

# 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, 12 December 2017  
**Time:** 9.30 am  
**Venue:** Council Chamber

**Members of Committee:**

J Cant (Chair), R Kosior (Vice-Chair), F Drake, J Farquharson, C Huckle, C James, R Nowak, A Reed, G Taylor and K Wheller

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## USEFUL INFORMATION

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## 1 APOLOGIES

To receive apologies for absence.

## 2 MINUTES

To confirm the minutes of the last meeting of the committee.

## 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.

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| <b>6</b>  | <b>WEYMOUTH BID - REPORT OF THE SCRUTINY AND PERFORMANCE COMMITTEE</b>   | 7 - 24    |
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| <b>7</b>  | <b>WEYMOUTH BID - REQUEST FOR FUNDS TO SUPPORT A RE-BALLOT</b>   | 25 - 36   |
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**23 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 paragraphs 3 and 5 of schedule 12A to the Local Government Act 1972 (as amended).

**24 NORTH QUAY UPDATE**

To consider a report of the Strategic Director.

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## **Management Committee 12 December 2017 Scrutiny of the Weymouth BID**

### **For Decision**

#### **Briefholder**

Councillor James Farquharson – Economic Development  
Councillor Richard Kosior – Tourism and Culture

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

M Hamilton, Strategic Director

#### **Cover Report Author:**

L Watson, Democratic Services Team

#### **Statutory Authority**

Local Government Act 2000 and Localism Act 2011 sets out the requirement for local authorities to establish overview and scrutiny committees and their functions.

#### **Purpose of Report**

- 1 To consider the findings and recommendations of the Scrutiny and Performance Committee following a scrutiny review of the Weymouth Business Improvement District (BID).

#### **Recommendations of the Scrutiny and Performance Committee**

##### **Recommendations for the borough council:**

- 2 (a) That regular updates on the work of the Weymouth BID be provided for all councillors by the Economic Development and Tourism & Culture Briefholders as the council representatives on the BID Board. This could be in the form of bi-annual presentations/written updates to the appropriate body (Scrutiny and Performance Committee or Full Council);
- (b) That the Weymouth BID be invited to provide an all member briefing on the work of the Weymouth BID on an annual basis;
- (c) That the borough councillor representatives attend the majority of BID Board meetings.

## **Suggestions to forward to the Weymouth BID for their consideration:**

The following suggestions are presented to the BID for their consideration:

- (a) To consider how accessible the BID Board and manager appear to levy payers and how levy payers can contact and contribute thoughts and ideas to the BID. Some suggestions for consideration are:

Opportunities for levy payers to meet and speak face to face with the BID manager and Board members;

Opportunities for levy payers to make comments/suggestions, for example through the creation of a project proposal form for levy payers to use;

Opportunities for levy payers to attend and participate, where appropriate, at BID Board meetings and AGM and access information, where appropriate, from these meetings.

- (b) To review how information is made available to levy payers in order to raise levels of awareness of support available to levy payers and projects underway and being planned;
- (c) To review the size of the area covered by the Weymouth BID to ensure that there is a fair level of benefit to all areas and levy payers;
- (d) To review where within the BID area, projects and events are run to ensure that there is a fair level of benefit to all areas and levy payers;
- (e) To review the types of projects and events that are run by the BID, in particular to include smaller scale projects such as pop up cafes or street markets which could potentially result in some quick win achievements for the town and to include a focus on out of season events and projects to encourage people to visit the town during the quieter months;
- (f) To consider how the BID can assist with promoting activities and events both within Weymouth and across Dorset (including linking in with the council's visitor information services);
- (g) To consider whether there are further benefits that can be offered to levy payers, for example, discounted/free pitches at events;
- (h) To review the range of levy payers on the BID Board to ensure that appropriate levels of representation of smaller and independent businesses are encouraged. To consider including a neutral person when applications for Board members are reviewed.

## **Reason for Decision**

- 3 To enable Management Committee to consider the findings of the scrutiny review of the Weymouth BID by the Scrutiny and Performance Committee.



## **Background and Reason Decision Needed**

- 4 A group of members from the Scrutiny and Performance Committee have undertaken a scrutiny review of the Weymouth BID. The report produced and subsequently agreed by the committee at their meeting on 23 November 2017 is attached as an appendix to this report. The report contains recommendations which are presented for consideration by the Management Committee and suggestions to be forwarded on to the Weymouth BID for their consideration.

## **Implications**

### **Financial**

- 5 There are no financial implications for the borough council arising from this report.

### **Human Resources**

- 6 No implications from this report.

## **Consultation and Engagement**

- 7 Details of consultation undertaken during the review is set out within the report.

## **Appendices**

- 8 Appendix – Scrutiny Review – Weymouth BID – report agreed by the Scrutiny and Performance Committee

## **Background Papers**

- 9 None

## **Footnote**

- 10 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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# **Scrutiny Review –Weymouth Business Improvement District (BID)**

**Report of the scrutiny working  
group on behalf of the Scrutiny  
and Performance Committee**

**November 2017**

# 1. Decision Required

- 1.1 The Scrutiny and Performance Committee is asked to endorse the findings and recommendations of the review contained within this report for referral to the Management Committee, for consideration and decision.

## 2. Introduction

### 2.1 Background – Weymouth BID

“A BID is a business-led initiative supported by government legislation which gives local businesses the power to raise funds locally to be spent locally on improving their trading environment. The BID programme is funded by the businesses themselves through a levy on non-domestic rates. BID schemes usually operate for a period of 5 years. For the BID to go ahead, two conditions must be met: over 50% of businesses that vote must vote in favour; those businesses voting ‘yes’ must represent more than 50% of the total rateable value of all votes cast. If both these conditions are fulfilled, payment of the levy becomes mandatory for ALL eligible businesses, regardless of how they voted.”  
*(Extract from Weymouth BID Business Plan May 2013)*

Following a successful ballot, the Weymouth BID commenced with effect from 1<sup>st</sup> September 2013, for a term of five years. A BID Board was created which includes a Chairman, Treasurer, Directors and borough council representation, as well as a BID Operational Team including a BID Manager. The Board and Operational Team work to deliver the BID proposal that was subject to consultation during the ballot, as set out in the Business Plan.

In addition to managing the ballot process, the borough council is responsible for collecting the levy from businesses on behalf of the BID, as well as being a levy payer itself. The borough council has two representatives on the Board of the Weymouth BID: the Economic Development and the Tourism and Culture Brief holders.

The current term of the BID runs until 2018 and a re-ballot must be arranged if the BID wishes to run for a second term. At this time, the BID must produce its renewal proposals which will be subject to consultation with levy payers during the ballot process.

### 2.2 Reason for review

A request for a scrutiny of the Weymouth BID was submitted by Councillor Kate Wheller and at the meeting on 6 October 2016, the Scrutiny and Performance Committee agreed to include the review on their work plan.

The request for scrutiny noted that some issues had been highlighted by various people and businesses – both BID levy payers and receivers of services provided by the BID. Anecdotally the contention is that the BID, in some cases, is not delivering what the contributors want.

There are only a few months left to run on the current term of the BID and there is an opportunity to review what is working and not working and to highlight to the BID, any suggested areas for improvement for the future.

## 2.3 Membership and meetings

The Scrutiny and Performance Committee established a scrutiny working group in order to undertake the review. Membership of the scrutiny working group was as follows:

Councillors Ryan Hope (Lead Member), Cathy Page-Nash, Claudia Moore and Tia Roos.

The scrutiny working group met on a regular basis during the period of the review to consider the different elements of the review as well as undertaking additional evidence gathering outside of the meetings.

## 3. Scope and Key Focus Areas of the Review

3.1 The scrutiny working group set the following objectives for the review:

- To examine what is provided by the BID and to seek assurance that the BID provides value for money to levy payers;
- To ensure overall satisfaction levels from levy payers;
- To gain confidence that processes are being followed and that contracts are awarded in an open and fair way and in accordance with the BID Constitution;
- To encourage open communication between the BID and businesses;
- To link where the BID objectives concur with the objectives in the borough council's Corporate Plan;
- To clarify the role of the borough council including borough council representatives;
- To highlight to the BID any suggested areas for improvement in the future to ensure a successful new term for the BID.

## 4. Summary of evidence considered

### 4.1 Documentation

The following documents and data were used by the scrutiny working group in the process of carrying out this review:

- Scrutiny request form from Councillor Kate Wheller
- Proposal for review provided by officers
- Weymouth BID Board BIDs briefing note on BID Regulations and their requirements provided by the Senior Economic Regeneration Officer (generic document produced for BIDs)
- Proposal for video conference and list of potential BIDs to visit
- Weymouth BID Business Plan
- Weymouth BID Annual Report 2015/16
- Weymouth BID website: <http://www.weymouthbid.co.uk/>
- Report to Weymouth BID – BID renewal and plan for ballot May 2018
- The 2017 Industry Criteria on guidance for developing and renewing BIDs – produced by British BIDs
- Technical Guide for Local Authorities (DCLG, pub 2015)
- Guiding Principles of Well Managed BIDs (British BIDs 2015)

## 4.2 Witnesses

The following people acted as witnesses, providing verbal evidence and assistance in the process of carrying out this review:

- Nigel Reed – Weymouth BID Manager during the period of the review
- Steve Newstead – Weymouth BID Chairman
- Ian Ferguson – Weymouth BID Communications Director
- Helen Toft – Weymouth BID Office Admin
- Councillor Molly Rennie – Dorchester Town Council representative on the Dorchester BID from 2007 until 2016
- Trevor Hedger – Senior Economic Regeneration Officer (WPBC)
- Nick Thornley – Head of Economy, Leisure and Tourism (WPBC)
- Representatives of five Weymouth businesses that are BID levy payers, booked a slot to speak to councillors

## 4.3 Other activities undertaken

- Conference call with Dr Julie Grail of the BIDs Business Ltd
- Informal discussions with some businesses in the BID area
- Existing and past borough councillor representatives on the BID Board contacted to seek their views and experiences of working with the BID
- Survey sent to all Weymouth BID levy payers – responses were received from 52 of the 606 levy payers (a summary is provided as an appendix to this report)

# 5. Key Findings

- 5.1 In considering the findings of the review, councillors are very clear that there is a general level of support for the principle of having a BID for Weymouth. Even some levy payers that have expressed concerns, supported the principle of Weymouth having a BID.
- 5.2 Councillors note that there will always be a proportion of people who are not happy with either the principle of having a BID in the town or with the activities of the BID. This has been shown through the experience of other towns where there is a BID. In an example looked at by councillors, it was noted that the BID had taken a while to establish within the town but was now undertaking some good areas of work.
- 5.3 However, the review has highlighted some areas for consideration by the borough council, by the Weymouth BID and by those paying a levy to the BID. The key findings from the review can be summarised into the following headings:

#### 5.4 **Weymouth and Portland Borough Council involvement with the BID and feedback to councillors**

Councillors considered the borough council's role with the BID, which includes managing the ballot process, collecting the levy from businesses on behalf of the BID, as well as being a levy payer itself. An officer link with the BID is provided through the council's Senior Economic Development Officer. The BID note that they are in regular contact with, and have regular attendance at meetings by the Senior Economic Development Officer.

The borough council has two councillor representatives on the Weymouth BID Board – the briefholders for Economic Development and Tourism and Culture. The representatives are appointed to attend Board meetings and to provide a two-way link between the BID and the borough council.

As part of the review, councillors noted a set of recommendations made by the Scrutiny and Performance Committee to Management Committee in 2015 following a smaller scale review of the Weymouth BID. The recommendations agreed by Management Committee in 2015 were:

- a) That regular updates on the work of the Weymouth BID be provided for all councillors by the Economic Development Briefholder as the council representative on the BID Board;
- b) That a named substitute for the council representative on the BID Board be appointed in order to attend meetings in the absence of the briefholder, to ensure the council is represented at each meeting;
- c) That the Weymouth BID Manager be invited to provide an all member briefing on the work of the Weymouth BID.

As part of this current review, it was noted that although the council's councillor representatives are engaging with the BID, the Council is not receiving regular updates or feedback from its councillor representatives. It was indicated by some levy payers and BID Board members, that borough councillor representatives do not regularly attend Board meetings. (For information, following the 2015 review, a second councillor representative, the Briefholder for Tourism and Culture, was appointed to the BID Board). It is recognised that the council needs to ensure a close relationship with the BID and that one way for this to happen is through briefholder attendance at BID Board meetings and report back to the Council.

It was also noted that no councillor briefing has taken place on the work of the Weymouth BID.

One other point that came up during a discussion with a levy payer was with regard to how the bills sent by the council on behalf of the BID, are addressed. It was pointed out that the bill did not include the business name and it was felt that this information should be included. Clarification has been sought in respect of this and councillors note that the invoices are issued to the person or organisation responsible for payment of the business rates on the due date (1<sup>st</sup> September) to their billing address. This is often not the relevant property address. This billing information and billing address is provided by the business rates team each year on 1<sup>st</sup> September. The regulations require "a statement of the address and description of each hereditament to which the

*notice relates;*” the description in the invoice therefore refers to the address of the hereditament and so complies with the regulations.

Councillors feel that there are several issues which require addressing by the council with regard to how the council links into the BID. It is noted that the BID would value increased input and support from the borough council.

## 5.5 **Communications between the BID and levy payers**

A common theme running through the review is with regard to communications between the BID and levy payers. The results from the survey and conversations with levy payers showed that many levy payers feel that the BID is not good at communicating with them and is not accessible to them. In particular, levy payers involved with the survey noted that they would like opportunities to be able to meet and speak with representatives of the BID, including the manager, face to face. Levy payers want to be able to make comments on the BID’s proposals and activities as well as being able to make suggestions to the Board with regard to the BID’s plans. The survey indicated a mixed awareness of support available to levy payer businesses including staff training opportunities and subsidised advertising.

Some levy payers also commented that BID Board meetings should be open to all levy payers in order to ensure accessibility to BID representatives and providing businesses with the opportunity to find out about the BID’s areas of work and feed into these if necessary.

Although councillors feel that there is merit in the BID reviewing how they communicate with levy payers, it is recognised that a lot of information about the BID is available on their website [www.weymouthbid.co.uk](http://www.weymouthbid.co.uk) including general information on the BID, latest news, details of events organised, current projects, support available to businesses and contact details for BID members. This information is available to all and can be accessed by levy payers. Information is also included on the website [www.weareweymouth.co.uk](http://www.weareweymouth.co.uk). The BID has an office in town where levy payers are able to visit and the BID Chairman is available at the office one day a week. In addition, the BID holds levy payer forums at venues in the town, produces an e-newsletter, undertakes regular surveys and levy payers can contact the BID if required. Members noted that the circulation of the newsletter had been reviewed and would be sent to a wide range of organisations including all borough and county councillors.

During the discussion with representatives of the BID, councillors noted that the BID would like to see higher levels of engagement by levy payers including in respect of information sent out by email and through attendance at forums and events run by the BID for levy payers. Councillors were informed that forums were generally poorly attended and courses run were not fully subscribed. It was noted that a member of the Board was now responsible for focusing on communications with levy payers which included visiting levy payers.

There is also a requirement for an annual report including financial summary and forward plan to be issued with each invoice to levy payers. This has been done in each year. It was noted that there was a glitch last year where invoices were dispatched by an external postage service without the annual report. This



was rectified as soon as the borough council was aware of the issue at no additional cost to the council.

It is recognised that levy payers have to take some responsibility for accessing information that is available and finding out things that are relevant to them. It is important that levy payers get involved and engage with the BID, particularly at this time so that they can feed in their requirements from the BID moving forwards.

## **5.6 Size of the area covered by the BID and where projects / events are run**

A concern communicated to members during the review is with regard to the size of the geographical area covered by the BID. The BID area stretches from the harbour/peninsula area, including the town centre area and along the seafront to Bowleaze. Concern has been expressed that this area is too large and that the majority of events and activities are focused in the town centre area. Comments have been made that the BID should consider reducing the size of the area or actively make a point to hold activities in a wider range of areas. Some businesses in the outer parts of the BID area feel that they do not get much or anything back for the levy that they pay. Another concern raised is that the projects and events being run by the BID do not support all levy payers.

It is felt that the BID should review the area that it covers and/or where it is choosing to hold events or activities to ensure a wider spread of benefit to levy payers. The BID has indicated that it welcomes comments on this issue from the borough council.

Councillors also felt that some consideration would be desirable to allow particular businesses to opt out of the BID where there is little proven benefit for them, but recognised that legislation does not permit for this. It is noted that the regulations require for all within the defined area to pay the levy.

## **5.7 Accessibility to and transparency of the BID Board**

During the review, councillors have heard some concerns from levy payers as to how it is perceived the BID Board to be operating. These include:

- The membership of the Board, where it is felt that the Board has a high level of representation from national/chain businesses and not enough representation of independent business;
- Changes to the BID Board Constitution – some concern was raised that there have been changes to the BID's Constitution which have been agreed by the Board without reference to levy payers;
- It is noted that there has been a significant movement in the BID's original budget and that there is a lack of understanding as to how this has been approved;
- Comments were made from some levy payers that information available to the BID Board such as objectives and accounts should also be available to levy payers in order to ensure transparency;
- As previously noted in the section on communications above, some levy payers feel that Board meetings should be open to all levy payers in order to improve two-way communication and transparency.

It is noted that there is no requirement within the BID regulations for Board meetings to be open or for there to be an open annual meeting. It is also noted

that there is no prescription about the Board or its structure. All of these are matters for the Board to consider and come to a view about. However, councillors feel there is merit in the Board reviewing how accessible they are to levy payers and how the Board conducts its business so that the right level of access and transparency can be achieved.

In respect of the membership of the Board, councillors acknowledge that Board members are volunteers. It is noted that some members may have come off the Board due to negative comments or behaviour towards them by some levy payers.

Councillors note that any levy payer can put themselves forward for membership of the Board through a form available on their website.

## **5.8 Promotion of Weymouth**

During the review, councillors heard from some who felt that the BID could do more to promote the town both within Weymouth and in wider Dorset.

Some levy payers were under the impression that other local towns were not made aware of what Weymouth was offering.

The BID has confirmed that it does work to promote Weymouth and this has included attendance at a tourism event at Olympia. However it was noted that there is not a large amount of money available for promotion.

## **5.9 Ambition of projects in the BIDs Business Plan**

The BIDs Business Plan (May 2013) set out its ideas for a 5 year term if a 'Yes' vote was achieved, based on consultation that had taken place with levy payers.

Councillors recognise the successes of the BID over its current term, either running or supporting events and projects in the town. These include the well-received 'Feast' event, Waterfest and Weymouth's Big Christmas event.

In addition to these big events, it is felt that the BID should consider smaller scale projects, for example, pop up cafes or street markets which could potentially result in some quick win achievements for the town. Speaking to other BIDs, this is an area that has really helped to make small but visible progress for a town and has helped to raise the profile of the BID within the town. This could also assist in ensuring a wider area of the town sees benefits.

When councillors spoke to representatives of the BID, they noted some smaller scale projects that had been run such as the Best Bar None scheme and the provision of breathalysers for pubs. The BID recognise that they could be more proactive in seeking publicity for things they are doing including publicising to levy payers where money has been given to an organisation and what has been achieved.

Further consideration also needs to be given to projects aimed at attracting visitors to Weymouth throughout the year and especially out of the summer months.

## 5.10 The future

Councillors are supportive of the role of the Weymouth BID and look forward to working with the BID in the future. The key findings above have highlighted a number of areas for consideration by the borough council, the BID and levy payers and a number of recommendations and suggestions are set out below.

# 6. Recommendations and suggestions

## 6.1 Recommendations for the borough council (through Management Committee)

- (a) That regular updates on the work of the Weymouth BID be provided for all councillors by the Economic Development and Tourism & Culture Briefholders as the council representatives on the BID Board. This could be in the form of bi-annual presentations/written updates to the appropriate body (Scrutiny and Performance Committee or Full Council);
- (b) That the Weymouth BID be invited to provide an all member briefing on the work of the Weymouth BID on an annual basis;
- (c) That the borough councillor representatives attend the majority of BID Board meetings.

## 6.2 Suggestions for consideration by the Weymouth BID

The following suggestions are presented to the BID for their consideration:

- (a) To consider how accessible the BID Board and manager appear to levy payers and how levy payers can contact and contribute thoughts and ideas to the BID. Some suggestions for consideration are:

Opportunities for levy payers to meet and speak face to face with the BID manager and Board members;

Opportunities for levy payers to make comments/suggestions, for example through the creation of a project proposal form for levy payers to use;

Opportunities for levy payers to attend and participate, where appropriate, at BID Board meetings and AGM and access information, where appropriate, from these meetings.

