reassessment of the conservation area boundary around Wakeham showed that it is possible to recognise more surviving railway legacy by including it in the conservation area. Adjoining the conservation area boundary, on the east and west sides of Mermaid Bridge, are lengths of former railway line, parts of which ran through cuttings. In the same general area, behind Glen</p>

<p>historic interest, even with a major stretch of the imagination a caravan park and our properties will never come under that guise (13).</p> <p>Glen Caravan Park: It is said that it is to protect the railway yet it involves only our side, the new properties the other side of the railway are not being included. Why is this (13)?</p> <p>Glen Caravan Park: Only a piecemeal part of the railway is being included. Surely it should be protected for the whole length from Portland Port to Easton (13).</p>	<p><i>Caravans Holiday Park and Nos 148-154 (inclusive), the conservation area boundary cuts through gardens plots. It is also preferable to include the whole of these gardens in the conservation area in order to define better the location of the boundary on the ground and to recognise more fully the historic limits of Wakeham”.</i></p> <p>Currently, the conservation area boundary (see Map D above) cuts the caravan park (west side of Wakeham and north of former railway line) roughly in half and does not follow any boundary on the ground, whereas the historic limits of Wakeham and the boundary of the caravan park correspond and are just to the west. The boundary of the proposed conservation area extension would follow the line of the historic limits/caravan park boundary and at the same time recognise historic interest.</p> <p>Under Policy ENV 4 of the Emerging West Dorset, Weymouth and Portland Local Plan, the half of the caravan park currently outside the conservation area already falls within the setting of the conservation area. If this area were to be included in the conservation area, additional planning controls would relate to work to trees and the demolition of buildings.</p> <p>The properties south of the caravan park and former railway line are not included in the proposed boundary extension because they are a new expansion of Wakeham.</p> <p>It is proposed to extend the conservation area boundary to incorporate more railway legacy where it adjoins conservation area on either side of Mermaid Bridge. The conservation area relates to Wakeham and cannot be extended as far as Portland Port.</p>
<p>Property &amp; Historic Environment, Dorset County Council: no wish to comment (11).</p>	<p>Noted</p>
<p>Dorset Industrial Archaeology Society: In full agreement with the conservation area boundary extension (17).</p>	<p>Noted</p>



<b>Portland (Easton, Reforne, Straits, Wakeham) conservation area boundary extension to include gardens/property plots behind 54-84 (evens) on west side of Wakeham</b>	
<b>Public comments</b>	<b>Officers comments</b>
Weymouth Civic Society: do not wish to make any further comments in respect of the additional extensions to Conservation Areas (1).	Noted
Portland Town Council: The area which is to the west of the proposed extension is an important buffer zone. Previously quarried [possibly for the creation of Wakeham], it is now regenerated and in part used for grazing. The area should be extended to include this as it is an important part of the heritage of Wakeham (5).	A reassessment of the conservation area identified that behind Nos 54-84 (see Map E below) on the west side of Wakeham, the conservation area boundary does not conform to that of the east side where garden plots are more included, thereby recognising the older limits of Wakeham. It is therefore proposed to adjust the boundary on the west side in conformity with the east and at the same time include within the conservation area Nos 60 & 62 Wakeham which are Important Local Buildings. It is not proposed to include the formerly quarried area adjoining which will come under the setting of the conservation area as set out in Emerging West Dorset, Weymouth and Portland Local Plan Policy ENV 4.

<p>Strongly object to the inclusion of the proposed extension to the conservation area as none of the marked area is accessible by or visible to the public and therefore is completely unnecessary (8).</p>	<p>A conservation area is a planning designation that recognises the special historical and architectural interest of a settlement. In the instance of the proposed conservation area boundary extension behind Nos 54-84, such an extension would recognise historic interest in terms of the older limits of Wakeham. Whilst public views and access are often part of a conservation area, they are not the sole factor when determining special interest.</p>
<p>Property &amp; Historic Environment, Dorset County Council: no wish to comment (11).</p>	<p>Noted</p>
<p>Dorset Industrial Archaeology Society: In full agreement with the conservation area boundary extension (17).</p>	<p>Noted</p>