- (b) To review how information is made available to levy payers in order to raise levels of awareness of support available to levy payers and projects underway and being planned;
- (c) To review the size of the area covered by the Weymouth BID to ensure that there is a fair level of benefit to all areas and levy payers;
- (d) To review where within the BID area, projects and events are run to ensure that there is a fair level of benefit to all areas and levy payers;
- (e) To review the types of projects and events that are run by the BID, in particular to include smaller scale projects such as pop up cafes or street

markets which could potentially result in some quick win achievements for the town and to include a focus on out of season events and projects to encourage people to visit the town during the quieter months;

- (f) To consider how the BID can assist with promoting activities and events both within Weymouth and across Dorset (including linking in with the council's visitor information services);
- (g) To consider whether there are further benefits that can be offered to levy payers, for example, discounted/free pitches at events;
- (h) To review the range of levy payers on the BID Board to ensure that appropriate levels of representation of smaller and independent businesses are encouraged. To consider including a neutral person when applications for Board members are reviewed.

### **6.3 Note to levy payers**

During the review, levy payers have had the opportunity to provide their views on the BID to councillors. The key findings, many of which were raised by levy payers, noted areas for consideration by the borough council and the Weymouth BID and recommendations and suggestions have been made in this report.

However it is reiterated that the BID provide a wide range of information on their website for both levy payers and the general public and in addition hold levy payer forums, circulate regular newsletters and surveys and are available in their office in the town centre. Levy payers are encouraged to contact the BID if they need information or have a question or comment either online or in person and are encouraged to take up opportunities provided by the BID including forum meetings, training and offers. In particular levy payers are encouraged to engage with the BID to say what they would like from the BID moving forward.

In addition, it is highlighted that any levy payer can volunteer to be a member of the BID Board.

## **7. Acknowledgements**

- 7.1 The scrutiny working group would like to express their thanks to those that took time to meet with them and for the information that they provided as part of this scrutiny review.

## **8. Post scrutiny monitoring**

- 8.1 A review of agreed recommendations and suggestions made should be undertaken after 12 months.

## **9. Appendices**

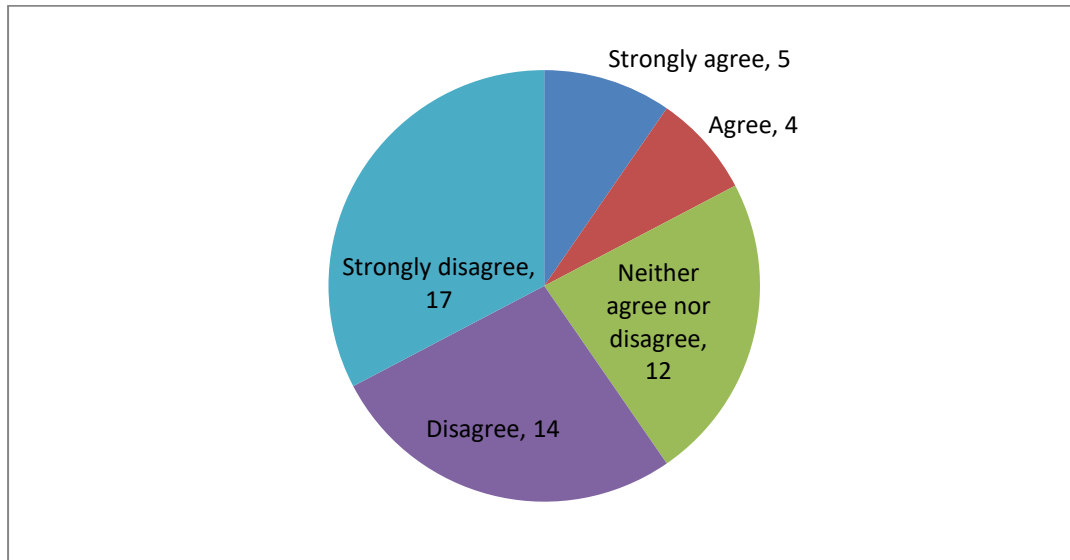
- 9.1 Appendix - Councillors Scrutiny of Weymouth BID: Survey of BID levy payers - Summary of responses received

APPENDIX

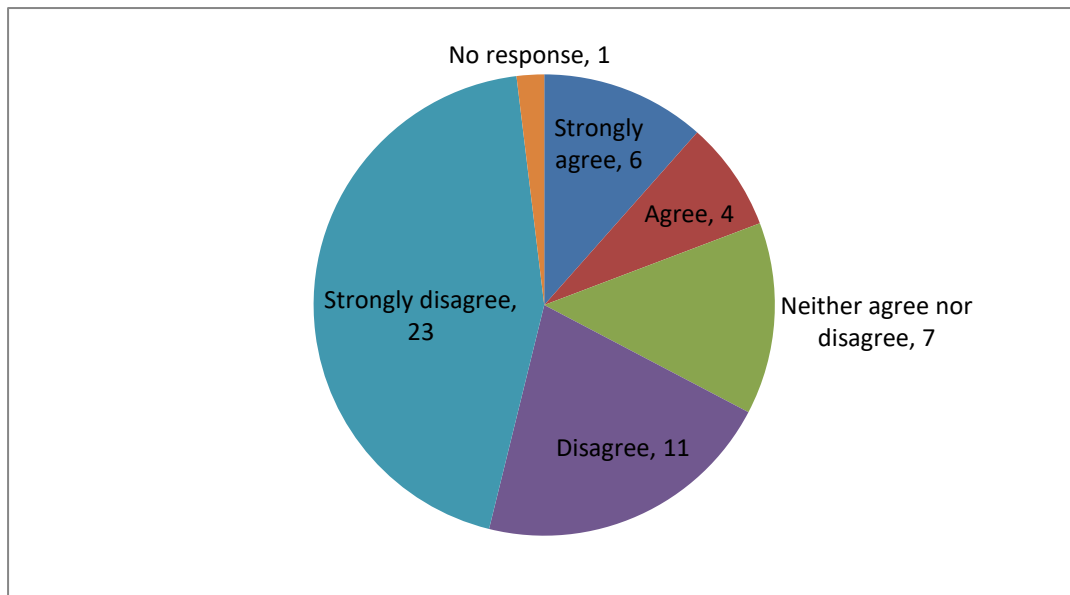
**Councillors Scrutiny of Weymouth BID: Survey of BID levy payers**

**Summary of responses received (52 Responses received)**

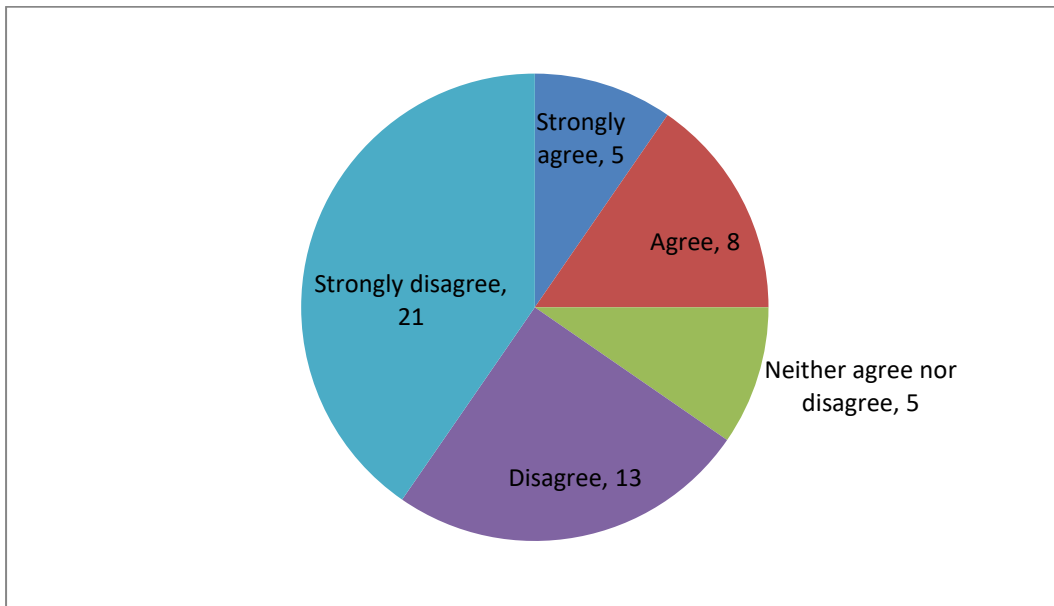
**The BID has delivered what is in its current business plan**



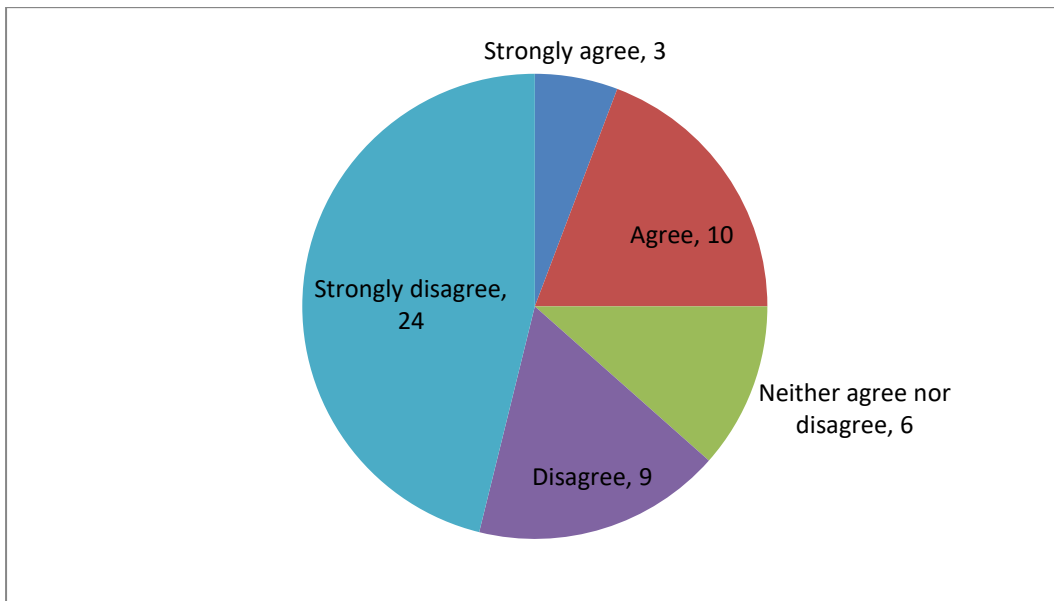
**The BID has delivered what I expected it to achieve**



**The BID programme has been beneficial for Weymouth**

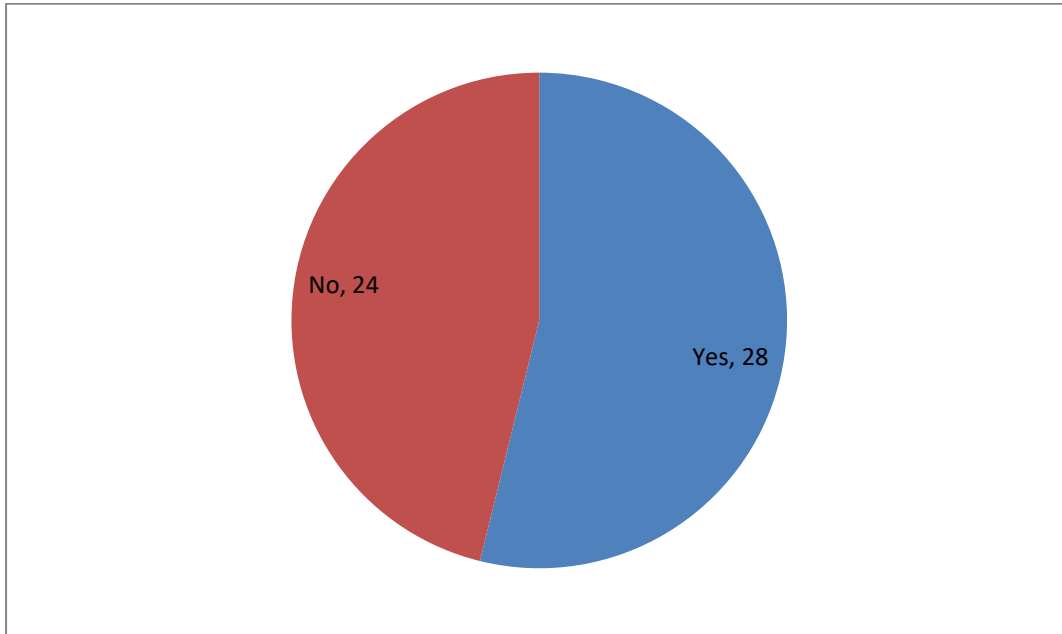


**The BID communicates well with me**

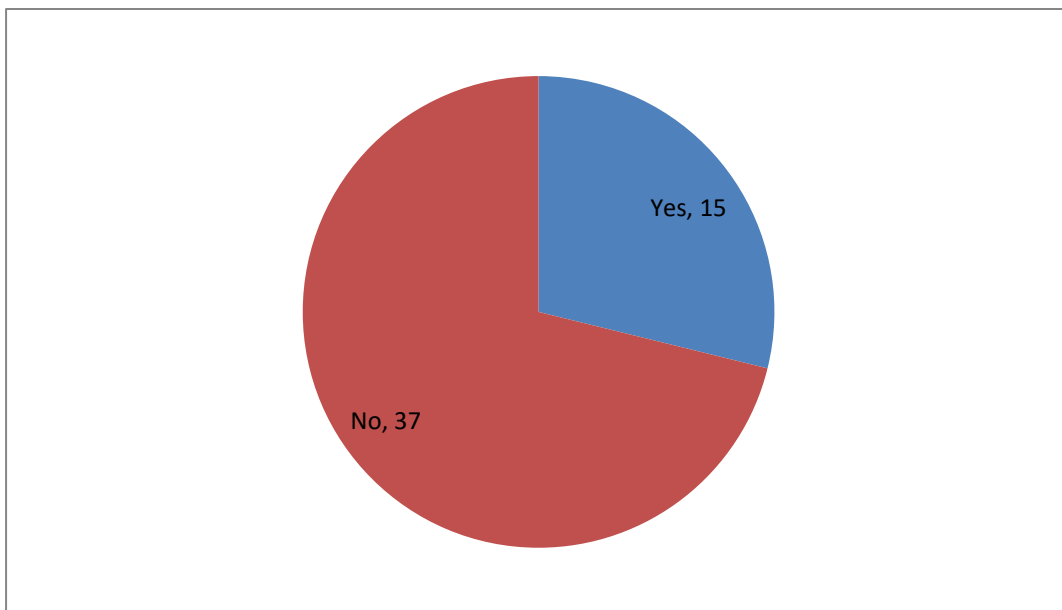


APPENDIX

**Have you attended a BID meeting?**



**Have you taken part in any activities or taken up any offers from the BID e.g. staff training opportunities, subsidised advertising?**



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## **Management Committee**

**12<sup>th</sup> December 2017**

## **Weymouth BID – Request for funds to support a re-ballot**

### **For Decision**

#### **Briefholder**

Cllr Farquharson

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

M Hamilton, Strategic Director

#### **Report Author:**

Trevor Hedger, Senior Economic Regeneration Officer

#### **Statutory Authority**

Local Government Act 2000

### **Purpose of Report**

- 1 To consider a request from Weymouth BID Ltd for an interest free loan of £10,000 to fund the development of a BID proposal intended to be put to ballot in mid 2018 in order to deliver a new 5 year BID term from September 2018.

### **Recommendations**

- 2 a) That a loan of £10,000 is made at zero interest to Weymouth BID Ltd to fund preparations for a new BID proposal which is intended for ballot in mid-2018.  
  
b) That, only in the event of a successful BID ballot during 2018, the loan is repaid in full within three months of the start of a new BID period.

### **Reason for Decision**

- 3 To determine a request for loan funding received from Weymouth BID Ltd.

### **Background and Reason Decision Needed**

- 4 In 2003 Government passed the Business Improvement District (England) Regulations which allowed for the establishment of Business Improvement Districts (BIDs). There are now over 200 BIDs nationally and 6 operate currently in Dorset.

- 5 BID regulations determine that a BID ballot only mandates a BID to operate and deliver its business plan for a period of up to 5 years. To continue beyond a 5 year term, a BID must repeat the process of consultation to develop a new set of proposals, which are then required to be the subject of a ballot of all the businesses in hereditaments likely to pay the levy. The BID can only continue if the ballot result is positive and meets the dual by majority criteria for votes cast and rateable values. In the event of a successful ballot, the BID levy is a statutory charge on all hereditaments defined as eligible in the BID proposition. The Borough Council is required in law to collect and to take enforcement action for non-payment of the BID levy.
- 6 Weymouth BID was established in 2013 following a lengthy process to consult develop and promote both the Business Improvement District concept and the specific Weymouth BID business plan and proposal to businesses who may have become liable to pay the BID levy. The process was supported by the Borough Council through a grant of £46100.
- 7 Weymouth BID Ltd submitted an application (attached at appendix 1) for a loan of £20,000 *“to deliver a Campaign for the BID to continue with a new Business Plan through a campaign to achieve a “Yes” vote in May 2018 and take Weymouth BID into a second 5 year term.”* The BID has subsequently written to the Council and reduced its request for a loan from £20000 to £10000 (appendix 2) following a review of its finances and work already undertaken.

The current Weymouth BID business plan makes provision for the renewal process as follows:

From January 2017 the BID Board will allocate funds to manage the required consultation for the re-ballot in 2018. . The key challenge in delivering a successful renewal ballot will be resourcing all of the activities needed whilst continuing to deliver on the current BID projects. Team roles are likely to be restructured in the period from mid 2017 in order to consult with local businesses to ensure that a new Business Plan truly reflects the needs of local businesses while maintaining delivery.

The application indicates that £5000 from BID funds has been set aside for this process and proposes that the BID repay the loan, in the event of a successful ballot, in equal instalments over five years.

- 8 In order to meet the regulations requirements and prescriptive timescales for formal notifications and ballot administration, Weymouth BID has had to commence the renewal process and preparatory work. It has undertaken an initial telephone survey of all BID levy payers and recently produced and issued an “interim Business Plan” from which to further consult and develop the final BID proposal. This proposal will then be the subject of the BID ballot and campaign, and issued to every potential levy payer.
- 10 Members are invited to consider this request in the light of the recently “minded to” decision on Local Government Reorganisation in Dorset. Reorganisation will change the responsibilities of the successor councils and inherited liabilities will need clarification. For simplicity, and to restore

funds to the originating council prior to the reorganisation, it is proposed that the BID is made an advance of £10000 subject to repayment in full within three months of a new BID term and once sufficient levy income has been achieved. If the re-ballot is successful, the loan funds are likely to have been repaid to the Borough Council by end of December 2018.

- 11 Members may be aware of the BID loan fund, a Government initiative to support the development of new BIDs. It is not however open to BIDs such as Weymouth, which are in a process of renewal.

## **Implications**

### **Corporate Plan**

Building a Stronger Local Economy  
Empowering thriving and inclusive communities

### **Financial**

The loan would be required to be met from budget underspend or reserves. This will be repaid by the BID, subject to a successful ballot, within 3 months of the start of the new BID period.

### **Equalities**

No implications

### **Environmental**

No implications

### **Economic Development**

Business Improvement Districts are business led initiatives working to improve trading conditions within a defined area.

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

There is a risk that a loan to Weymouth BID will not be repaid if the BID does not secure a mandate at ballot to continue. The engagement of both the Tourism and Economy brief holders with the BID Board will allow monitoring of the appropriate use of the Councils loan investment.

### **Human Resources**

No implications

### **Consultation and Engagement**

Economy Brief holder  
Finance  
Legal

### **Appendices**

Weymouth BID Application form and subsequent email

### **Background Papers**

None

## 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:** Trevor Hedger, Senior Economic Regeneration Officer

**Telephone:** 01305 252378

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

**Date:** 30 November 2017

**Weymouth Business Improvement District Ltd  
Application for Funding to Weymouth & Portland Borough  
Council**

## ORGANISATION APPLYING

Weymouth BID Ltd

Name and address of your organisation and correspondence address:  
(Including email address and contact telephone number if possible)

Weymouth BID Ltd  
15 St Alban Street  
Weymouth  
Dorset DT4 8PY  
Company Registration Number 07953027  
Vat No GB 134 5299 08

Tel 01305 779410  
[chair@weymouthbid.co.uk](mailto:chair@weymouthbid.co.uk)  
[www.weymouthbid.co.uk](http://www.weymouthbid.co.uk)

Describe your organisations activities and objectives:

Weymouth BID Ltd is a business-led initiative supported by Government legislation which, subject to ballot, gives local businesses the power to raise funds locally to be spent on improving the local trading environment.

The BID works to a 5 year business plan

<http://www.weymouthbid.co.uk/fcimages/files/Weymouth%20BID%20Business%20Plan.pdf>

How will your project benefit the Town?

The BID since its formation and official start in September 2013 has already delivered a number of projects which included the set up and promotion of Weymouth under the We are Weymouth Branding which has become a leading website and online presence promoting the area to a wider audience both nationally and internationally.

The BID has invested over £90,000 per year since 2013 in Events and Festivals which have attracted over 500,000 visitors in that period. This has either through funding new events managed by the BID such as its flagship event Weymouth BIG Christmas a month long promotion of Weymouth based around a real Ice Rink and providing funding to other organisation to support their events such as Pommery Seafood Festival, Lions Motocross, Fayre in the Square, Wessex Folk Festival and Ironman.

Investment has also be made in partnership with other organisations such as the

Police, WPBC to improve the town environment including, shop wraps, best bar none, repairs to signage and improved Christmas lighting.

The BID has also installed Footfall Cameras and other Data collection equipment which monitors the weekly numbers into the town.

The BID volunteer Weyfarer programme has proved popular with the increasing Cruise Ship programme coming into Portland Harbour and working with the Port has created a popular welcome to visitors who come into Weymouth.

The BID is also seen as one of the main consultees in the town and is represented on the Night Time Economy Group, Tourism Partnership, Economic Leaders Groups and regularly meets with WPBC, DCC, Police Commissioner and other Dorset BIDs.

The BID has been successful in raising additional funds through sponsorship, grants and lottery funding that helps benefit the town. In addition to contributing to larger funding applications by other groups such as Activate and B-Side bringing events like the Cirque de Platznik.

The Office based in the Town Centre has also taking on the role of a Tourist Information Point when the TIC closed. In addition it has been successful in working with Healthy High Streets a national campaign and through this has set up a Multiple Retailers Forum in the Town.

The BID sponsor many of the information maps and annual publications that help provide a service to visitors and residents on events and activities and creates community family events around Easter and Halloween.

The BID has committed £20,000 for projects supporting the recently appointed Town Centre Manager and subject to a successful ballot will invest further. The BID is also committed to the Installation of WIFI in the Town and has allocated £15,000 towards this project

In financial terms the BID with its Levy and additional income invests over £350,000 into the local economy with at least £200,000 directly supporting local companies.

Describe how your project fits within the aims of WPBC

All these activities and projects helped to improve the local economy and tourism offer which is fundamental to the Councils aims.

Where do you get the majority of your funding from each year to run your organisation?

The majority of the funding is from the BID Levy raised on all businesses within the BID area with a rateable value of £6,000 and above.

Currently there over 550 business that contribute with approximately 51% paying between £99-£200 per annum.

This brings a total of just over £300,000 per annum with additional income as highlighted from Sponsorship, Match Funding, Christmas Sales and Grants giving and income of £350,000

The Council contribution is £19,000 for 2017/18

What do you aim to achieve with the funding you are requesting in this application?

The aim of this application is to provide additional funding separate to the BIDs regular income to deliver a Campaign for the BID to continue with a new Business Plan through a campaign to achieve a "Yes" vote in May 2018 and take Weymouth BID into a second 5 year term.

This also prevents the BID from having to divert funding from its current projects to the renewal campaign rather than continue to invest in its current projects.

As an example the BID has already had to reduce:

- Funding for Halloween, and Easter Promotions and Community Events such as Freaky Streets and Dino Egg Hunt. All events to encourage increased footfall.
- Match Funding to other Event Organisations and Community Groups has been reduced
- No funding has been allocated for Night Time economy Projects
- Events Funding has been reduced including Christmas Lighting up ceremony. No funding has been allocated for Waterfest in 2018
- Sponsored support for annual publications is reduced including Council publications, Maps and Events programmes.
- We have reduced Marketing and Promotion and no attendance at any Trade Shows for 2018

How much will your project cost in total?

The anticipated budget is £25,000

How much funding are you asking for?

£20,000

What percentage is this of the total project costs?

80%

Where will the rest of the funding come from?

This will be from the BIDs current budget for 2017/18.

In the original budget request to set up a BID in 2012 the figure of £46,100 was requested this is not required this time round as the BID already has administrative staff and, office and is already established. The £5,000 allocated by the BID is to cover the existing staff additional workload to support the renewal.

#### Financial Information

Accounts can be viewed on line with Annual reports and other BID information:

: <http://www.weymouthbid.co.uk/go.to/Documents>

How will you spend the funds you are asking for?

The £20,000 will cover all aspects of a renewal

- Consultation – This will be to all 550 Levy Payers and will be by mail, on-line, forums and other public meetings.
- 1-2-1 Meetings with Levy Payers and contact with Head Offices and BID Voters of larger organisations.
- Publication of Literature, on-line surveys.
- Data Collection on support for the BID
- Production of a draft Business plan and then production and distribution of the final business plan to 550 Levy papers.
- Additional Staffing resources for administration and meetings with Levy Payers.

What benefits do you aim to achieve with this project? List at least three benefits.



It is in the Councils interest to consider this as support for a new BID and if successful will mean a continued investment in the area of over £1.5 million over 5 years to 2023

1. An established BID now in its 5<sup>th</sup> Year is the only Organisation if successful with sufficient funding to deliver projects and support events which WPBC are not in a position to deliver with the continued reduction in local Government Funding.
2. The sole purpose of the Company is to promote the Area and support the Businesses within the area. One of WPBC main aims a strong local Economy.
3. Will continue to invest in Event support and Projects many in Partnerships. Over £100,000 invested each year
4. Has worked with over 100 local companies in supplying services to the BID (35 of these Levy Payers)

Additional Information you wish to submit in support of your application for consideration:

The proposal is that this is a loan and is subject to a successful "Yes" vote in 2018. If successful the loan would be paid back as part of the Levy Collection Feed over the 5 years of the Second Term (£4,000) per year.

If the BID renewal is not successful and fails to meet the ballot criteria then the BID needs to have sufficient funding to deal with closing the Company down.

This will include

- Staff redundancy payments
- Termination of other Contracts including premises
- Removal of Equipment such as Footfall Cameras
- Ensure all outstanding payments and commitments are met

Other BID Areas any BIDs are well supported by their Local Authority and in many cases take up the renewal process by putting funding and staff resources into the renewal.

Great Yarmouth who visited recently explained that at renewal Great Yarmouth Council put funding in and use Consultants to deliver the renewal as well as other Staffing

Bournemouth BID also use Consultants investing £70,000

Bromley BID employed Consultants and appointed a Project Manager from within the Authority to Manage the Renewal.

Date : 20<sup>th</sup> October 2017

## BID2 Renewal Budget 2017/18

<b>Income</b>					
WPBC Loan			20,000.00		
BID Staffing Cost			5,000.00		
	<b>Total Income</b>			<b>£25,000.00</b>	
<b>Expenditure</b>					
BID Contractor Support			4,000.00		Includes Expenses, Travel Costs
Consultation			10,250.00		
	Publications Desgn	1200			
	Printing	4000			BID Plan
	Postage & Mailshots	1500			
	Meetings	800			Hire of Rooms
	Surveys & Feedback	750			Survey Monkey
	Voter Contact	2000			Direct Mail or Telecalls
Marketing & PR			4,000.00		
Advertising			3,000.00		
Website updates			2,000.00		Weymouth BID Site updates
Consultation Advice			600.00		
Contingency			1,150.00		
	<b>Total Expenditure</b>			<b>£25,000.00</b>	
	<b>Income over Expenditure</b>			<b>£0.00</b>	

**Trevor Hedger**

---

**From:** Weymouth BID <info@weymouthbid.co.uk>  
**Sent:** 21 November 2017 15:01  
**To:** Cllr Jeff Cant (WPBC)  
**Cc:** Trevor Hedger; Martin Hamilton; 'Steve Newstead'  
**Subject:** Weymouth BID renewal

Hi Jeff,

After analysing the BID finances, I can confirm that I would like to revise the amount of money requested from the Council, towards the BID Renewal Ballot to £10,000.

Kind Regards

Steve Newstead  
The Chairman

Weymouth Bid Ltd, 15 St Alban Street, Weymouth, Dorset DT4 8PY

Tel: 01305 779410  
[www.weymouthbid.co.uk](http://www.weymouthbid.co.uk)  
[www.weareweymouth.co.uk](http://www.weareweymouth.co.uk)

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## **Management Committee 12 December 2017 Brief for improvements to lighting on Weymouth Esplanade**

### **For Decision**

#### **Portfolio Holder:**

Cllr Richard Kosior – Tourism, Culture & Harbour

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

M Hamilton, Strategic Director

#### **Report Author:**

T. Hurley, Leisure Commissioning Manager

#### **Statutory Authority**

Localism Act 2011 – ‘general power of competence’.

### **Purpose of Report**

1. To present to the committee the draft brief for the design of a new lighting scheme on Weymouth Esplanade to be implemented in partnership with the Dorset Coast Forum.

### **Officer Recommendations**

2. That Management Committee:
  - a) notes the report on community consultation (Appendix A) as undertaken by the Dorset Coast Forum;
  - b) approves the draft brief (Appendix B) for the design of a new lighting scheme on Weymouth Esplanade;
  - c) requests the submission of a further report in 2018 setting out the design options for the scheme for approval.

### **Reason for Decision**

3. To enable progress to be made with the implementation of the project to improve lighting on Weymouth Esplanade.

### **Background and Reason Decision Needed**

4. In July 2017 Management Committee agreed to enter into a contract with Dorset County Council (as the accountable body for the Dorset Coastal Connections Project) to undertake a project to develop and install a new artist-led lighting scheme for the Esplanade in Weymouth.
5. The project has been made possible by the Dorset Coast Forum securing a major grant from the government's Coastal Communities Fund. The grant allocated to the Weymouth Esplanade Lighting project is £200,000 and this will be used by the Forum as follows:
  - £153,850 – fabrication and installation (including contingency)
  - £24,500 – design fees
  - £21,000 – project management fees (Bounce Back Arts)
  - £650 – planning application fees
6. The overall Dorset Coastal Connections project (comprising capital projects along the coast in Dorset, Bournemouth and Poole) secured funding from the government on the basis that it would include significant community consultation and include high-quality, artist-led designs. The funding for the Weymouth Esplanade project cannot, therefore, involve like-for-like replacement of existing lights or the installation of commercial lighting solutions.
7. Project roles: In taking forward this project, each partner has been allocated the following specific roles:
  - Bounce Back Arts (community interest company) helped instigate the funding bid and will provide project management support throughout.
  - Dorset Coast Forum (DCF) will monitor progress on the overall project and release the grant in tranches. The Forum is also responsible for undertaking all community consultation making use of a separate budget.
  - Dorset County Council hosts the Forum and is also the accountable body for the grant.
  - W&PBC – the council is responsible for appointing the designer to work up the final scheme and for letting the contract for fabrication and installation. The council will also be responsible for long-term maintenance and all running costs – it is important, therefore, that these long-term costs are scrutinised by the Committee as the project progresses.
8. It is important to remember that the Esplanade lies within a Conservation Area and in an important coastal landscape. Any changes to the appearance of the area as a result of new lighting infrastructure (posts and cables) and additional illumination, will have an impact on the environment and its setting and will require planning permission and consultation with statutory agencies. Any new lighting scheme on the Esplanade will, therefore, only be successful if it compliments the existing infrastructure, conserves and, where appropriate, enhances the Conservation Area and is supported by the community.

9. It is a requirement of the grant that the project must be informed by public consultation and in order to shape the scheme from the outset a programme of public engagement was designed and implemented by the Dorset Coast Forum. This comprised widely-advertised public consultation sessions in Weymouth aimed at engaging both with residents and visitors. A consultation session at Weymouth College also sought to ensure that the views of local young people were recorded. In addition, the community was able to submit their views via an online consultation tool. The results of all this programme of engagement are set out in **Appendix A**.
10. As a result of the consultation, a brief for the design of the new lighting scheme has been drafted by Bounce Back Arts and is set out in **Appendix B**. This brief will enable the council to procure the services of an appropriate designer to be awarded the contract to develop a full technical specification and detailed design for the scheme. During the design process, the chosen designer will be required to develop concept designs which will be used to test their ability to meet the selection criteria. Ultimately the design will need to be approved by Management Committee before any submission for planning consent is sought (if required).
11. Following approval of the final design by Management Committee, the council will let a contract for the fabrication and installation of the new lighting scheme. This work will be overseen by council engineers.
12. The project is being overseen by a project team comprising key officers (from engineering, planning, conservation and leisure), key partners and the briefholder for Tourism & Culture (Cllr Richard Kosior). The project team will meet on a regular basis throughout the development of the scheme and will have an input into future reports to Management Committee.
13. Once options for the design of the new lighting scheme have been worked up, a report will be presented to Management Committee in early summer 2018 for approval prior to the submission of a planning application (if required).
14. It should be noted that this new lighting scheme for the Esplanade in Weymouth is being undertaken without incurring any cash expenditure from the borough council although a significant amount of officer time is being dedicated to ensure that the scheme is properly procured, enhances the Conservation Area, complies with any planning requirements, and is affordable to operate.
15. As the scheme has been funded by a government grant, it has the potential to gain more than local recognition for its innovation and contribution to the quality of the built environment in Weymouth.
16. The intention is for the scheme to be completed by March 2019 at the very latest although officers will keep the timetable under close scrutiny in order to bring this completion date forward. However, as the scheme may require planning and conservation area consent the programme needs to remain sufficiently flexible to accommodate possible delays and amendments to the design.

17. The public consultation exercise has prompted questions about the future of the existing laser installations on the Esplanade. The laser scheme was installed with funding from Arts Council England and it has been estimated that the existing modules will reach the end of their operating life within approximately the next 5-years. The cost of the replacing the laser modules was set out in the report to Management Committee in July 2017. The grant secured from the Dorset Coast Forum cannot be used for the decommissioning and removal of the lighting installations, including the laser units and pylons.
18. The Committee is requested, therefore, to note the result of public consultation (Appendix A) and to approve the brief for the scheme design (Appendix B). Once approved, the brief will be used to procure the services of a design studio.

## Implications

19. **Corporate Plan.** *Improving Quality of Life: Safeguarding and providing opportunities to enjoy the natural and built environment now and in the future.* The need to develop proposals for a new Esplanade lighting strategy is also identified in the Management Committee's Action Plan.
20. **Financial.** In order to draw down the grant from the Coastal Communities Fund the council will need to comply with the funding agreement with Dorset County Council, the local accountable body for the Fund.
21. If a new lighting scheme is installed on the Esplanade then the council will need to allow for operating and maintenance costs in future revenue budgets from 2019 onwards. Any warranties for the design and the installation will need to be novated to the successor council with responsibility for the Esplanade if local government re-organisation proceeds.
22. **Equalities.** Consideration will need to be given to ensuring that any revised lighting scheme on the Esplanade is compatible with the needs of users with visual and physical impairments. An equality impact assessment will need to be undertaken in due course to inform the design process.
23. **Economic Development.** Enhancements to the Esplanade can make a significant contribution to tourism and economic growth.
24. **Risk Management (including Health & Safety).** The primary risk is the council's ability to make a commitment to future running costs of any new lighting scheme given that this is a discretionary service.

## Consultation and Engagement

25. In developing the brief for the new lighting scheme for the Esplanade the Dorset Coast Forum has undertaken significant community engagement. The draft brief was also circulated to the Member Arts Advisory Panel for comment.



## Appendices

26. **Appendix A** – Weymouth Esplanade Lighting Scheme consultation summary report. Dorset Coast Forum. November 2017.  
**Appendix B** – Draft brief for design of new lighting scheme on Weymouth Esplanade. Bounce Back Arts. December 2017.

## Background Papers

27. Information on the public consultation work undertaken for this project by the Dorset Coast Forum can be viewed at:  
<http://www.dorsetcoasthaveyoursay.co.uk/weymouth-promenade-lighting>

## Footnote

28. 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 Authors:** Tony Hurley (Leisure Commissioning Manager).

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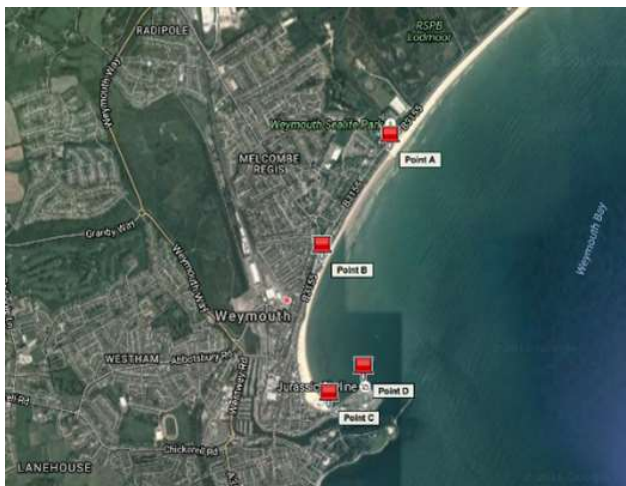
# Weymouth Promenade Lighting

## Dorset Coastal Connections Community Consultation Summary

### 1. Background

The Weymouth Promenade Lighting project will create a new artist-designed lighting scheme along Weymouth promenade to provide a welcoming atmosphere for evening strollers, improve views towards Weymouth Bay and enhance the night-time image of the town and seafront. The scheme's design will be based upon the aspirations of the local community and will create a new, exciting, attractive visual aesthetic to complement the existing lighting scheme, both by day and night.

The project aims to unify three different 'character zones' of the promenade and to draw people along the promenade and out along the footway along the north side of the 'Pavilion' peninsula. The character zones are from Greenhill to the Pier Bandstand (zone 1), from the Pier Bandstand to the end of the Esplanade (zone 2), then from the end of the Esplanade to end of the 'Pavilion peninsula (zone 3).



Point A - Greenhill; Grid Reference: SY 68696 80615 / Post Code: DT4 7SL

Point B - Pier Bandstand; Grid Reference: SY 68212 79870 / Post Code: DT4 7RR

Point C - End of Esplanade; Grid Reference: SY 68255 78868 / Post Code: DT4 8EA

Point D - End of Peninsula; Grid Reference: SY 68502 79049 / Post Code: DT4 8EA

#### 1.1. Dorset Coastal Connections – People and Places

Developing Weymouth's promenade lighting was part of the 'Coastal Connections - People and Places' bid to the Coastal Communities Fund, and will receive £200,000 from this successful bid, granted in April 2017. The original bid for this project was developed through the Dorset Coastal Communities Team and is part of a connected portfolio of 18 projects along the Dorset Coast which aims to support and boost the economies of Dorset's coastal areas. The portfolio is funded by a grant from the government's Coastal Communities Fund and partner organisations, and coordinated by Dorset Coast Forum.

## 1.2. Weymouth Promenade Lighting Project Team

The project partners are Weymouth & Portland Borough Council (W&PBC), Bounce Back Arts CIC and Dorset Coast Forum. W&PBC officers are the overall project lead, Bounce Back Arts is the artistic lead and the Dorset Coastal Connections team (DoCC) from Dorset Coast Forum are leading on the community consultation, communications and managing the release of the grant. Dorset Coast Forum will also report on the progress of the project to the Department of Communities and Local Government (DCLG).

## 2. Community Consultation

Community consultation is a key component in taking this project forward to the design concept phase. Understanding the thoughts and feelings of the local community and visitors is essential in getting the right result for Weymouth. In total, the Dorset Coastal Connections(DoCC)/Dorset Coast Forum team invested approximately 200 hours' staff time (funded separately) in developing, delivering and analysing this consultation.

**Questionnaire** – The community were asked to share their views by completing a questionnaire. The questionnaire was designed to be simple and quick to complete as well as inspiring people to think about the existing lighting in Weymouth, what is important to them about lighting and to be inspired by the examples of artist-designed lighting from around the world. There were intentionally quite a few open questions to provide opportunity for people to express their feelings and to be encouraged to think about the type of lighting they like. Whilst the open style questions did require a more detailed analysis the results do provide a wide reflection of views.