<b>Portland (Easton, Reforne, Straits, Wakeham) conservation area boundary extension to include 11-19 (odds) and 15 Moorfield Rd</b>	
<b>Public comments</b>	<b>Officers comments</b>
Weymouth Civic Society: do not wish to make any further comments in respect of the additional extensions to Conservation Areas (1).	Noted
Portland Town Council: The extended areas are welcome (5).	Noted
Property & Historic Environment, Dorset County Council: no wish to comment (11).	Noted
Estates Division, Weymouth & Portland Borough Council: The rear gardens are substantially larger than most other housing in the immediate vicinity and given the pressures on making best use of land generally this proposal maybe seen as prejudging the suitability or otherwise of future development (12).	A conservation area designation or boundary extension is recognition of special historic or architectural interest as per the Planning (Listed Buildings and Conservation Areas) Act 1990. Matters that relate to future land allocation are outside the scope of an assessment for conservation area designation or conservation area boundary extension. Instead such matters are covered by the Emerging West Dorset, Weymouth and Portland Local Plan.
Dorset Industrial Archaeology Society: In full agreement with the conservation area boundary extension (17).	Noted

<b>Portland (Easton, Reforne, Straits, Wakeham) conservation area boundary extension to include east side of St George's Rd (Nos 1-28), Reforne</b>	
<b>Public comments</b>	<b>Officers comments</b>
Weymouth Civic Society: do not wish to make any further comments in respect of the additional extensions to Conservation Areas (1).	Noted
Portland Town Council: The extended areas are welcome (5).	Noted
Excellent plan and delighted that this part of Portland will have its history recognised (6).	Noted
Property & Historic Environment, Dorset County Council: no wish to comment (11).	Noted

## Additional Important Local Buildings

<b>Underhill conservation area – industrial premises behind 173-181 Brandy Row</b>	
<b>Public comments</b>	<b>Officers comments</b>
Portland Town Council: The extended areas are welcome (5).	Noted
Property & Historic Environment, Dorset County Council: no wish to comment (11).	Noted
<p>Support the inclusion of the farm buildings in Brandy Row as Important Local Buildings (14).</p> <p>The two storey building in that group is a prominent and distinctive feature of the area. Understand that the eastern end was demolished by a WW2 Junkers 88 aeroplane (see eye witness account below), hence the rebuilding with breeze blocks. It would be lovely if the building could be restored with stone at some future point (14).</p> <p>Eye witness account, received via local historian Stuart Morris: Witness Greenwood Comben wrote in his diary: Monday 23rd March, 1942. 1.30 p.m. "Alert". 1.50 p.m. All clear. Plane over. 7.50 p.m. Do. 8.33 p.m. Do. Three or more planes over, a number of bombs dropped, a good deal of damage to property at Tillycoombe, Fortuneswell, Belle Vue Terrace end Castletown, also piece off first block of buildings at R.N. Hospital. Two bombs dropped in Verne common Allotments.</p> <p>About 8 p.m. a plane over West Bay was seen to be on fire. It was only a few seconds before it came hurtling down, and pitched in Cleall's Yard, Chiswell, partly demolishing Davies' building store. Flames and smoke shot up a tremendous height, but fortunately the wind was from the East and it went over the West Bay. No one was injured and no other property damaged. The plane burnt for a very considerable time and went to pieces. Three bodies or Germans were taken from it, and next morning (Tuesday) another body was found in the garden (Reg Pearce's) at bottom of Three Yards Close. The man had been killed, his parachute was intact. The burning plane was not a hundred feet from Messrs. Matthews and Cleall's houses, and the small cottages. It was a wonderful but awesome sight. A wonderful barrage was put up by A..A. gunners (14).</p>	<p>Noted</p> <p>Currently the proposal is to identify behind 173 – 181 Brandy Row a former industrial premise (please see map H below) comprising a single storey stone building with associated stone boundary/retaining walls as <i>Important Local Buildings</i> because of their industrial legacy and the local knowledge that recalls a dairy/farm use, plus a bull ring.</p> <p>The double storey building will be demolished as part of a residential development (WP/15/00368/FUL), which was refused planning permission but lost on appeal (see map H below).</p>