**Inspiration Posters** – 32 different images of artist-designed lighting schemes were displayed at the engagement events and as part of the on-line survey. The purpose of the inspiration posters was to provide inspiration of different types of lighting schemes from around the world. People completing both the questionnaire at the engagement events and the on-line survey were asked to select their three favourite images to help us understand the type of lighting schemes that people preferred.

**Website** - Details of the project are also on the [Dorset Coast Have Your Say](#) website. The questionnaire and inspiration posters were published on the website as an online survey from 21<sup>st</sup> August to 6<sup>th</sup> October 2017.

### Engagement Events

Dorset Coast Forum delivered four drop-in engagement sessions, with the locations, venues and timings chosen to provide as much opportunity for the Weymouth community, visitors and varied age groups to attend as possible.

1. Weymouth Esplanade (by the Kings Statue), Friday 25<sup>th</sup> August between 13:30-16:30.
2. Weymouth SEA LIFE Centre, Wednesday 13<sup>th</sup> September between 17:00-20:00.
3. Park Community Centre, Monday 25<sup>th</sup> September between 16:30-19:30.
4. Weymouth College, Thursday 5<sup>th</sup> October in the canteen between 12:00-13:15.

**Media** – A press release was distributed to media organisations in Dorset for the first three engagement events and were promoted over Wessex FM and BBC Radio Solent and in the Dorset Echo. The Dorset Coastal Connections team also inserted a paid advert in print and online with the Dorset Echo, to coincide with the drop-in events and promote the online survey. The Dorset Echo attended two of the drop-in events and published two reports, both of which received public interest resulting in lots of comments on the Dorset Echo website, and letters from the community to the 'letters to the editor' page of the print edition. Wessex FM also attended one of the drop-in events.

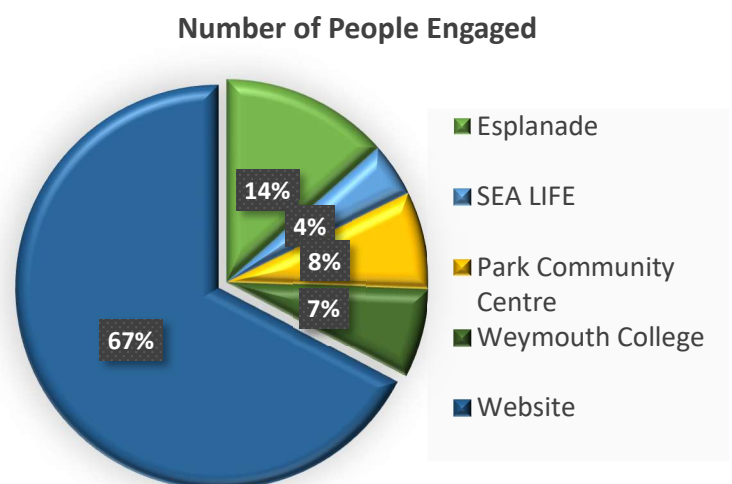
**Social Media** – The online survey and engagement events were promoted over both Twitter and Facebook. The Dorset Coastal Connections Facebook page was initially set up to promote the Weymouth Promenade Lighting project and now has over 50 followers. The DoCC team proactively engaged with community groups through Facebook; answering queries, allaying concerns and encouraging group members to complete the questionnaire/survey to capture their views.

**Reaching the community** – The DoCC team made significant efforts to reach a broad cross-section of Weymouth’s community, in particular those who would be most affected by the scheme. The team actively engaged with tourism businesses along the seafront, including accommodation providers (via Weymouth Hoteliers, Guesthouse and Leaseholders Association), small businesses (through the Chamber of Trade and Commerce) and community groups (through the Park Community Centre and a number of social media groups as described above). The team’s response was dynamic, and new groups were targeted with informal outreach and promotion based on ‘missing’ sections of the community as the events progressed to ensure maximum inclusion.

### 1.1. Community Consultation Feedback

Across all formats for this project, DoCC engaged with approximately 3450 people, and received 885 responses from the events and online surveys. All responses from the website and engagement events have been collated and analysed to produce graphs/tables for each question from the questionnaire. The open questions (text responses) were categorised and then further split by identifying a reason within that category. For example, the open question ‘Tell us what you like about the existing lighting?’, was categorised into ‘I like the existing lighting’ and ‘I don’t like the existing lighting’. If the respondent elaborated further, this was then noted accordingly e.g. ‘I like the palm tree lights’ or ‘the lasers are ineffective’.

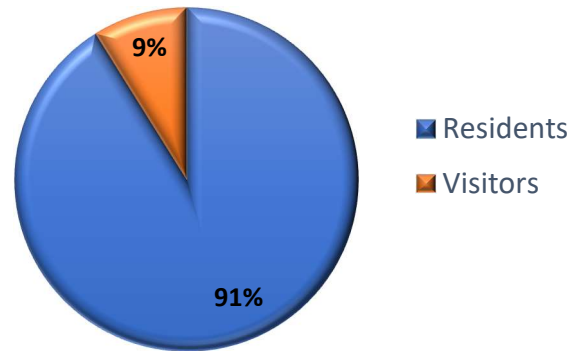
Engagement Events	No. of people
Esplanade	119
SEA LIFE	38
Park Community Centre (includes questionnaires left & completed after the session)	69
Weymouth College	63
Website	596
<b>Total</b>	<b>885</b>



**Q1 – Are you a resident or visitor to Weymouth? (check box)**

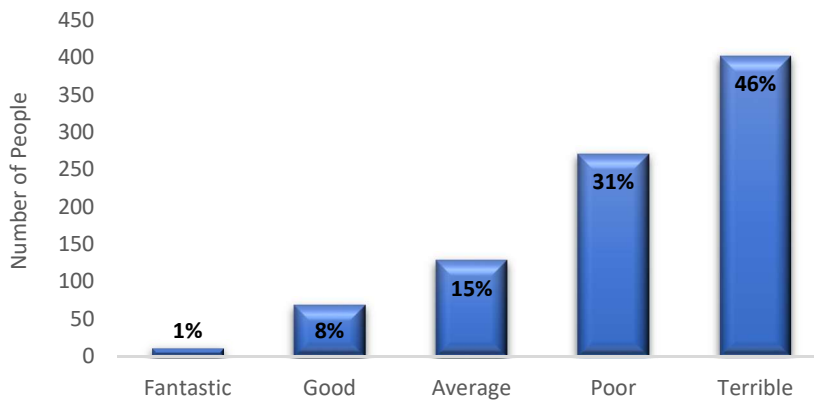
Although few visitors engaged the team were confident that, through engaging with tourism-facing businesses, visitors’ wishes were represented. These businesses rely on understanding their customers, and were happy to share their own views and those of their clients, although most ticked ‘resident’ on the questionnaire regardless of which point of view they chose to answer from. It is likely, therefore, that visitors’ views are better represented in the data than the above graph suggests.

**Are you a resident or visitor to Weymouth?**



**Q2 – What do you think of Weymouth Seafront lighting as it is? (check box)**

**What do you think of Weymouth Seafront Lighting as it is?**



**Q2a) Tell us what you like (open/text response)**

22% (199 people) said they like the existing lighting; out of the people who like the existing lighting, 55% (110 people) like the lasers, 15% (29 people) like the Victorian lamp posts, 14% (28 people) said they like the existing lighting as it is modern and 11% (22 people) like the lasers from a distance/reflection on the water.

This section was also used by people telling us the type of lighting they liked; and 42% (376 people) said they like ‘fairy’ or traditional catenary lights. Respondents were encouraged to give detail which could be helpful in directing an artist’s design; the most popular reasons given for liking this kind of lighting was that catenary lighting is colourful, warm/welcoming, traditional and that people have an emotional attachment/nostalgia to the fairy lights.

**Q2b) Tell us what you don't like (open/text response)**

77% (678 people) said they do not like the existing lighting; out of the people who do not like the existing lighting, 65% (438 people) do not like the lasers, 43% (290 people) said the lasers were ineffective, 22% (150 people) said the existing lighting is not in keeping/character or does not enhance Weymouth, 16% (109 people) said the lights are boring/dull/uninteresting, 13% (87 people) said there are not enough lights/existing lights too dark and 11% (76 people) said they are ugly/unattractive.

This section was again also used by people telling us the type of other lighting they disliked; 4% (37 people) said they disliked catenary lighting, with 62% (23 people) saying catenary lighting is too traditional, or that they felt it was time to move forward.

**Q3. In your opinion, what makes for a 'feel-good' seafront lighting experience? Please rate the below statements in order of preference, using 1, 2 and 3 (with 1 being your most preferred).**

In the initial funding bid providing a welcoming atmosphere, improving views towards Weymouth Bay and enhancing the night-time image of the town and seafront were key in describing the project. This question was asked to understand what it is about lighting that is important to the community and visitors to Weymouth.

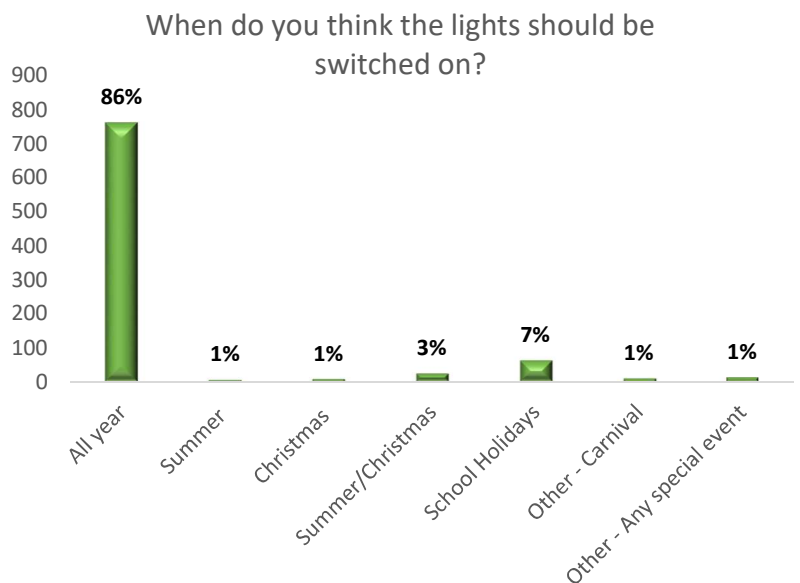
Preferences	Options	Ranking Score*
1 <sup>st</sup>	A lovely ambient <b>atmosphere</b> in which to stroll along the promenade	1.14
2 <sup>nd</sup>	Lighting which promotes a positive <b>image</b> of the seafront and town	1.54
3 <sup>rd</sup>	<b>Views</b> of the seafront and its lighting from a distance	1.71

\*the ranking score is the average ranking for each option, i.e. the lower the value, the more preferred the option is.

**Q4. When do you think the lights should be switched on? (check boxes)**

This question was asked to understand when during the year people think the lights should be switched on. It is intended that the results will help in the design of the new lighting scheme and for on-going maintenance.

86% (763) people said the lights should be switched on all year, during the hours of darkness. An example of more specific times of the year people said the lights should be on, is 7% (63 people) said the lights should be switched on for all school holidays.

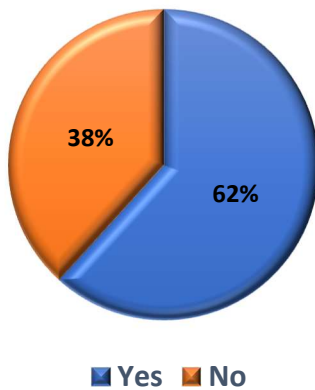




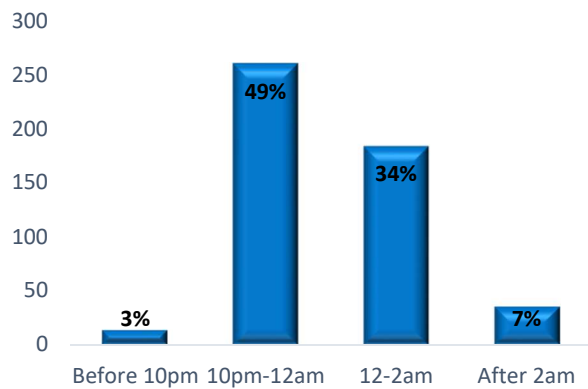
**Q5. Do you think that the lights should be switched off at a specific time every night?**

This question was asked to understand if people thought the lights should be switched off each night and if so, what specific time. 38% (331 people) said the lights should not be switched off at all and 62% (535 people) said that they should be switched off at a specific time. 49% (260 people) said they should be switched off between 10pm-12am and 34% (184 people) said between 12-2am.

**Do you think the lights should be switched off at a specific time?**



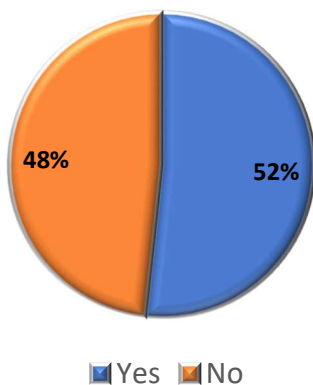
**Specific times lights should be switched off**



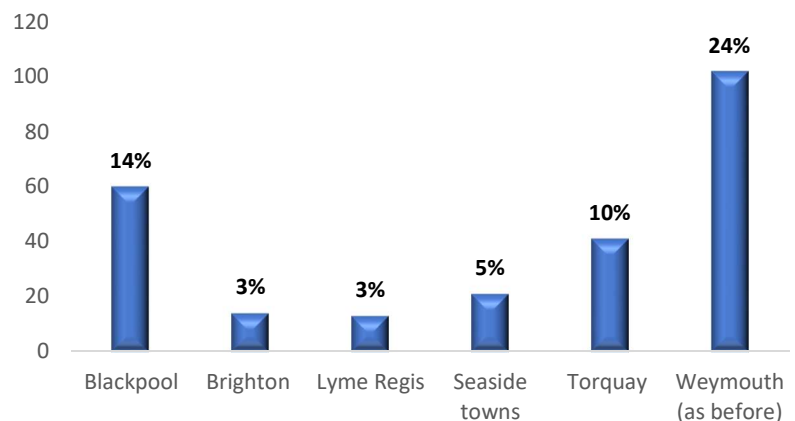
**Q6. We are interested in what inspires you. Have you seen any memorable lighting elsewhere that you really like which we could consider? (it doesn't need to be seafront lighting)**

The purpose of this question was to understand the type of lighting schemes people had seen and liked elsewhere in the world and to gain inspiration which could be considered for the new Weymouth lighting scheme. 52% (425 people) said that they had seen memorable lighting elsewhere and from their comments we have been able to produce an inspirational list of global ideas for the artist. The second graph below shows the locations of the most popular responses.

**Have you seen any memorable lighting elsewhere that you really like?**



**Popular responses to Q6: Memorable lighting from elsewhere**





**Q7. Do you have any other comments or suggestions that might help this project?  
(open/text responses)**

All comments and suggestions have been collated, with responses where possible allocated to a relevant category. In addition to the comments in Q2a&b the most popular responses were; 12% (104 people) said that lights should be colourful, 21% (184 people) said lights should be cost effective/environmentally friendly, with 108 people specially saying the scheme should include LED lighting. 11% (97 people) said that the lights should fit in with Weymouth heritage/Georgian seafront.

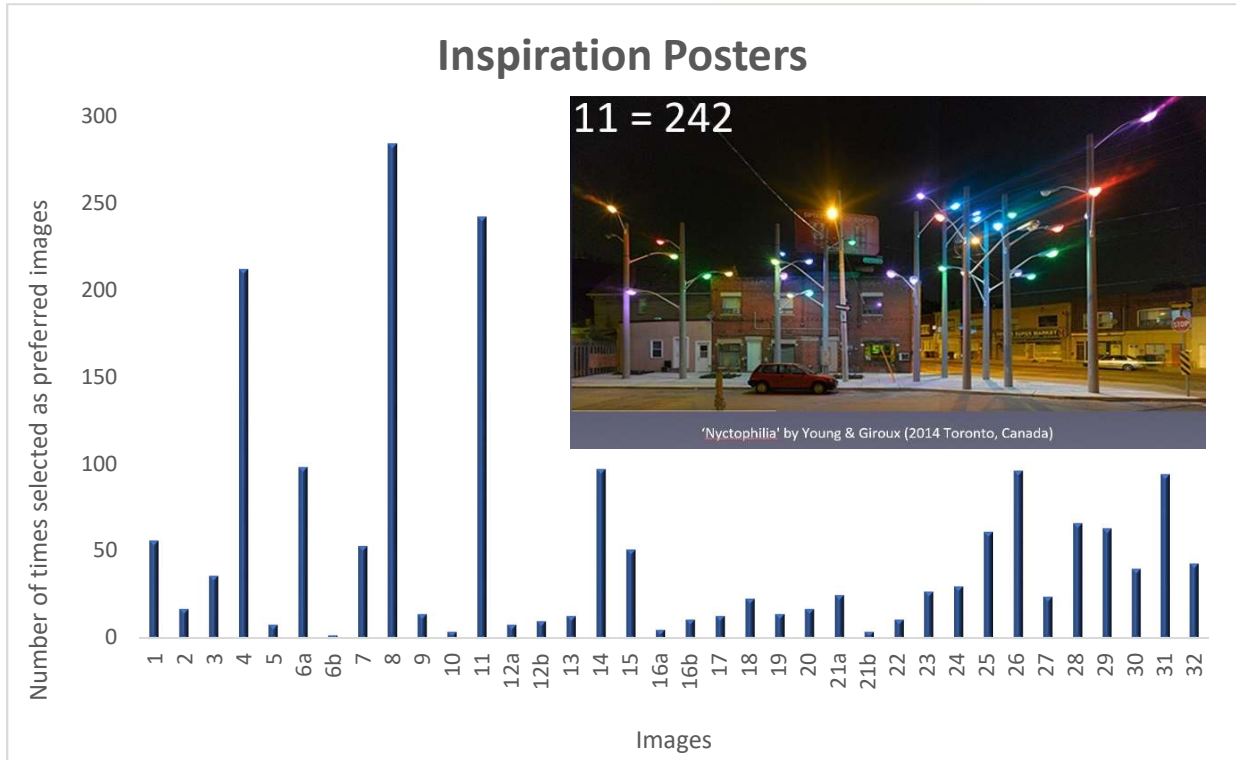
Ideas and suggestions for a new lighting scheme that were included in the comments/ suggestions section have been listed in a separate [‘Ideas List’](#).

**Q8. Please look at the inspiration posters showing a variety of artist-designed lighting from around the world. Please choose three of your favourite images.**

The purpose of the inspiration posters was to provide inspiration by displaying 32 different types of lighting schemes from around the world. During the engagement sessions we were able to explain the purpose of the posters; however, the on-line survey and even at the sessions some people did not understand the purpose of the posters and thought that they were the design options for the new Weymouth scheme. The images were not design options and the most preferred choices will not be the new design for Weymouth. However, the recruited artist will use the results to this question to understand the type of lighting that people like.

Also, during the engagement events the inspiration posters created lots discussion around the images and a great deal of time and thought went into why certain images were selected as a favourite. The team had many conversations with the community and prompting people to consider why they liked a particular image or type of lighting, i.e. is it because of the colour, shape, or perhaps because it is interactive or feature enhancing. The three images that were clearly the most favourite images were numbers, 4 (selected 212 times), 8 (selected 284 times) and 11 (selected 242 times).





### 3. What happens next?

The initial community consultation has now closed and all responses have been summarised in this report. This information will be key to the design process to ensure that the new lighting scheme reflects the views of the community and visitors to Weymouth. The next step is for community's feedback to be outlined in the artist brief being developed by Bounce Back Arts CIC.

The project has a robust procurement process in place to commission a competent and qualified creative design studio by April 2018, following which there will be further opportunities for community involvement in shaping the final design. The agreed design will likely be subject to planning permission and, once this is secured and appropriate contractors in place, final installation of the scheme is planned for Spring 2019.



Public Art / Design Brief  
Promenade Lighting Project, Weymouth, Dorset  
November 2017 - Ref.WSFL4601



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## **1. Introduction.**

1.1 This project to commission a new promenade lighting scheme for Weymouth has been awarded funding as part of a '[Coastal Connections - People and Places](#)' bid to the Coastal Communities Fund. It is one of 18 projects along the Dorset coast, being co-ordinated by [Dorset Coast Forum](#) (DCF). The Weymouth Promenade Lighting project has received £200,000 from this successful bid, which was granted in April 2017.