<p>Dorset Industrial Archaeology Society: Much of Portland’s character has and is still being lost, therefore identifying and giving protection to the vernacular buildings which remain must be a good thing. The Society is therefore in agreement in identifying additions. The industrial premises behind 173-181 Brandy Row are a jumbled charm of properties and buildings in and bounded by Brandy Lane, Brandy row and Cove Cottages and a sad reminder of Portland as it once was (17).</p>	<p>Noted                  Please also see comment directly above.</p>

Cllr McCartney (Tophill West Ward): Support the designation of Important Local Building (18).	Noted
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<b>Underhill conservation area – Underhill Junior School</b>	
<b>Public comments</b>	<b>Officers comments</b>
Portland Town Council: The extended areas are welcome (5).	Noted
Property & Historic Environment, Dorset County Council: no wish to comment (11).	Noted
Dorset Industrial Archaeology Society: Much of Portland’s character has and is still being lost, therefore identifying and giving protection to the vernacular buildings which remain must be a good thing. The Society is therefore in agreement in identifying additions (17).	Noted
Cllr McCartney (Tophill West Ward): Support the designation of Important Local Building (18).	Noted

<b>Grove conservation area – Properties (10, 11a, 13-18, 20, 22, 23, 25-27, 29-31, 33, 35-41), Grove Road</b>	
<b>Public comments</b>	<b>Officers comments</b>
Our home is rendered front and rear so it does not conform to the reason given for identifying properties as Important Local Buildings because they retain interest, showing a characteristic use of Portland stone. A number of properties are listed as Important Local Buildings including ours and the mistake is likely due to a neighbouring property being stone rather than ours (4).	Having checked the numbering of properties identified as Important Local Buildings, the properties proposed are 10, 11a, 13-18, 20, 22, 23, 25-27, 29-30a, 33, 35-41, as indicated on the map below.

	<p>The map shows a street layout with Grove Rd running diagonally from the top right towards the bottom left. To the north of Grove Rd is a Football Ground. To the south of Grove Rd are several allotment gardens (Allot Gdns) and a disused quarry (Higher Headlands Quary). A path (um) is shown in the bottom right corner. A key in the bottom left of the map area indicates that dots represent Proposed Important Local Buildings. A north arrow is located in the top left corner of the map area.</p>
<p>Property &amp; Historic Environment, Dorset County Council: no wish to comment (11).</p>	<p>Noted</p>
<p>Cllr McCartney (Tophill West Ward): Support the designation of Important Local Building (18).</p>	<p>Noted</p>

<b>Other Comments</b>	
<b>Public comments</b>	<b>Officers comments</b>
<p>Portland Town Council: Augusta Road, Grove, itself also requires conservation in its entirety. It includes two distinct phases of building on its western side and includes the possible outline of a potentially important “henge” feature. On the Eastern side, The stone facings are a replacement after German bomb damage. A careful look at all these buildings will, despite them being in a terrace shows them to be individually finished. The four new houses at the bottom of the road complete a continuing development.</p>	<p>Such issues were considered following public consultation in 2014 on the Appraisal of the Portland Conservation Areas and the officer’s responses to such concerns were set out in Appendix B, Table of Comments, which accompanied the committee report to the Management Committee on 4 November 2014. The report’s recommendation and the officers’ responses in Appendix B were approved and the Appraisal was adopted. The committee report and Appendix B are available at <a href="http://webapps-wpbc.dorsetforyou.com/apps/democracy/managementDocuments.asp">http://webapps-wpbc.dorsetforyou.com/apps/democracy/managementDocuments.asp</a></p> <p>It is not proposed to include Augusta Rd in the conservation area.</p>
<p>Dorset Industrial Archaeology Society: Reference to the County Series OS sheet 58.XI reveals how the area has changed and giving special status to what remains must give some added protection against ill conceived development. It would be wonderful if some sympathetic restoration could be financed (Portland Museum lottery bid perhaps?) (17).</p>	<p>The adopted (November 2014) Appraisal of the Conservation Areas of Portland will inform planning decisions and refers to those buildings or structures that have been identified as Important Local Buildings.</p>
<p>English Heritage: No observations to make on the details of this exercise. Having an up to date Conservation Area Appraisal in place is extremely useful as part of a heritage evidence base for identifying issues in need of attention and managing change. In Portland’s case this exercise usefully coincides with its community’s decision to pursue the creation of a Neighbourhood Plan which will likely draw upon heritage evidence to inform policies and proposals (21).</p>	<p>Noted</p>



## **Management Committee 7 March 2017 Rates Relief**

### **For Decision**

#### **Briefholder(s)**

Cllr J Cant - Finance & Assets

#### **Senior Leadership Team Contact:**

J Vaughan, Strategic Director

#### **Report Author:**

S Dawson, Head of Revenues and Benefits

#### **Statutory Authority**

Local Government Finance Act 1988 (as amended)

#### **Purpose of Report**

- 1 For Committee to agree to award relief (of up to a maximum of £1,500 per year) in respect of qualifying local newspapers.

#### **Officer Recommendations**

- 2 That Committee agrees to use its powers under the Local Government Finance Act 1988 to award rates relief as follows:
  - I. That relief of up to £1,500 a year be awarded from 1 April 2017 for 2 years to office space occupied by local newspapers. The relief to be awarded as follows:
    - That a maximum of one discount be awarded per local newspaper title and per hereditament, for two years from 1 April 2017 (subject to state aid limits)
    - That the hereditament must be occupied by a local newspaper and wholly or mainly used as office premises for journalists and reporters
    - For the purpose of awarding the relief, the definition of “local newspaper” be considered to be a “traditional local newspaper” and that relief will not be available to magazines.

#### **Reason for Decision**

- 3 To ensure proper administration arrangements for the awarding of Rates Relief.

## **Background and Reason Decision Needed**

- 4 In his Autumn Statement on 23 November 2016, the Chancellor of the Exchequer announced that Government is committed to supporting a strong and vibrant local press. With this in mind, Government has asked Councils to use their powers, under the Local Government Finance Act 1988 (as amended), to award relief of up to £1,500 for 2 years from 1 April 2017, for office space occupied by local newspapers. The relief is to be awarded up to a maximum of one discount per local newspaper title and per hereditament (i.e. rating assessment), and up to state aid limits. Government has agreed to reimburse Councils for the actual costs in awarding the relief.

## **Implications**

### **Footnote**

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

**Report Author:** Stuart Dawson

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**Management Committee**  
**7 March 2017**  
**Application for Hardship Relief**

**For Decision**

**Briefholder(s)**

Cllr J Cant - Finance & Assets

**Senior Leadership Team Contact:**

J Vaughan, Strategic Director

**Report Author:**

S Dawson, Head of Revenues and Benefits

**Statutory Authority**

Local Government Finance Act 1988 (as amended)

**Purpose of Report**

- 1 To consider the application received for Hardship Relief.

**Officer Recommendations**

- 2 That Committee consider the application for Hardship Relief listed at Appendix 1.

**Reason for Decision**

- 3 That the application for relief is considered having regard to its individual merits.

**Background and Reason Decision Needed**

- 4 Under the Local Government Finance Act 1988, Councils have the discretion to award relief from Non Domestic Rates to ratepayers in order to alleviate hardship.
- 5 Hardship Relief is not confined to financial hardship and all of the ratepayer's circumstances should be considered when determining whether relief should be awarded.
- 6 The awarding of the relief is at the discretion of the Council. However, government has issued the following guidance to assist authorities:
  - Each case should be considered on its own merits
  - The awarding of the relief should be the exception rather than the rule

- Hardship need not be confined strictly to financial hardship. All relevant factors affecting the ability of the business to meet its rates liability should be considered
- The “interests” of the local Council Taxpayers may go wider than direct financial interests, (e.g. where the employment prospects in the area would be worsened by the company going out of business, or the amenities of the area reduced, etc.)
- Where the granting of the relief would have an adverse effect on the financial interests of the local Council Taxpayers, the case for awarding relief may still on balance outweigh the cost to the Taxpayer.