1.2 The purpose of this brief is to set out the parameters within which three artist / design studios will be engaged - on an honorarium basis - to develop a range of concept design options for presentation at interview in March 2018. Following the interview, one of the studios will be selected to continue working their designs up into a detailed form, which can be presented in a planning application to WPBC in July 2018, with a view to the scheme's installation being completed by the close of March 2019. This process is described in more detail in the 'Process to Implementation' section below.

1.3 The Weymouth Promenade Lighting project is an exciting initiative for the town and its community, which will see the creation of an aesthetically-pleasing lighting scheme to unify the three distinct, character zones of the sea front - which sits within the Weymouth Town Centre Conservation Area - and to meet with the aspirations of the local community to: provide a welcoming atmosphere for evening strollers; improve views towards Weymouth Bay from afar and; enhance the night-time image of the town and seafront.

1.4 The intention of this project is to reintroduce the 'magic' to Weymouth's darker areas of promenade through a warm, imaginative and sensitively-designed scheme, which both complements the existing lighting scheme and provides a contemporary and joyful celebration and enhancement of the promenade's built and natural heritage. The resulting scheme should be recognisable as belonging to Weymouth and nowhere else.

## **2. Project Partners.**

2.1 [Bounce Back Arts](#) (BBA), is a Community Interest Company (CIC), set up by a small group of qualified, local residents in March 2015 to promote closer community involvement in public realm and public art enhancements in Weymouth and Portland. Ideas to promote Weymouth as a cultural destination of note, are currently being explored by BBA with projects, designed to attract new visitors during the out-of-season months. BBA is currently exploring feasibility for development of an annual lighting festival for Weymouth, towards which, this project will serve as a crucial catalyst.

2.2 [Weymouth & Portland Borough Council](#) (WPBC), is actively pursuing a regeneration agenda for Weymouth Town Centre with particular emphasis on the redevelopment of certain key sites in the town, including the peninsula site at the southern end of the Esplanade. The Promenade Lighting Scheme will, therefore, fit well with the regeneration of this area of the town.



### 3. The Site.

3.1 The Weymouth Promenade Lighting project aims to unify three different 'character zones' of the promenade - all of which are situated in the Weymouth Town Centre (WTC), Conservation Area - and to draw people along the promenade and out along the footway along the north side of the 'Pavilion' peninsula. Exploration of the site via Google - using both street and satellite views - will aid understanding of the site, as will the images which appear further on in this brief, along with the following grid references:

Point A - Greenhill; Grid Reference: SY 68696 80615 / Post Code: DT4 7SL

Point B - Pier Bandstand; Grid Reference: SY 68212 79870 / Post Code: DT4 7RR

Point C - End of Esplanade; Grid Reference: SY 68255 78868 / Post Code: DT4 8EA

Point D - End of Peninsula; Grid Reference: SY 68502 79049 / Post Code: DT4 8EA

3.2 The area of the promenade between each of the four points described in the map below, make up the three above-mentioned 'character zones'. Together, the three zones make up the entire site for this project, which covers a distance of 1.39 miles.



**Image 1:** Showing the different character zones 1, 2 and 3 - all situated within the WTC Conservation area - which the Weymouth Sea Front Lighting project aims to unify.

3.2.1 Zone 1: This zone is known as 'Greenhill'. This is a reference to the only area of elevated land along the entire length of the promenade. 'Greenhill Gardens' is situated here, and is managed by the community group 'Friends of Greenhill Gardens' for the enjoyment of residents and visitors to the resort. The majority of residencies, holiday accommodation and chalets situated along Greenhill enjoy a direct relationship with the



promenade (with no road in between), and uninterrupted views of the pebble beach and beyond, out to sea. In improvements to the promenade which took place in 2011 - in readiness for the 2012 Olympic sailing events in the Borough - Greenhill was designated the 'heritage' area of Weymouth promenade. This initiative saw the introduction of the reconditioned Victorian lamp columns, which had been removed from the promenade's central section (Zone 2), to make way for a new highways lighting scheme. The refurbished columns were placed at regular intervals along this section of promenade (Zone 1), between existing columns of the same design.



From left to right, above - **Image 2:** Chalets situated directly on the promenade, at its narrowest point. **Image 3:** The view onto the beach from the slipway at Point A (see above map) - looking south - showing residencies and Victorian lamp columns on the promenade, to the right. **Image 4:** Chalets in Greenhill Gardens with beach and promenade shown in the foreground.

3.2.2 Zone 2: Very different in character to Zone 1, the B3155 road is a major route into and out of the town centre, which joins the promenade at point B (see map), and runs parallel to it for the length of Zone 2. Planters with inbuilt benches form a barrier between the road and the promenade with regular access points. The crescents of Georgian hotels, restaurants and bars of The Esplanade are separated from the promenade by the road, though pedestrian crossings are available at points along this stretch of the sea front. Many licensed concessions operate along this length of the beach and are managed by WPBC's Beach Office - also situated in Zone 2 of the promenade, in what was once the town's Tourist Information Centre. Zone 2 saw a number of physical changes in the lead-up to the 2012 Olympic sailing events in the Borough, including removal of a catenary lighting scheme installed on Victorian lamp (and other), columns, which were also removed as outlined above. Contemporary 'Hestia' street lighting columns replaced the more traditional columns in Zone 2, along with seven additional columns supporting laser lights, which shine out to sea in a programmed display.

From top left, below, in clockwise direction - **Image 5:** Looking south towards the town centre, showing views of the Jubilee Clock (at the widest point of the promenade, where the beach becomes sandy), and street furniture - including lighting columns, planters and railings. **Image 6:** The view to the east, from one of the restored Victorian shelters in Zone 2. **Image 7:** A view to the north, showing Georgian hotels, a Victorian shelter and beyond, the Pier Bandstand situated on the beach. **Image 8:** Deckchairs, Weymouth sands and the bay beyond, to the east.



3.2.3 Zone 3: This zone is different again from the first two zones. There is no access down to the water's edge at any point beyond the Pavilion building and the pavement here, serves mainly as a walkway to reach the Sealife Tower visitor attraction at Point D (see above map). This walkway enables views back onto Weymouth beach, promenade,



Esplanade and town. It is possible to walk out to the eastern most point of the peninsula - beyond the Tower - but the extended area does not form a part of the site for this brief. The road which runs parallel to the walkway was historically used for traffic passing through to connect with cross-channel ferries, which used to operate from Weymouth to the Channel Islands and France. Zone 3 forms the northern most perimeter of the body of land - between Weymouth beach and its traditional harbour - referred to as the 'Pavilion Peninsula'. Discussions around the future regeneration of the peninsula are ongoing, though it is thought that a multi-use leisure complex will be developed in the coming years



From above left, in clockwise direction - **Image 9:** View from the area of promenade adjacent to the Pavilion Theatre building - at which Zone 3 begins - looking east towards the Tower with traditional railings found along the majority of Zone 2, to the left. **Image 10:** View from the central area of Zone 3, looking west towards the town centre with the Pavilion building on the left. Sea wall replaces railings in this area. **Image 11:** The view from the most easterly point of Zone 3 - where the site for this brief ends - looking west, back across the bay to Zone 2 of the promenade and the town centre.



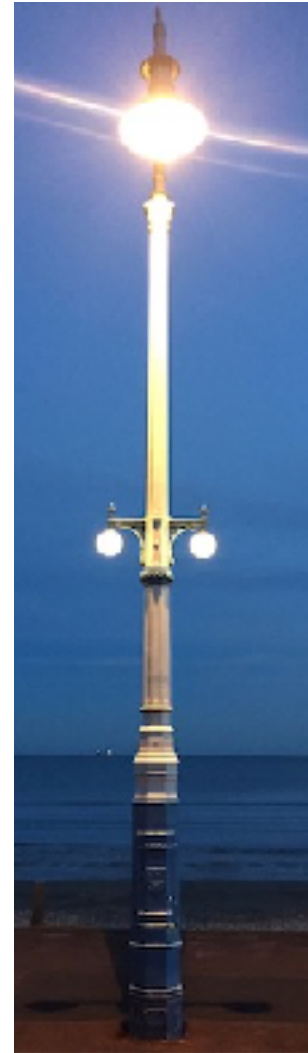


#### 4. Site History

4.1 For the purposes of this design brief, this section focusses on the journey that the lighting of the promenade has taken in recent decades and refers to the zones mentioned above. It is not intended as a full history of Weymouth sea front and its development over time - please use Google searches and see the 'Essential Reading' section towards the end of this brief for links to more general information on the site.

4.2 The official Olympics Sailing Events were held in the Borough of Weymouth and Portland in 2012. In preparation for this major event, Weymouth Sea Front underwent a series of public realm improvements including a scheme to de-clutter the promenade and renew highways lighting. This which saw the removal of blue and white Victorian lamp columns in Zone 2, to make way for the contemporary, stainless steel 'Hestia' columns, which have now replaced them. The Victorian lamp columns removed from Zone 2 - along with those of the same design already situated in Zone 1 - were refurbished and returned to the promenade along the length of Zone 1.

See **Image 12** (right), showing one of the refurbished columns and **Image 13** (below), looking south towards the town, from Zone 1 - the 'heritage' area of the promenade.



4.3 A new 'laser lighting scheme' by artists Vong Phaophanit and Claire Oboussier was also installed in readiness for the 2012 Olympics. This intervention of seven, 14 metre high columns is situated at intervals along the length of the promenade's Zone 2. Each column's surface area is finished in a different colour with a corresponding vertical coloured strip light built into its structure and a laser unit housed at the top of each column. The lasers are programmed to perform a display - directed out to sea - for 6 minutes out of every 60, during the hours of darkness (see **Images 14 and 15** below).



4.4 The laser columns and their display replaced the old catenary lighting system - referred to locally, as 'the fairy lights' - which had previously been installed along Zones 1 and 2. There are early records of 'fairy lamps' having been installed along the promenade and at Nothe Gardens (across the mouth of the harbour), to mark the Diamond Jubilee Celebrations of Queen Victoria in 1897 (see Image 16 below, left). The use of this type of temporary catenary lighting was made more permanent in Weymouth during the 1950s (see Image 17 below right).



4.5 However, by the start of the c.21st this traditional form of lighting had become expensive for WPBC to maintain (c. £8,000 per annum), as it used outdated glass bulbs, which were prone to vandalism and had become increasingly hard to replace. The catenary lighting was therefore decommissioned in 2011 to make way for the introduction of the laser lighting display as described above.

## 5. Community Engagement

Community engagement is a key component in taking this project forward. Understanding the thoughts and feelings of the town's permanent and temporary communities is essential to the success of this project. This section provides a summary of community engagement in recent years, in relation to the changes to Weymouth promenade's lighting schemes.

### 5.1 Past Community Engagement:

5.1.1 In 2010 a petition was put together and presented to WPBC to 're-instate the fairy lights'. The petition attracted 1,700 signatories but was not successful in reversing the WPBC's decision to remove the traditional lighting scheme.

5.1.2 During Easter 2015, a piece of 'guerilla art' was secretly installed overnight at Greenhill (Zone 1). Strung between three Victorian lamp columns, appeared two long and beautifully-crafted strings of crocheted 'catenary lighting' (see Image 18 below).



5.1.3 In May 2016 BBA carried out consultation through local events and an online questionnaire, towards its '[Study of Public Spaces](#)' locally. Though the questions posed in the survey were broad, non-site specific and referred to all public spaces within Weymouth, 11% of all respondents spontaneously expressed a desire to see a lighting scheme -similar to the traditional 'fairy lights' - reintroduced along Weymouth sea front.

5.1.4 A Google search ('weymouth promenade lighting'), results in numerous articles from the press (local, regional and national), and many posts and pages from social media, in which local people and visitors continue to rue the loss of the previous catenary lighting scheme and the delight it brought to users of the promenade.

## 5.2 Present Community Engagement:

5.2.1 From August 2017 until the close of September 2017, the contemporary community view on Weymouth's sea front lighting was sought in order to inform the design of the commission resulting from this brief. DCF and BBA designed and carried out a series of engagement sessions locally and events were supported by a comprehensive survey, asking people for their thoughts and feelings about the town's sea front lighting. This survey was also placed online for six weeks and ended on October 6th 2017.

5.2.2 In support of the survey, an accompanying, photographic 'mood' board of international lighting schemes was displayed to inspire people and to help them describe the 'type of thing' they liked. Though its intention was misconstrued by some, this collection of images served only to provide inspiration for the benefit of participants and was not meant as a 'menu' of lighting schemes from which to choose.

5.2.3 A [community engagement report](#) has been compiled by DCF based on the completed surveys. This report summarises the data collected and collated from the completed surveys, including a list of [ideas and suggestions](#) for consideration, which the community has voluntarily contributed throughout the engagement period.

5.2.4 The following list is intended as a very quick introduction to the feedback gathered and collated towards this commission. It is by no means a substitute for DCF's above-mentioned report, which will need to be fully considered by artist / design studios interested in submitting an application for consideration:

5.2.4.1 885 people completed the survey during the community engagement period.

5.2.4.2 The engagement events overlapped with the holiday season and tourists were specifically targeted for engagement. However, 91% of respondents were from the local community.

5.2.4.3 From a choice of five responses (ranging from 'fantastic' to 'terrible'), 46% of those surveyed felt that Weymouth's sea front lighting as it is now, was 'terrible' with 1% opting for 'fantastic'. When asked to rate three statements about what makes for a 'feel-good' lighting scheme on Weymouth promenade, an 'ambient atmosphere' was the top choice, followed by a 'positive image' of the town, with 'views onto the sea front from a distance' as the third choice.

5.2.4.4 The majority of respondents (86%), said they felt the lights resulting from this commission to which this brief relates, should be switched on all year during the hours of darkness.



5.2.4.5 The majority of respondents (62%), felt that the lights should be switched off at a certain time each evening with 83% opting in favour of this switch-off happening at a specific point, some time between the hours of 10 p.m. and 2 a.m.

5.2.4.6 Respondents referred to numerous examples of memorable lighting schemes from elsewhere (though not only in a sea front setting). Weymouth (as it was before); Blackpool and Torquay were the top three examples suggested.

5.2.4.7 Other design features people said they would like to see in a new promenade lighting scheme for Weymouth included: colourful; cost-effective; environmentally-friendly; LED technology and; should fit with the heritage and Georgian architecture of the sea front.

5.2.4.8 From the list of 32 inspirational images of artist's lighting schemes from around the world shown in the ['mood' board](#) - which related to one of the survey's questions - there were three clear favourites selected by the community: Image 8 was the first choice, with images 11 and 4 in second and third place, respectively.

### 5.3 Future Community Engagement:

5.3.1 The next period of community engagement towards the new sea front lighting scheme on Weymouth promenade will be for the three short-listed studios to meet with residents of Greenhill (Zone1), whose residencies are in close proximity to the promenade and beach.

5.3.2 This meeting will also include representation from the community group 'Friends of Greenhill Gardens' and from businesses operating in the area. The meeting will be co-ordinated and facilitated by BBA and is due to take place in late January 2018, to coincide with a night-time site visit. All three short-listed studios will be expected to attend.

5.3.3 The studio selected as a result of the interviews in March 2018 will be expected to work with schools to help develop strands of the design. These could be in relation to ideas for the innovative use of interactive technology, for incorporation as part of the scheme's design; development of creative events to celebrate the unveiling of the final installation in Spring 2019, or; some other topic of the artist's choosing, which makes a positive contribution to the new lighting scheme.

5.3.4 A public exhibition of working models / maquettes and additional materials, demonstrating the selected studio's design options will take place in April 2018. This will be an opportunity for residents and visitors to have their say on the proposals and feedback on their preferred option from those presented, prior to further designs development for the purposes of a planning application.

5.3.5 This project will be key in promoting community well-being locally and will increase visitor numbers to the promenade during the hours of darkness. It will enhance the audience's enjoyment and love of the promenade as a safe and secure environment in which to relax and spend time.

## 6. Design Criteria.

6.1 The shortlisted artists will work within timetable and to budget to develop initial lighting designs, which:

6.1.2 Respect the wider context and setting of the site, enhancing the WTC conservation area and Area of Outstanding Natural Beauty. **Scoring to be added**

6.1.3 Respect existing street furniture and complement the existing lighting scheme throughout Zones 1, 2 and 3 on the site plan. **Scoring to be added**

6.1.4 Where possible, avoid the need for additional, visual clutter to be introduced to the promenade. This would include vertical poles or columns to support designs, except where absolutely essential - which may be the case in Zone 3. **Scoring to be added**

6.1.5 Respect the load-bearing capacity of existing vertical structures i.e. Do not exceed 5 kg in weight per column and have a low wind resistance, where 'stand-alone' components are to be attached to the Hestia lighting columns in Zone 2. N.B. It will not be possible to attach catenary lighting to these columns due to restrictions on their load-bearing capacity. **Scoring to be added**

6.1.6 Take careful account of the luminance of existing highway and other lighting systems already present and is visibly distinct from them. This is especially important in the case of projected lighting designs being proposed as any ambient lighting could greatly reduce the intended impact. N.B. The highway alongside the promenade (in Zone 2) is lit to a minimum British Standard that cannot be reduced or switched off and this provides a fair amount of light 'spill' onto parts of the sea front, though areas in between are darker and better suited to the introduction of additional lighting. **Scoring to be added**

6.1.7 Result in a technically viable design which is achievable on-site. **Scoring to be added**

6.1.8 Use contemporary lighting technology which is low-cost to run and to maintain and easy to manage - in the case of associated, programmable software. **Scoring to be added**

6.1.9 Are uncomplicated to instal, maintain and uninstall temporarily, as circumstances dictate. **Scoring to be added**

6.1.10 Are vandal-proof, lightweight, fit-for-purpose, low-energy, durable and robust enough to withstand a harsh marine environment in a position next to a busy main road (from points B to C) **Scoring to be added**

6.1.11 Will be manufactured and installed using sustainable materials, processes and techniques wherever possible. **Scoring to be added**

6.1.12 Do not interfere in any way, with the operations of the highway adjacent to the promenade, with the safety of vessels at sea or with the comfort of residents and hotel guests along the Esplanade. **Scoring to be added**

6.1.13 Have an aesthetically pleasing (or invisible), presence during daylight hours. **Scoring to be added**

6.1.14 Promote health and safety for all users of the beach and promenade, at all times. **Scoring to be added**

6.1.15 Take into account the need to respect the sea views of the local community, especially at Greenhill (Zone 1). **Scoring to be added**

6.1.16 Ensure well-considered and sensitive use of any sensors used, resulting in safe interactivity with the lighting scheme by its audience. **Scoring to be added**

6.1.17 Ensure the designs for the new scheme take account of and are compatible with the needs of those with visual impairments. **Scoring to be added**

6.1.18 Have a minimal impact in both the immediate and wider vicinity in terms of amenity, pollution, noise etc. **Scoring to be added**

6.1.19 Co-exists harmoniously with the appearance and operation of the lasers installation. **Scoring to be added**

6.1.20 Enjoy a harmonious relationship with the promenade's existing architectural and heritage assets, such as: Jubilee Clock; Cenotaph, Merchant Navy Memorial and others. **Scoring to be added**

6.1.21 Ensure that regular access for street refuse removal, routine promenade maintenance and other vehicles (including emergency services and Weymouth's Land Train) is respected, alongside the need for statutory undertaker's plant where necessary. **Scoring to be added**

## 7. The Design Brief

7.1 Three design studios are sought to sensitively interpret this brief and the community's aspirations, towards development of distinct concepts for a new, site-specific lighting design, unique to Weymouth promenade. The scheme will need to provide a welcoming and ambient atmosphere for evening strollers, improve views towards Weymouth Bay and enhance the night-time image of the town and sea front.

7.2 The new lighting scheme must be successful in both unifying and animating the three very different character zones of the promenade, providing an harmonious, visual continuity when viewed from any point along the sea front or surrounding areas. The lighting scheme could incorporate playful and thought-provoking sensor technology - offering an invitation to the audience to explore a little further along the sea front. The use of sensors could link directly to: the town's tradition and heritage; it's built and natural environments; climactic or atmospheric situations; sound; motion or any number of themes, relevant to the site.

7.3 Studios wishing to submit an expression of interest for this opportunity, must have a proven track record / be adept at delivering contemporary lighting interventions, which complement sensitive, historic environments. It is essential that a studio's portfolio of projects demonstrates an ability to adopt a strategic approach to design, within the wider context of a site.