7 Under arrangements introduced in 2013, the Council is required to meet 40% of the cost of awards made.

## **Implications**

## **Footnote**

Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

**Report Author:** Stuart Dawson

**Telephone:** 01305 211925

**Email:** s.c.dawson@westwey.gov.uk

## Application for Hardship Relief

<b>Name of applicant</b>	Erotica Belle Ltd
<b>Address of property concerned</b>	1 Ranelagh Road, Weymouth
<b>Number of people employed by the business</b>	The business has a shop in the Andover area in addition to the above. The business employs 7 staff in total. Two staff live in Weymouth and one member of staff in Upwey.
<b>Reasons for claiming relief</b>	<p>The business has traded from the above property since May 2011. The business was initially entitled to receive 100% Small Business Rates Relief (SBRR). However, the business expanded in 2012 and started to trade in the Andover area. This affected entitlement to SBRR from 1 September 2012 and the business did not qualify from that date.</p> <p>The information which we send with the annual rate bills reminds ratepayers that they are unlikely to qualify for SBRR if they occupy more than one property and to let us know promptly if this is the case. However, the business failed to advise us accordingly and we did not become aware of the presence of the second shop until June 2016, when the Council covering the Andover area contacted us to advise that the business was trading in their area. On receipt of this information the SBRR was cancelled and backdated to 1 September 2012.</p> <p>The business has stated that prior to expanding in Andover it contacted the local Council for that area and was given incorrect information about entitlement to SBRR. It also states that, on receipt of that information, it was under the impression that it would qualify for full SBRR on both properties and did not become aware of the correct position until 2016.</p> <p>The business has indicated that it has been in contact with the local Council covering the Andover area who have admitted the error and have awarded 100% Hardship Relief up to 1</p>

	<p>August 2016. However, discussions with the Council have confirmed that partial Hardship Relief was awarded up to 1 April 2014 only.</p> <p>The business is struggling to meet the backdated charge to 1 September 2012 and have requested that 100% Hardship Relief be awarded from that date to 1 August 2016. The business has indicated that if relief is not awarded it will seriously have to consider closing the shop.</p> <p>In considering this case, Committee should be aware that making an award could create a precedent which results in us having to award relief where this Council has got something right but another authority hasn't.</p>
<p><b>Financial information</b></p>	<p>The latest accounts submitted are for the year ended 30 April 2015. These show a gross profit of £96,681 after cost of sales (£57,306) are deducted from turnover (£153,987). Administrative expenses and tax total £91,131 leaving a net profit of £5,550. Capital and reserves as at 30 April 2016 total £16,645.</p> <p>Items of expenditure include:</p> <ul style="list-style-type: none"> <li>• Rent and rates £15,141</li> <li>• Wages and salaries £44,626</li> <li>• Advertising and promotion £11,452</li> <li>• General expenditure £5,807</li> <li>• Repairs and renewals £3,122.</li> </ul> <p>Further investigations have identified that the owners of the business are also Directors in another company which trades from a shop in Salisbury. No financial information has been presented in respect of that business.</p>
<p><b>Does the business provide a unique service to the community?</b></p>	<p>The applicant is of the view that the business provides products, services and advice that are not found anywhere else in the area. It states that people travel from miles around to visit the store and will visit other shops in the Town at the time.</p>

<b>What would be the cost to the Council if relief was awarded?</b>	The business has requested that Hardship Relief be awarded for the period 01/09/12 to 01/08/16. The charge for that period totals £5,593.44. If Committee agreed to the request the cost to the General Fund would be £2,237.38 (i.e. 40% of £5,593.44).
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## Management Committee Four Month Forward plan 1 March 2017 To 30 June 2017

This Plan contains the decisions that the Council intends to make over the next 4 months, but will be subject to review at each committee meeting. The Plan does not allow for items that are unanticipated, which may be considered at short notice. It is available for public inspection along with all reports (unless any report is considered to be exempt or confidential). Copies of committee reports, appendices and background documents are available from the council's offices at Council Offices, Commercial Road, Weymouth, DT4 8NG 01305 251010 and will be published on the council's website Dorsetforyou.com 3 working days before the meeting.

**Notice of Intention to hold a meeting in private** - Reports to be considered in private are indicated on the Plan as Exempt. Each item in the plan marked exempt will refer to a paragraph of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and these are detailed at the end of this document.

### Brief Holders

- Community Safety - Cllr F Drake
  - Corporate Affairs and Continuous Improvement – Cllr K Brookes
  - Economic Development – Cllr J Farquharson
  - Environment and Sustainability - Cllr R Nowak
  - Finance and Assets – Cllr J Cant
  - Housing – Cllr G Taylor
  - Community Facilities – Cllr A Blackwood
  - Tourism, Harbours and Culture – Cllr J Osborne
  - Social Inclusion – Cllr C James
- Transport and Infrastructure – C Huckle

**KEY DECISIONS**

<b>Title of Report</b>	<b>Purpose of Report</b>	<b>Documents</b>	<b>Exempt</b>	<b>Portfolio Holder &amp; Report Author</b>	<b>Decision Date</b>
Proposals for a review of the lighting scheme on the Esplanade in Weymouth	To consider the current lighting scheme on the Esplanade and set out proposals for a thorough review with the aim of developing costed proposals for improvement.			WPBC Briefholder for Tourism, Culture and Harbour Tony Hurley, Leisure Commissioning Manager, Andrew Galpin, Implementation Team Leader	18 Apr 2017
Page 154 Costed proposals for an arts programme for the borough council	To approve the proposed programme of arts activities for 2017 onwards and agree the allocation of funding.			WPBC Briefholder for Tourism, Culture and Harbour Tony Hurley, Leisure Commissioning Manager	18 Apr 2017
Community Governance Review - draft proposals for a new parish council for Weymouth	To consider draft proposals for a new parish Council for Weymouth and recommend these to Full Council for public consultation.			NDDC Portfolio Holder for Corporate Performance  WPBC Briefholder for Corporate Affairs and Continuous Improvement Jacqui Andrews, Corporate Manager Democratic Services and Elections	18 Apr 2017  1 Jun 2017

KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Consideration of once-off funding to support projects and schemes	To review and potentially use reserves and capital receipts to support once-off funding for projects and schemes.			WPBC Briefholder for Finance and Assets Kate Critchel, Democratic Services Officer	18 Apr 2017
Festivals and Events Policy and updated procedures	To consider the adoption of the Festivals and Events Policy and updated procedures.			WPBC Briefholder for Tourism, Culture and Harbour Nick Thornley, Head of Economy, Leisure & Tourism	6 Jun 2017

Non- Key Decisions

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Future arrangements following the decision of Local Government Reorganisation	To inform members about the next stages of planning following the decision of 9 Dorset Councils on local government reorganisation			WPBC Leader of Council Matt Prosser, Chief Executive	18 Apr 2017
Hotel and Guesthouse Review	To review and agree the policy for dealing with the Council's leased hotels.			WPBC Briefholder for Finance and Assets David Brown, Head of Assets & Infrastructure	18 Apr 2017
Weymouth Town Centre Masterplan Sites Update - Peninsula; Transport Assessment	To update members on the transport impact on Weymouth town centre of a leisure led development on the Peninsula and to enable members to make an informed decision on the viability of the proposals for this site.			WPBC Briefholder for Finance and Assets David Brown, Head of Assets & Infrastructure	18 Apr 2017
Re-location and upgrading of the Weymouth CCTV monitoring centre	To update members on the proposal, and to seek their support for the Business Plan which aims to improve partnership working, reduce costs and provide the Police and other users with a better service. To agree to proceed with the project			WPBC Briefholder for Community Safety Tegwyn Jones, Project Manager	18 Apr 2017

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Management of the Verne Common Nature Reserve and High Angle Battery, Portland	<p>To inform members of progress made in respect of the work plan scheduled in the current Higher Level Stewardship Scheme for this land and related budgetary outcomes.</p> <p>To consider potential options for future land management and approve recommendations.</p>			<p>WPBC Briefholder for Finance and Assets,                      WPBC Briefholder for Community Facilities                      Greg Northcote, Estates Manager</p>	6 Jun 2017
<p>Weymouth Town Centre Masterplan Sites Peninsula; Full viability of site proposals</p>	<p>To enable members to make an informed decision on the viability of the proposals for this site and give authorisation to proceed with the development as detailed in the report.</p>		3	<p>WPBC Leader of Council                      David Brown, Head of Assets &amp; Infrastructure</p>	6 Jun 2017
Business Review Outturn Report 16/17	<p>To receive the Quarter 1 Report.</p>			<p>WPBC Briefholder for Finance and Assets                      Julie Strange, Head of Financial Services</p>	6 Jun 2017

## Private meetings

The following paragraphs define the reason why the public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed and the public interest in withholding the information outweighs the public interest in disclosing it to the public. Each item in the plan above marked Exempt will refer to one of the following paragraphs.

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveal that the authority proposes:-
  - a. To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - b. To make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.



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