7.4 A further aspiration for this project is that each studio's concepts utilise existing vertical structures - such as lamp columns - for installation (where possible), thereby keeping clutter to a minimum. Similarly, the luminance of existing promenade lighting could be utilised and incorporated as an integral part of the designs. The scheme will need to be designed and programmed to co-exist harmoniously with the existing lighting scheme, including that of the lasers, situated in Zone 2 of the promenade.

7.5 Each studio's concepts will need to be worked into a high quality presentation of ideas for presentation at interview in March 2018. These could include 3D computer graphics of concepts within the context of the site - showing how sensors might be used to animate the promenade and enhance the audience's experience of spending time there, after-dark. Through an initial expression of interests studios will need to indicate their technical ability and track record of undertaking ambitious lighting schemes which enhance sensitive environments. Concept designs will need to be sensitive to the wider context of Weymouth beach, promenade and nearby buildings - including consideration of existing lighting, landscape and heritage assets as part of Weymouth's Town Centre Conservation Area.



7.6 The designs will need to build upon the existing offer of Weymouth's historic sea front and ideally, will seek to enhance and build upon:

7.6.1 The natural beauty and articulated curve of Weymouth Bay.

7.6.2 The experience for pedestrians using the night-time promenade - promoting a healthy, walking lifestyle in an environment where people wish to spend time.

7.6.3 The sophisticated aesthetic of the Esplanade's Georgian architecture and the Victorian shelters (zone 2) and Victorian lamp columns (zone 1).

7.6.4 Existing street furniture, including the existing lighting scheme, laser columns, planters and palm trees.

7.6.5 The attraction of the sea front to local people and visitors alike, leading to increased night-time activity and use of local businesses along the promenade.

## **8. Process to Implementation**

8.1 As result of this brief, three studios will be shortlisted to develop concept designs for the Weymouth Promenade Lighting Project, as outlined below (in Stage 1). A successful studio for progression to Stage 2, will be selected via interview in March 2018, when a further brief which will be issued to guide the studio's detailed design work and involvement through Stages 2 and 3. A description of each stage is provided below (for further information, please also see 'Contracts and Project Management' section below):

8.2 Stage 1: Three studios will be shortlisted to produce concept designs, supported by additional materials and information for presentation at an interview, which will need to evidence and include:

8.2.1 Development of ideas formed from an after-dark site visit and online research.

8.2.2 How the aspirations of the local community have been incorporated into designs, from DCF's survey and including those of residents at Greenhill.

8.2.3 Development of visual / computerised (CGI), representations of contextualised concept designs

8.2.4 How the essential criteria as outlined in this brief, have been addressed in design development

8.2.5 An indication of the physical development of basic prototypes (fixtures, fittings, lighting components etc) for presentation to panel, which demonstrate concepts.

8.2.6 A timetable outlining the costed programme of work for refining concept designs, which incorporates further community engagement through an exhibition of design concepts.

8.3 Stage 2: Following interviews, the appointed studio will be asked to develop further materials which demonstrate their design options. These will be presented at a public

event in April 2018 at which the community will be asked to provide feedback. This feedback will be collated and provided to the selected studio in order that the preferred concepts can be further refined. The studio will then be asked to develop their design concept into a detailed, costed design and technical specification and to prepare a planning application (and listed building consent applications, as necessary), in partnership with the Project Team. The information prepared for submission at this stage will need to include a clear and full, written rationale for the design's suitability within the wider context of existing lighting, landscaping and heritage assets of the promenade and surrounding environment. It will also be essential for the detailed designs to be accompanied by a costed maintenance plan for the next ten years. Please see 'Essential Reading' below, for documents which will aid this work.

8.4 Stage 3: Subject to planning consent being granted, a representative of the selected studio will be retained as Project Advisor, with full involvement in all decision-making processes around fabrication and installation of the agreed scheme, through to project completion in March 2019.

## 9. Selection Criteria

9.1 As described above, three artist / design studios will be selected for involvement at Stage 1 on the basis of the following:

9.1.1 A demonstrable track record of having designed and installed contemporary, low-maintenance public lighting schemes in road-side and marine environments. **Scoring to be added**

9.1.2 An ability to sensitively interpret a community's aspirations and to weave these into design concepts so that the seeds of people's ideas are recognisable in completed interventions. **Scoring to be added**

9.1.3 An ability to work effectively with the community to elicit concerns and aspirations in relation to lighting design schemes and to maintain an ongoing, informative dialogue throughout the detailed design process. **Scoring to be added**

9.1.4 A proven ability to work in an imaginative way with lighting sensor technology to stimulate an audience's interaction with a lighting scheme which in turn, translates into an innovative and entertaining variety of sequences, animation and effects. **Scoring to be added**

9.1.5 We welcome collaborations between artists and other design and lighting professionals. However, it is essential that the success of any proposed collaboration is evidenced through completed public lighting interventions included in a relevant portfolio. **Scoring to be added**

9.1.6 A strong track record of having designed and installed public lighting schemes, which add value to heritage environments, and further enhance a sensitive area and its built and natural assets. **Scoring to be added**

9.1.7 Experience of having worked in partnership with a team of multi-disciplinary professionals - including community members, local authority officers, elected members, private contractors and others - towards the realisation of high quality public realm improvements. **Scoring to be added**

9.1.8 Successful delivery of schemes within timetable and to budget. **Scoring to be added**

9.1.9 Proven verbal and written communication skills and ability to advocate and articulate aesthetic lighting ideas and supporting rationale. **Scoring to be added**

9.1.10 An ability to design, make and exhibit creative lighting concepts for public exhibition. **Scoring to be added**

9.1.11 A proven track record of having prepared and submitted successful planning applications and listed building consent applications for their detailed designs, leading to implementation. **Scoring to be added**

9.1.12 An ability to respond to the needs of this brief and deliver the necessary project outputs, within the timetable and budget described. **Scoring to be added**

## **10. Project Team.**

10.1 The members of the Project Team are:

Cllr. Richard Kosior - Elected Member WPBC

Tony Hurley - Leisure Commissioning Manager WPBC

Jude Allen - Cultural Development Officer WPBC

Andy Galpin - Planning Implementation Team Leader WPBC

Mark Clitherow - Conservation Officer WPBC

Rachel Noke - Senior Planning Officer WPBC

Bob Savage - Senior Building Services Engineer WPBC

Rod Mainstone - County Lighting Engineer Dorset County Council (DCC)

Natalie Poulter - Dorset Coastal Connections Project Co-ordinator DCF

Nikki Parker-Goadsby - Dorset Coastal Connections Project Officer DCF

Nicky Whittenham - Founding Director BBA



### 10.2 Role of Project Team.

The Project Team - members named above - will ensure continuity in decision-making and provide informed project guidance throughout the three-stage process described above. The Project Team reports to WPBC's Members Arts Advisory Panel (AAP), which in turn presents to WPBC's Management Committee (MC), for formal approval at key milestones. Nicky Whittenham of BBA will be the first point of contact for all studios at each stage of the project.

10.2.1 Studios applying for Stage 1 consideration will be shortlisted and selected for interview with the Project Team, on the basis of submitted applications (as described in 'Expressions of Interest' below). Following shortlisting, each studio will be provided with additional information in support of concept designs' development.

10.2.2 Three studios will be selected to develop concept designs in Stage 1 prior to interviews / presentation with representatives of the Project Team.

10.2.3 Following interviews in March 2018, all three Stage 1 studios will be informed of the decision to appoint a studio to progress to Stage 2. N.B. WPBC retains the right to appoint none of the Stage 1 studios if concept designs fail to meet the criteria outlined in this brief.

10.2.4 A representative of the studio appointed at Stage 2 will become a member of the Project Team and will be expected to attend all meetings and to support WPBC Officers in reporting to AAP and MC, throughout Stage 2 as appropriate. Following public exhibition of the appointed studio's design concepts and supporting information the Project Team will analyse feedback from the community, and guide the appointed studio in further design development of the preferred option.

10.2.5 Led by the appointed studio, Project Team members will offer support as needed, in the development of a planning application and Listed Building Consent applications, where appropriate, to achieve consent for implementing the detailed designs.

10.2.6 Following planning consent being awarded for the studio's designs, a representative of the appointed studio will be retained as Project Advisor throughout the fabrication and installation of their scheme (Stage 3), through to completion. During this stage the appointed studio will work with WPBC's Project Manager to ensure project delivery within agreed timetables and provide updates to the Project Team, as and when necessary.



## 11. Timetable

### 11.1 Stage 1:

Short-listing - w/c 15th January 2018 (TBC)

3 X studios appointed - w/c 15th July January 2018

Greenhill residents' meeting / site visit - w/c 22nd January 2018

3 X studios develop concepts - end of January to mid-March 2018

Designs Presentation / Interview - mid-March 2018 (TBC)

1 X studio appointed to Stage 2 - mid-March 2018

### 11.2 Stage 2:

Exhibition Preparation / Schools' Involvement - mid-March to mid-April 2018

Community exhibition of options - mid-April 2018

Community feedback collated / fed back to studio - end of April 2018

Detailed Design Period - end March to end June 2018

Management Committee sign off of designs - June 2018

Planning Application(s) preparation - end June to mid-July 2018

### 11.3 Stage 3

Planning process - mid-July to end of August 2018

Subject to planning consents being granted:

WPBC fabrication and installation tendering process - early October to mid-November '18

Fabrication - mid-November 2018 to mid-January 2019

Installation - mid-January to end February 2019

Unveiling Event - mid March 2019

## 12. Contracts / Project Management.

### 12.1 Stage 1:

Letters of agreement will be put in place between BBA and the three selected Stage 1 studios. BBA will manage studios' involvement and will support and advise studios in developing their work in relation to this brief, through to the presentation of concepts and supporting material at interview with representatives of the Project Team. BBA will communicate feedback to all studios the outcome of interviews. WPBC reserves the right not to appoint a studio to progress designs at Stage 2, if Stage 1 concepts fall short of the requirements of this brief.

12.2 Stage 2: A contract for Stages 2 and 3 (to which this brief and the appointed studio's concept design proposal will be appended), will be put in place between WPBC and the selected studio, to progress their concept designs into detailed designs in preparation for a planning application and other consents, as appropriate (a copy of the contract will be available to view at interview, prior to Stage 1). BBA will retain a project management role during this stage, in support of WPBC's appointed project manager, and members of the

Project Team will be available to advise on different aspects of design development, as needed. This stage will be followed by a period of inactivity while applications work their way through the planning process.

12.3 Stage 3: Once planning and other consents have been secured for the studio's detailed designs, WPBC will undertake a procurement process to invite tenders for the contract to fabricate and instal the studio's designs on Weymouth promenade. The selected studio - supported by BBA - will remain involved in an advisory capacity during this stage, to ensure the aesthetic integrity of the scheme is retained during fabrication and installation and to help deal with any issues and necessary decision-making arising from ongoing work.

### **13. Budget & Fees**

13.1 Stage 1: An honorarium of £1,000 for each of three short-listed studios is available. This figure will need to cover all design / studio / research time; materials and transportation costs in preparation for interview; travel to Weymouth for a mid-week overnight stay to enable studios to attend an after-dark site visit with BBA and to meet with Greenhill residents and; travel and subsistence fees for attendance at interview.

13.2 Stages 2 & 3: A maximum design fee of £21,500 (including all expenses but excluding VAT, where applicable), will be awarded to the selected studio for the purpose of progressing the concept designs into prototypes and supporting materials for exhibition; studio time in working up designs; all preparatory work connected with applications for planning and other consents and; all subsistence fees for attendance at meetings. This figure also contains provision to cover the advisory role which the appointed studio will be expected to undertake during Stage 3 (as described above). The contract with WPBC will contain a payment plan detailing these activities. A limited, additional DCF budget will be available to help with costs towards delivering schools workshops and a public exhibition of the appointed artist's concept designs.

13.3 Stage 3: A maximum available budget of £150,000 is available for the fabrication and installation of the Weymouth Promenade Lighting scheme design. This figure will form the basis of the tendering process, which WPBC will undertake. Through their design development work, the studio must ensure that the entire scheme is deliverable within this figure, including provision for all materials, fixtures and fittings and supply of a spare, scheme components (as agreed with WPBC's Engineer), alongside a costed maintenance plan. Any additional structures which need to be incorporated on the promenade to accommodate the new lighting scheme, will need to be provided from this budget, as will fees for planning and other consents.

13.4 No additional expenditure arising will be entertained. All honorariums and design fees mentioned above, include provision for any sub-contractors / specialist advisors or





additional design professionals' fees with whom a studio chooses to collaborate in the course of delivering the work described in this brief. All studios and their representatives who are engaged in the work described in this brief, will be responsible for their own national insurance and tax payments. Studios and their representatives involved at any stage of the Weymouth Promenade Lighting project, must provide details of their public liability insurance policy - showing cover up to £5 million - and professional indemnity insurance showing cover up to £1 million. All meetings will be held in Weymouth.

#### 14. Expressions of Interest

14.1 Your initial submission for expression of interest should be provided in digital format via your website, if you have one. In that event that you do not have a website, files can - by previous arrangement - be submitted via emails, which do not exceed 10 mb in size. Submissions should include the following:

14.2 A letter stating:

14.2.1 Name, address and contact details of artist / design studio

14.2.2 Website address

14.2.3 Trading status:

- a) public limited company
- b) limited company
- c) limited liability partnership
- d) other partnership
- e) sole trader
- f) third sector
- g) other (please specify your trading status)

14.2.4 Date of registration in country of origin

14.2.5 Company registration number

14.2.6 DUNS Number (if you need to apply for this please click [here](#))

14.2.7 Registered VAT number (if applicable)

14.2.8 Name of person with significant control

14.2.9 In order to take up references, we will need details of up to three previous contracts you have undertaken, which are relevant to the requirements of this brief:

14.2.10 Name of organisation

14.2.11 Point of contact in organisation

14.2.12 Position in organisation

14.2.13 Email address

14.2.14 Description of contract

14.2.15 Contract start date

14.2.16 Contract completion date

14.2.17 Estimated contract value





14.2.10 A statement about your work and practice, explaining why you are interested in the project.

14.2.11 A description of how you would apply your existing knowledge, skills & experience to this commission.

14.2.12 12 X visual representations of relevant work in an appropriate format.

14.2.13 Names / professions of creative collaborators and an indication (linking to your submitted visual representations), of successful lighting projects already completed in partnership.

14.2.14 Your CV and that of anyone else who will work with you on developing designs as part of this project (including sub-contractors).

## **15. Interviews.**

15.1 Each studio's concepts will need to be worked into a high quality, 15 minute, graphic, articulate presentation of ideas for delivery at interview in March 2018. This will need to cover up to three different design options, which:

15.1.2 Provide visual / computerised (CGI), representations of concept designs within the wider promenade context.

15.1.3 Outline how concept designs have been influenced by the after-dark site visit and other research.

15.1.4 Clarify how the aspirations of local people and visitors have been incorporated into designs, both from DCF's report and following a meeting with Greenhill residents.

15.1.5 Showcase the studio's technical ability and innovation in design, possibly through the physical development and presentation of basic prototypes (fixtures, fittings, lighting components etc), proposed in support of concept designs.

15.1.6 Demonstrate and rationalise the strategic approach taken to ensure the designs enhance the Weymouth Town Centre Conservation Area, wider Weymouth beach area and nearby buildings.

15.1.7 Explain how the essential criteria as outlined in this brief, have been addressed in the designs' development

15.1.8 Provides a timetable outlining the costed programme of work for refining concept designs in Stage 2, which incorporates further community engagement through schools engagement and a public exhibition of design concepts.

15.1.9 At interview each short-listed studio will have an hour for presentation and questions.







**Public Art / Design Brief**  
**Promenade Lighting Project, Weymouth, Dorset**  
**November 2017 - Ref.WSFL4601**



**16. Essential Reading:**

- 16.1 [BBA Study of Public Spaces](#)
- 16.2 [BBA Review of Public Realm Studies and Plans](#)
- 16.3 [Weymouth Town Centre Masterplan](#)
- 16.4 [Weymouth's After Dark Strategy](#)
- 16.5 [Weymouth Town Centre Conservation Area Character Assessment](#)
- 16.6 [Dorset AONB Management Plan](#)
- 16.7 [Weymouth and Portland Landscape Character Assessment](#)
- 16.8 WPBC Management Committee [Report](#) April 2017: Proposals for a review of the Esplanade lighting scheme in Weymouth
- 16.9 WPBC Management Committee [Report](#) July 2017: Proposals for a review of the Esplanade lighting scheme in Weymouth
- 16.10 Historic England - [External Lighting for Historic Buildings](#)
- 16.11 Historic England - [Streets for All](#): Fixing Signs, Lights and CCTV to Historic Buildings

**17. Submission Information**

- 17.1 All expressions of interest should be submitted to reach DCF by 5 p.m. on 11th January 2018.
- 17.2 Submissions - including links to further information - should be sent to [dorset.coast@dorsetcc.gov.uk](mailto:dorset.coast@dorsetcc.gov.uk)
- 17.3 If you have any questions about this brief or seek clarification on any section of it, please contact Nicky Whittenham - Founding Director, Bounce Back Arts CIC - at [nickywhittenham@gmail.com](mailto:nickywhittenham@gmail.com) or call her on 07799 052975, during office hours.

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## Management Committee

12 December 2017

## Funding for cultural projects in Weymouth & Portland

### For Decision

#### Portfolio Holder:

Cllr Richard Kosior – Tourism, Culture & Harbour

#### Senior Leadership Team Contact:

M Hamilton, Strategic Director

#### Report Author:

T. Hurley, Leisure Commissioning Manager

#### Statutory Authority

Localism Act 2011 – ‘general power of competence’.

### Purpose of Report

1. To present to the committee proposals for both the commissioning of public art and the provision of a grant to Weymouth Museum Trust, and thereby enable members to allocate appropriate resources.

### Recommendations

2. That Management Committee:
  - a) pursues the commissioning of public art in Weymouth and Portland for installation before March 2019 by allocating £133,000 from the reserves already set aside for one-off projects;
  - b) approves the detailed designs and costings for any public art to be commissioned in accordance with recommendation 2 (a) in consultation with the Member Arts Advisory Panel;
  - c) awards a one-off grant of £17,000 to Weymouth Museum Trust Ltd (charity no.1143692) to assist with the development of a Stage One bid to the Heritage Lottery Fund for the creation of a new museum at Brewers Quay and that this grant is funded from the reserves already set aside for one-off projects;
  - d) gives delegated authority to the Head of Economy Leisure & Tourism to agree, in consultation with the relevant Briefholder, the terms of a

grant agreement with the Weymouth Museum Trust Ltd if the grant requested in recommendation 2 (c) is agreed;

- e) if the grant recommended in 2 (c) is agreed then it must be claimed by Weymouth Museum Trust Ltd by 31<sup>st</sup> March 2019 at the latest subject to the Trust meeting the conditions of the grant agreement.

### **Reason for Decision**

- 3. To enable Management Committee to take forward the Action Plan objective of creating a sculpture trail in the borough and also to enable the Committee to assist with the creation of a new museum for Weymouth.

### **Background and Reason Decision Needed**

- 4. At its meeting in November 2017, the budget working group agreed to provisionally allocate £150,000 to a sculpture trail for the borough, subject to Management Committee approval. However, subsequent discussions with both the briefholder and the Leader of the council (Cllrs Kosior and Cant) has led to a proposal that £17,000 of this funding is allocated to help Weymouth Museum Trust with its stage one application to the Heritage Lottery Fund. Overall, the proposed allocation of £150,000 will make a significant impact on cultural projects in the borough.

#### **a) Public Art Project**

- 5. At its meeting in December 2016, Management Committee considered a report which set out a range of options for arts activities and programmes in the borough. Following careful consideration of the options, the Committee agreed that its preference for future action would focus on the following:

- a) Supporting local community projects
- b) Design a programme of public art.

This report sets out, therefore, detailed proposals for taking forward objective (b).

- 6. A key driver for investment in arts projects, particularly public art and the creative improvement of public realm, is the ability of high quality installations and designs to help 'redefine' public perception of a community. By allocating resources to improving the public realm, the council can help to increase the attractiveness of an area and set the tone for the quality of new development.
- 7. This programme would be developed through extensive community consultation and the involvement of contributing artists at the earliest possible stage of development in order to produce a fully costed programme which can be commissioned if resources can be secured.
- 8. Given the scale and complexity of this public art project it is recommended that it is, in accordance with best practice, undertaken in two stages.

**Stage One:** Consultation, design selection and identifying what permissions are required (e.g. planning permission). The retention of specialist project management expertise to oversee the process would ease capacity issues within the existing workforce.

**Stage Two:** The costed designs and implementation requirements will be presented to Management Committee for consideration and approval – along with estimates of future maintenance costs. Every effort should be made to match any council contribution with external funding, particularly from Arts Council England, although the timescale for implementation (March 2019) may make it unlikely that match funding can be secured – for example, Coastal Community Fund grants may not be available until later in 2019.

9. It is proposed that the Member Arts Advisory Panel oversee the implementation of the Public Art project and is consulted on designs and locations. The Panel's role will also include advising officers on the execution of the project and helping with the selection of artists.
10. This project has been considered by the Budget Working Group and it has supported the allocation of funding from a budget set aside for one-off projects. It is proposed, therefore, that £133,000 is allocated by Management Committee to the implementation of this public art project.
11. The project outlined above represent an ambitious arts programme for the borough and is designed to reflect the aspirations of Management Committee to support high quality public art (for the benefit of both residents and visitors) and the enhancement of the built environment.

**b) Support for Weymouth Museum Trust**

12. The borough council has worked closely with Weymouth Museum Trust and the owners of Brewers Quay over recent years in order to bring to fruition the aspiration of creating a new, permanent museum for Weymouth. At present the Trust operates the museum (mainly comprising the borough council's collection) on a temporary basis within a part of the Brewers Quay building provided on a rent free basis by the current owners.
13. The planning permission for the site (granted in 2016) will result in the creation of a permanent area for the museum in the heart of Brewers Quay and thereby help fulfil the council's planning policy requirement that the development creates a wet weather attraction for the town.
14. Weymouth Museum Trust now wishes to restart the process of applying for Heritage Lottery Funding (HLF) to help establish the permanent museum by 2020. The total cost of the project will be at least £500,000, with exact costs determined during the project development (stage 2) phase which, it is hoped, the HLF will fund once it agrees to support the project following a stage one application. The benefit of this two stage approach is that a project can get an early indication that it is broadly acceptable and can then receive funding from HLF for the full development of the scheme

(designs, costings, business plan) when drawing up the stage two application.

15. In order to draw up its stage one application to the HLF, the Trust has requested financial assistance from the borough council by means of a one-off grant of £17,000 (derived from the £150,000 provisionally allocated by the Budget Working Group for public art). This will help pay for the employment of specialist bid writers and museum designers, all with experience of meeting the requirements of the HLF.
16. The borough council is committed to support the establishment of the permanent museum in Brewers Quay when it entered into a tripartite Museum Development Agreement with the Trust and the site owners in 2016. The Agreement commits the council to releasing £88,000 from reserves at the point at which the Trust took a 25-year, rent-free lease on the permanent premises for the museum following restoration of the listed building by the site owners (this may now be in 2020). This grant from the council will pay for fit-out costs and provide valuable match funding to help secure an HLF grant. Although the council still holds the £88,000, its early release to the Trust would require renegotiation of the Agreement and thereby result in all parties incurring legal fees.
17. Having considered the options, officers are recommending that the council make a new grant of £17,000 to Weymouth Museum Trust specifically to assist with the stage one application to HLF. If agreed, this grant should be time-limited and will need to be claimed by the Trust before March 2019.
18. If the council were not to support Weymouth Museum Trust in its ambition to create a new permanent museum, then there is the very real risk that the Trust will not be able to sustain its activities or create an attraction that visitors and residents would want to visit. If the Trust were to fold then the extensive museum collection would revert to the council and members would need to decide whether it should be stored or dispersed.
19. Through the use of the £150,000 provisionally allocated by the Budget Working Group to support both a public art trail and Weymouth Museum Trust, Management Committee has the opportunity to invest significantly in the cultural profile and reputation of the borough. As outlined in previous reports on this matter, such investment can benefit the local community, the quality of the built environment and the visitor economy.

## Implications

20. **Corporate Plan.** *Empowering Thriving and Inclusive Communities.* The need to develop sculpture trail is also identified in the Management Committee's Action Plan.
21. **Financial.** The allocation of funding for these projects has been considered by the Budget Working Group and discussed with both the Leader of the Council and the briefholder. If allocated, the funding recommended in this report will need to be derived from reserves set aside for one-off projects. A future report to committee, setting out detailed

proposals for public art, will also attempt to estimate future maintenance costs. Consideration will need to be given as to which organisation will be responsible for the maintenance of any public art following local government reorganisation.

22. If Weymouth Museum Trust was not able to secure funding to help progress its bid to the HLF, then there is a possibility that the new museum is not delivered. In this were the case there is the risk that the borough council would incur costs relating to the storage and management of the collection.
23. Of the arts development budget allocated for 2017-18, £5,000 is still available. It is proposed to use this budget to provide match funding for a major outdoor arts event planned by Activate Performing Arts in 2018. A separate report on this matter will be presented to the committee.
24. **Equalities.** Consideration will need to be given to ensuring that any supported arts projects are accessible to all sections of the community.
25. **Economic Development.** Arts events and installations can make a significant contribution to economic growth.
26. **Risk Management (including Health & Safety).** If Weymouth Museum Trust is either unable to secure funding for the creation of a new museum then there is the risk that the collection will revert to the borough council for storage and/or disposal. This would raise financial and reputational risks for the council.
27. Any grants awarded by the council will need to be subject to formal grant agreements (based on established models) and no funding would be released until implementation of a project is confirmed.
28. With regard to the programme of public arts / sculpture trail, there are a range of risks that need to be considered. These risks include: the possibility that not all the proposed installations will be able to secure planning consent (if required); reputational risk if there is not significant public support for the designs; and possible long-term maintenance costs that may not be affordable and for which there is currently no budget.

## **Consultation and Engagement**

29. Consultation has been undertaken with the Leader of the Council, the briefholder for culture, the council's member representative to Weymouth Museum Trust (Cllr Farquharson) and the Member Arts Advisory Panel.

## **Appendices**

30. None.

## **Background Papers**

31. *Museum Development Agreement - Brewers Quay, Weymouth.* 2016.

## Footnote

32. 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 12 December 2017 Masterplan for The Marsh**

### **For Decision**

#### **Portfolio Holder:**

Cllr Kate Wheller – Community Facilities

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

M Hamilton, Strategic Director

#### **Report Author:**

T. Hurley, Leisure Commissioning Manager

T. Williams, Interim Open Spaces Manager

#### **Statutory Authority**

Localism Act 2011 – ‘general power of competence’.

### **Purpose of Report**

1. To update members on recent stakeholder consultation on draft masterplan for The Marsh and seek Committee approval for the masterplan.

### **Officer Recommendations**

2. It is recommended that the committee:
  - a) notes the outcomes of residents and stakeholder consultation sessions on the draft masterplan;
  - b) approves the draft masterplan for The Marsh (Appendix A) for implementation;
  - c) notes the recommendations of the Policy Development Committee and instructs officers to both present an implementation programme for the masterplan to the Policy Development Committee early in 2018 and seek additional sources of funding for any improvements to The Marsh.

### **Reason for Decision**

3. To ensure committee approval of the masterplan for implementation and to reflect the recommendations of Policy Development Committee.

## **Background and Reason Decision Needed**

### **a) Policy context**

4. In the action plan for the council's Sports Facilities Strategy, the development of a masterplan for The Marsh was identified as a task to be undertaken.
5. In parallel to implementation of the Sports Facilities Strategy, the borough council undertook a comprehensive review of its parks and open spaces service in 2015 with the aim of making budget savings and increasing community involvement in the management of facilities such as The Marsh. This service review resulted in changes to the operation and management of The Marsh.

### **b) Development of the masterplan**

6. The draft masterplan for The Marsh is the result of work by officers and the Policy Development Committee over the last three years and has taken in to account the service reviews of both the Parks & Open Spaces service and Weymouth Swimming Pool.
7. The development process has involved extensive community consultation and stakeholder engagement. In addition to on-going dialogue with the key users of the site (e.g. indoor bowls club, junior football club and Friends group) the following consultation has been undertaken:
  - in 2015, as part of the service review of the Park & Open Spaces service, extensive public consultation was undertaken on the nature of the service itself and how it operates The Marsh, generating 417 replies;
  - in 2016, targeted consultation with local young people by the Young Inspectors (a group facilitated by Action for Children) generated 148 responses - nearly all those that responded were aged under 19 with over 60% aged between 11-13 years.
8. The results of the above consultations have previously been reported to Policy Development Committee and have been instrumental in the development of the masterplan. At its meeting in June 2017, the Committee agreed the draft masterplan and instructed officers to carry out one final round of community and stakeholder consultation sessions. This resulted in the following:
  - consultation drop-in session for residents on the afternoon / evening on 14<sup>th</sup> September 2017 held at STEPS club for young people;
  - stakeholder consultation workshop on 15<sup>th</sup> September.
9. The community consultation drop-in session was well attended with approximately 80 local residents taking part. The sessions was hosted by the briefholder (Cllr Wheller) and council officers from the following

services: open spaces, community safety, community development and leisure. The Friends of The Marsh also participated in the session and helped to promote it locally. In general, those who took part were supportive of the masterplan and its proposals for new facilities. The key issues that arose from the consultation were as follows:

- a) there is significant demand for a new (reinstated) play area;
- b) a skate park would provide activities for older children although the management of anti-social behaviour and noise needs to be considered;
- c) there are significant concerns about anti-social behaviour, particularly drug use and noise from vehicles (cars and scooters) in the car parks and on the paths in the evenings and at night;
- d) concern about the loss of the running track which some recreational runners still use;
- e) The Marsh is widely valued by residents as both an important area of open space and as a sporting facility, and any improvements would be welcome.

10. The stakeholder consultation workshop on 15<sup>th</sup> September was attended by twelve people including local members and representatives from the police, Westham community group, Public Health Dorset, Dorset County Council, SLM (Weymouth Swimming Pool) and Active Dorset. The key issues that emerged from this workshop were as follows:

- a) the need to restrict car access to the swimming pool car park at night (perhaps via removal bollards);
- b) a community-run café may be ideally placed to serve users of the play area and skate park – perhaps operated/hosted by the bowls or boxing club;
- c) there could be better opportunities for dog walkers with clearer signage – perhaps a dog agility area;
- d) different groups have different perceptions of the site but perhaps focusing on its role as a venue for football pitches and also anti-social behaviour problems;
- e) a skate park, providing an opportunity for more positive activity, could help to reduce anti-social behaviour;
- f) there is a need for more collective community action to improve the site;
- g) The Marsh has an important role to play in the health and wellbeing of the community.

11. Following these consultation sessions, officers have explored the potential for relocating and co-locating the proposed play area and skate park, and particularly to locate these two facilities together and close to the car park adjacent to the Moonfleet indoor bowls club. However, there are problems with ground conditions (water-logging) in parts of the site and, on balance, it would seem that the locations proposed in the draft masterplan are both cost-effective (re-using the existing play area site) and allow the site to meet the demand for youth football pitches. It is also important that the proposed skate park is well away from housing due to noise issues – a factor which limits the options for its location.

c) **Draft masterplan**

12. The draft plan as set out **Appendix A** has been developed over the last three years, drawing upon the results of consultation and taking into account the changes to usage (i.e. decommissioning of the running track and proposals for a new boxing club). The draft plan still proposes the identification of the following zones of activity:

<b>Zone</b>	<b>Activity/beneficiaries</b>	<b>Facilities</b>
A	Youth facilities	Possible skate park / parkour / BMX facilities.
B	Youth football	Football pitches within and adjacent to decommissioned athletics track.
C	Youth football	Football pitches.
D	Community orchard	Community orchard within and around existing tree planting.
E	Swimming / fitness	Weymouth Swimming & Fitness Centre.
F	Facilities for younger children	Reinstate as play area.
G	Indoor sports for all ages	Proposed new Boxing Club building linked to Moonfleet Indoor Bowls Club.
H	Community green areas	General amenity areas.

13. Although the masterplan has not been amended as a result of recent community and stakeholder consultation, the need for various improvements has been highlighted – these are issues more to do with the operation of the site rather than its layout. In particular, the borough council and all partners need to work towards addressing the following:
- anti-social behaviour – there is a need to reduce the inappropriate use of vehicles on the site and also drug misuse;
  - the successful creation of new facilities (e.g. play area and skate park) in such a way as to benefit residents of all ages and reduce anti-social behaviour;
14. The development of the masterplan has highlighted the latent energy and enthusiasm of the local community to improve The Marsh. The council should, therefore, continue to work with key agencies to help promote and support community action. In particular, the Friends of The Marsh has the

potential to be a focus for community action and a key partner for the council in the operation of the site.

15. In addition, it is important to realise that The Marsh and its adjacent areas are now a 'hub' for a whole range of activities and facilities including:

- Weymouth Outdoor Education Centre,
- STEPS club for young people,
- Moonfleet Indoor Bowls Club
- Weymouth Swimming & Fitness Centre
- Proposed new clubhouse for Weymouth Amateur Boxing Club

The Marsh and its environs are, therefore, a key resource for the whole of Weymouth and should be recognised as such perhaps via the naming of the site and its promotion.

#### **d) Views of Policy Development Committee**

16. The draft masterplan was considered by Policy Development Committee on 27<sup>th</sup> November and it recommended for approval by Management Committee. Policy Development Committee also requested that, if adopted, officers integrate the masterplan's implementation into their work programmes and report back to the committee on progress in one year's time (December 2018).
17. To provide a clearer timetable for improvements to the site, the Committee asked that an implementation plan for the masterplan be developed and presented by officers in 2018. In addition, members asked for all efforts to be made by both officers and community groups to maximise any investment in the site (which will come from S106 contributions from the Curtis Fields development) by seeking additional funding.
18. The Curtis Fields development will produce developer contributions of £295,000 for a new skate park at The Marsh (and other youth facilities) and £80,000 is already held by the council for a new play area. There is the potential to seek funding from other sources, such as Sport England, for a new skate park should the developer contributions not be sufficient. However, the ability of the council to pursue such additional funding will depend on officer capacity at that point.

## **Implications**

17. **Corporate Plan.** Priority: *Empowering Thriving and Inclusive Communities*: Actively promote health choices and lifestyles with our health partners so that people are able to improve their physical and mental health and well-being.
18. **Financial.** At present, the Open Spaces service is implementing the outcome of the recent service review and the deletion of the budget for sports provision at The Marsh. Any future improvements to the site will need to either be undertaken by local clubs and residents' groups (such as The Friends of The Marsh) or funded by developer contributions (as is the case for the proposed new play area and skate park).

19. **Equalities.** Consultation to date engaged with a broad range of the community with targeted engagement with young people via the work of the Young Inspectors.
20. **Economic Development.** No implications.
21. **Risk Management (including Health & Safety).** The approach to the development of the masterplan as set out in this report is one designed to take account of the council's financial constraints and the need to avoid the risk of unduly raising community expectations as to what the council can deliver at The Marsh.

## Consultation and Engagement

22. Significant consultation has been undertaken with regard to the overall purpose of the site and on the draft masterplan under the guidance of Policy Development Committee. The briefholder and ward members have been consulted on this report.

## Appendices

23. **Appendix A** – Proposed masterplan for The Marsh.

## Background Papers

24. Weymouth & Portland Borough Council *Sports Facilities Strategy* 2014.

## Footnote

25. 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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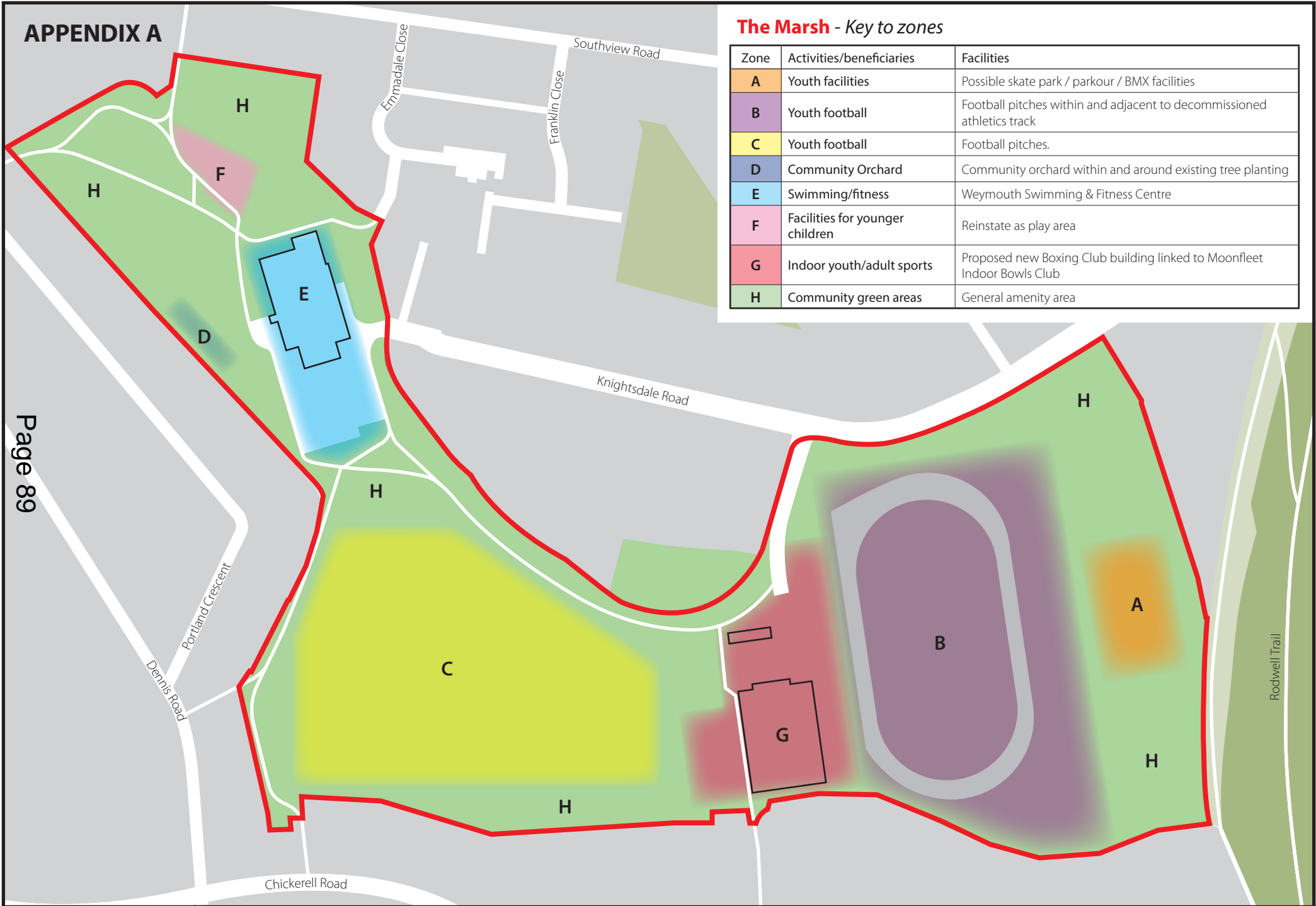
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# APPENDIX A



## The Marsh - Key to zones

Zone	Activities/beneficiaries	Facilities
A	Youth facilities	Possible skate park / parkour / BMX facilities
B	Youth football	Football pitches within and adjacent to decommissioned athletics track
C	Youth football	Football pitches.
D	Community Orchard	Community orchard within and around existing tree planting
E	Swimming/fitness	Weymouth Swimming & Fitness Centre
F	Facilities for younger children	Reinstate as play area
G	Indoor youth/adult sports	Proposed new Boxing Club building linked to Moonfleet Indoor Bowls Club
H	Community green areas	General amenity area

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## **Management Committee 12<sup>th</sup> December 2017 Harbour Medium Term Financial Plan**

**For Decision (Recommendations 2.2 to 2.4 of Harbour Management Board Paper attached)**

### **Briefholders:**

Cllr Richard Kosier, Tourism & Culture & Harbour  
Cllr Jeff Cant, Finance & Assets  
Cllr Ian Bruce, Chair Harbour Management Board

### **Senior Leadership Team Contacts:**

M Hamilton, Strategic Director  
J Vaughan, Strategic Director

### **Report Authors:**

N Thornley, Head of Economy, Leisure & Tourism  
K Howorth, Weymouth Harbour Master  
C Evans, Financial Performance Manager  
C Connolly, Weymouth Harbour Finance and Admin Manager

### **Statutory Authority**

W & P Borough Full Council as Statutory Harbour Authority.  
The Harbour Management Board has the responsibility to manage the Harbour finances including budget setting, budget monitoring and the final year end outturn.

### **Purpose of Report**

- 1.1 This Report covers a report forwarded from the Harbour Management Board meeting on 6<sup>th</sup> December 2017 at which the Board will have considered recommendations 2.2 to 2.4 and are for decision by Management Committee.

### **Recommendations**

- 2.1 To approve the proposed Harbour Budget for 2018/19 as detailed in Appendix 1 of the HMB Report (Recommendation 2.2).
- 2.2 To approve the 5 Year Medium Term Financial Plan as detailed in Appendix 1 of the HMB Report (Recommendation 2.3).
- 2.3 To approve the use of the Harbour Reserve as detailed in Appendix 1 of the HMB Report (Recommendation 2.4).

### **Reason for Decision**

- 3.1 See HMB Report at Appendix 1.

## **Background and Reason Decision Needed**

- 4.1 The Weymouth Harbour budget forms part of the overall corporate budget process. The final decision on the corporate budget will be made by Full Council in February 2018.
- 4.2 To set out the Harbour Revenue Budget for 2018/19 for recommendation to Management Committee as part of the corporate budget process.

## **Report**

- 5.1 The Harbour Medium Term Financial Plan report to Harbour Management Board of 6 December 2017 (attached) sets the Harbour Revenue Budget for 2018/19 and the Management Committee are asked to consider the recommendations set out at 2.1 to 2.3 above.
- 5.2 Appendix 1 of the Harbour Management Board report shows the proposed budget for 2018/19.

## **Implications**

- 6.1 See HMB Report at Appendix 1.

## **Consultation and Engagement**

- 7.1 See HMB Report at Appendix 1.

## **Appendices**

- 8.1 Appendix 1 – 6th December HMB Report - The Medium Term Financial Plan including the proposed 2018/19 budget.  
Appendix 2 – 6th December HMB Report Appendix 1.

## **Background Papers**

- 9.1 The Weymouth Harbour Business Plan 2014-19.

## **Footnote**

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

## **Report Authors:**

Nick Thornley – Head of Economy, Leisure & Tourism (2474)  
Keith Howorth – Harbour Master (8386)  
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# **Harbour Management Board**

## **6<sup>th</sup> December 2017**

### **Harbour Medium Term Financial Plan (including the Fisher Report, 2018/19 proposed budget & scale of charges)**

**For Recommendation to Management Committee  
(Recommendations 2.2 to 2.4)  
For Decision (Recommendations 2.1, 2.5 to 2.7)**

#### **Briefholders:**

Cllr Richard Kosier, Tourism & Culture & Harbour  
Cllr Jeff Cant, Finance & Assets  
Cllr Ian Bruce, Chair Harbour Management Board

#### **Senior Leadership Team Contacts:**

M Hamilton, Strategic Director  
J Vaughan, Strategic Director

#### **Report Authors:**

N Thornley, Head of Economy, Leisure & Tourism  
K Howorth, Weymouth Harbour Master  
C Evans, Financial Performance Manager  
C Connolly, Weymouth Harbour Finance and Admin Manager

#### **Statutory Authority**

W & P Borough Full Council as Statutory Harbour Authority.  
The Harbour Management Board has the responsibility to manage the Harbour finances including budget setting, budget monitoring and the final year end outturn.

#### **Purpose of Report**

- 1.1 To note and accept the Fisher Report as a guide to the future of Weymouth Harbour and progress the recommendations from this in 2018/19 where possible.
- 1.2 To set out the Harbour Revenue Budget for 2018/19 for recommendation to Management Committee as part of the corporate budget process.
- 1.3 To seek approval for the proposed Scale of Charges and Asset Management Programme of Works for 2018/19.
- 1.4 To set out the position of the Asset Management Plan proposed in-year spend for 10 years.

#### **Recommendations**

- 2.1 To accept the Fisher Report as a guide to the future of Weymouth Harbour and progress the recommendations from this in 2018/19 where possible.
- 2.2 To approve the proposed Harbour Budget for 2018/19 as detailed in Appendix 1.
- 2.3 To approve the 5 Year Medium Term Financial Plan as detailed in Appendix 1.
- 2.4 To approve the use of the Harbour Reserve as detailed in Appendix 1.
- 2.5 To approve the Asset Management Programme of Works for 2018/19 at Appendix 2.
- 2.6 To approve the scale of charges for 2018/19 at Appendix 3. Significant changes are given at Appendix 4.
- 2.7 To note the proposed commitment of funds to the Asset Management Plan for years 6 - 10 as detailed at para 5.10.

### **Reason for Decision**

- 3.1 The Fisher Report will help guide the future of the harbour.
- 3.2 The harbour budget is a part of the overall corporate budget process.
- 3.3 Significant steps continue to be taken successfully to achieve break even, or indeed better, in the budget as well as the 5 year Medium Term Financial Plan which includes the 2018/19 budget.

### **Background and Reason Decision Needed**

- 4.1 The Weymouth Harbour budget forms part of the overall corporate budget process. The final decision on the corporate budget will be made by Full Council in February 2018.
- 4.2 The presentation of the harbour budget uses the standard corporate headings which are:-
  - Employees –all costs relating to staffing including basic pay, National Insurance, Superannuation and training.
  - Premises – Utility costs, rates, maintenance.
  - Transport – Mileage allowances and the cost of the fuel for boats etc.
  - Supplies & Services – Insurance, contracts and other supplies such as advertising, equipment, subscriptions and protective clothing.
  - Income – From such activities as Rents & Licences, Recoverables, Commercial Activities and Leisure Activities income.



4.3 In 2013, with the adoption of a 5-year business plan, it was decided to invest in a 25-year Rolling Programme of Works made up of 2 categories, which are:

- by pre-funding a Works Reserves Fund for asset items in anticipation of future asset management costs
- by progressing an in-year programme.

This continues to be the correct principle even though the plan had the ferry operation as a major consideration. Therefore in each year some money is transferred in and out of the Reserves Fund whilst some is used for in-year works. The payments to the reserves fund are dependent on the life of the item and purchase date so that sufficient funds will be available when the item has to be replaced. This asset management work was considered essential as a long-term approach and the need to have adequate, safe facilities to maintain and attract customers. The early costs for this programme are larger than average due to the catch-up requirement. Protection of the asset management plan is essential for both maintaining a safe environment but also to ensure there is continued support from the harbour users, who contribute with significant fees and expect an acceptable level of service and investment.

## Report

### Fisher Report

5.1 In the summer Fisher Associates completed a review of Weymouth Harbour to help identify a long term strategy. There was wide consultation including the Harbour Management Board and the Harbour Consultative Group. Fisher Associates worked with the Peninsula project to jointly evolve some ideas for the future. The report was presented to the Harbour Management Board in October and consists of the following:

- Taking stock
- “Demand side” review
- “Supply side” review
- Value for money review
- High level business plan / evaluation of proposals.

5.2 The conclusion of the report is:

- This is a significant time in the evolution of Weymouth Harbour.
- The vision is to be a leading destination harbour for tourism on the south coast.
- The strategy targets leading marine leisure and sea angling positions, with a thriving commercial fishing sector, supporting the socio-economic fabric of the Town.
- Much can be done to activate this with modest investment.

5.3 The report is In Confidence due to the financial data it contains. The intention is to distil the report in to a number of smaller projects, prioritise

them and bring a further report to the next Harbour Management Board in February 2018 covering a plan to take the outcomes of the Fisher Report forward. Each of the projects will require a business case in its own right to determine the affordability and potential gain from the actions. Staffing has been reviewed by Fisher and the current staff structure is being maintained but will be reviewed as part of taking the recommendations forward. As covered below some of the Fisher's recommendations on pricing have been taken in to consideration in setting fees and charges for 18/19.

- 5.4 The report has great potential in guiding the future of the harbour and is recommended for formal adoption by the Harbour Management Board.

### **Assumptions**

- 5.5 A budget has been proposed as an interim position that assumes business as usual for the harbour operation including staff numbers. In reality this is unlikely to be the case but there are too many variables at the time of this report to be able to make accurate predictions. The following may impact on the harbour budget in 2018/19 and subsequent years:

- Peninsula development. The harbour has a key role in this development, which will impact on the Commercial Area and adjacent quays.
- Implementation of the Fisher Report (the report is covered later).
- Harbour wall repairs.
- Local government review.

- 5.6 The following items are considered capital projects and are not considered as part of the harbour revenue budget, which is the harbour's operational fund:

- Harbour walls repairs - £1.955 million funding has been allocated to the first 3 years of the 15-year 'Harbour Walls' project. This is being funded from capital receipts and reserves. The final cost of this element of the project is likely to be in the region of £2 million to £3 million. Work is continuing on this project which is now planned to start in 2018/19.
- Dredging - Over the next 5 years a dredging exercise will need to take place in the Harbour. There are some areas of the harbour which are already impacting on the movement of boats. The estimated cost of this project will be up to £2 million. Funding has not yet been identified.
- Development of the Peninsula.

The harbour's revenue budget includes use of the harbour reserves.

### **Revenue Budget 2018/19**

- 5.7 Considerable progress has been made in balancing the revenue budget by increasing income and reducing expenditure. The 2016/17 out-turn figures

were better than expected and this positive trend continues in 2017/18 and is a credit to the harbour team, supported by Finance.

5.8 Appendix 1 shows the proposed budget for 2018/19.

### Harbour Reserve

5.9 The Harbour reserve position at 1 April 2017 was £908,717. After taking into consideration the rolling programme of works, the carry forward of works from 2016/17 and the predicted surplus of £86,619 the estimated reserve balance at the end of 2017/18 will be £886,666.

5.10 Appendix 1 shows the detailed 5 year medium term financial plan including the use of the Harbour Reserve.

### Asset Management Plan

5.11 The Programme of Works for 2018/19 is an extract from the 25-year rolling Harbour Asset Management Plan, which is designed to ensure that facilities are provided safely and fit for purpose. The items given are those considered essential for the year. The works proposed for 2018/19 are given at Appendix 2.

5.12 The majority of the Reserves are in fact committed to sustaining the Asset Management Plan. This is reflected in the Reserves section of the 5 year medium term financial plan. The current expected spend profile for the years 6 – 10 is shown below. This shows 2 major years of 2024 – 25 (Year 7) and 2027 – 28 (Year 10) when pontoons are scheduled to be replaced.

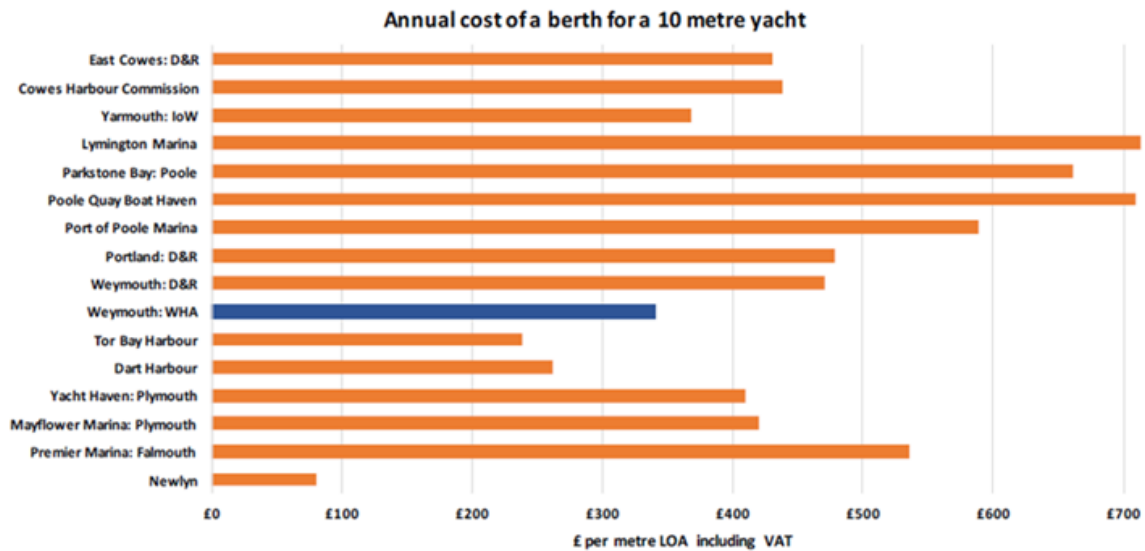
Financial Year	Proposed In-Year Asset Plan Spend
6: 2023 – 24	£78,713
7: 2024 – 25	£764,205
8: 2025 – 26	£68,950
9: 2026 – 27	£175,353
10: 2027 – 28	£678,408

### Scale of Charges

5.13 The scale of charges are reviewed annually and reflect the financial climate, the financial pressures on the harbour budget and market trends but are balanced with what is considered acceptable to harbour users and in consideration of the competition. A number of the recommendations from the Fisher Report have been considered in the income budget for 2018/19. They have not necessarily been fully implemented but are the start of a phased approach. The future work on the recommendations will determine further changes.

5.14 The proposed Scale of Charges are given at Appendix 3. The major changes are given at Appendix 4. The key changes are:

- Visitors' daily rates increase by 5% in the summer and 10% in the winter.
- A '5 for 4' loyalty scheme in place of '4 for 3' for leisure visitors.
- Marina annual berths increase by 2.5%. See table below for recent comparison of berth costs locally.
- Removal of Weymouth residents' discount (10%) for new and returning customers; a phased removal over 5 years for existing customers.
- Permanent and visiting commercial vessels increase by 10%.



5.15 Those items marked with an **(F)** have been considered with the Fisher Report although the full recommendation may have not been implemented at this stage. There are also items to clear up some unnecessary confusion and complications.

## Implications

### Corporate Plan

6.1 Aim: Economy. Building a stronger local economy.

### Financial

6.2 As per report above. Investment in the harbour forms part of the Statutory Harbour Authority's (the Full Council) responsibility to manage, maintain and improve harbour facilities for anybody wishing to use the harbour.

### Legal

6.3 Any changes in the use of the harbour will require consultation and possibly approval from other government organisations including the Department for Transport, MMO and MCA.

### Risk Management (including Health & Safety)

- 6.4 The 'Harbour Walls' project budget has already doubled since the original estimate. There is a risk this could increase further.
- 6.5 There will be many Health & Safety considerations in changing the use and operation of the harbour and during transition periods. These will be considered as part of the individual projects.
- 6.6 There are several risk management issues that would be an outcome of insufficient funding for Harbour Assets.

### **Human Resources**

- 6.7 The future plans may have an affect on the current employees.

### **Consultation and Engagement**

- 7.1 There was wide consultation of the Harbour Business Plan during its generation and approval both internally in the Council and externally with various harbour users including the consultative group. This plan was supported & accepted. Even though the plan was written when Weymouth was a ferry port there are many principles that still apply.
- 7.2 The reduced income being experienced by the harbour budget may have an impact on future harbour programme of works which could be damaging to the harbour's reputation.
- 7.3 Each of the forthcoming projects will be consulted as widely as is reasonable.

### **Appendices**

- 11.1 Appendix 1 – The Medium Term Financial Plan including the proposed 2018/19 budget.  
Appendix 2 – Asset Management Plan 2018/19 Improvements.  
Appendix 3 – 2018/19 Scale of Charges.  
Appendix 4 – Significant changes in 2018/19 Scale of Charges.  
Appendix 5 – (Confidential) Fisher Associates Weymouth Harbour Advice Final Report dated September 2017.

### **Background Papers**

- 12.1 The Weymouth Harbour Business Plan 2014-19.

### **Footnote**

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

### **Report Authors:**

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<b>2017/18 Harbour Budget Monitoring Report</b>			
<b>Harbour Management Board 6 December 2017</b>			
	<b>2017/18 Full Yr Budget</b>	<b>2017/18 Predicted</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Summary of Revenue Budget:</b>			
<b>Expenditure:</b>			
Employees	321,973	392,711	(70,738) (A)
Premises	276,492	160,856	115,636 (F)
Transport	979	979	0 (F)
Supplies and Services	92,796	96,353	(3,557) (A)
Service Recharges (Non-controllable)	227,750	227,750	0 (F)
Asset Management: Improvements	183,200	183,200	0 (F)
Asset Management: Improvements (carry forward from 16/17)	108,670	108,670	0 (F)
<b>Total Expenditure</b>	<b>1,211,860</b>	<b>1,170,519</b>	<b>41,341 (F)</b>
<b>Income:</b>			
Rents and Licences & Other Income Activities	(1,110,104)	(1,148,468)	38,364 (F)
<b>Total Income</b>	<b>(1,110,104)</b>	<b>(1,148,468)</b>	<b>38,364 (F)</b>
<b>Reserve Movements</b>			
From Reserves - c/f for Asset Management: Improvements	(108,670)	(108,670)	0 (F)
<b>Total Reserve Movements</b>	<b>(108,670)</b>	<b>(108,670)</b>	<b>0 (F)</b>
<b>Net Budget (surplus) / deficit</b>	<b>(6,914)</b>	<b>(86,619)</b>	<b>79,705 (F)</b>
<b>Harbour Reserves Summary</b>			
		<b>Harbour Reserves</b>	
	Balance b/f	908,717	
	Transfer to Revenue Budget for Asset Management Improvements	(108,670)	
	Predicted Year End Surplus	86,619	
	<b>Total of Harbour Reserves</b>	<b>886,666</b>	
<b>Independent Reserves (IR) &amp; Capital Schemes (CS)</b>			
<b>Harbour Walls Remediation Works (over 3 years)(CS)</b>			
	£		
	Budget	1,955,000	
	Committed Spend to date	(62,125)	
		<b>1,892,875</b>	
<b>Pleasure Pier Structural Maintenance Reserves (IR)</b>			
	£		
	Balance b/f	6,551	
	2016/17 Contribution	20,000	
	Expected carry forward	<b>26,551</b>	

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## **Management Committee 12 December 2017 Dorset Waste Partnership Draft Revenue Estimates 2018-19**

### **For Decision**

#### **Briefholder**

Councillor Ray Nowak – Environment & Sustainability

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

S Hill, Strategic Director

#### **Report Author:**

Graham Duggan, Head of Community Protection

#### **Statutory Authority**

Environmental Protection Act 1990

Dorset Waste Partnership Inter-Authority Agreement

#### **Purpose of Report**

- 1 For your committee to consider and respond to the Dorset Waste Partnership (DWP) draft revenue estimates for 2018-19.

#### **Officer Recommendations**

- 2 To consider the approval in principle of the Dorset Waste Partnership draft revenue estimates for 2018-19 including the council's contribution.

#### **Reason for Decision**

- 3 The DWP Inter-Authority Agreement (IAA) requires all partner councils to formally consider and approve the draft revenue estimates so that the budget can be set. DWP Joint Committee will consider partner responses at their meeting on 15 January 2018. Your consideration also allows the councils contribution to be built into the council's 2018-19 budget.

#### **Background and Reason Decision Needed**

- 4 The draft revenue estimates, revised Medium Term Financial Plan (MTFP) and capital programme were considered by DWP Joint Committee at their meeting on 6 November 2017. The Joint Committee recommended the draft revenue estimates to partner councils for approval.
- 5 The proposed revenue budget for 2018-19 is £33,100,000 which is the same amount as the 2017-18 revenue budget, so a standstill budget.

Through the cost sharing agreement this would give a contribution by the council for 2018-19 at 7.31% of the total budget and after agreed variations in partner funding, equals £2,423,106. This may alter slightly due to updated household figures to be reported to DWP Joint Committee at their next meeting.

- 6 The DWP Joint Committee report is attached as Appendix 1 to this report and provides information and assumptions upon which the estimates are based. The appendices to the report are available at;  
<http://dorset.moderngov.co.uk/ieListDocuments.aspx?CId=260&MId=1023&Ver=4>
- 7 DWP has made significant savings over recent years but volatility in the waste and recycles market, inflation and housing growth act to increase service costs. The originally proposed budget for 2018-19 was £33.8M taking account of inflation; household growth and market fluctuations. However, partner councils of the Joint Committee gave a clear message at budget workshops that an increase in the revenue budget for 2018-19 would be unlikely to be approved. As a result, DWP has produced a draft savings plan and revised some budget assumptions to achieve the standstill position. The additional savings required amount to £0.7M and work is progressing to secure this.
- 8 Partner councils have established a Budget Equalisation Reserve which can be drawn upon to offset overspend and protect against additional payments from partners. However, good budget management and a robust approach to achieving savings will be adopted with the budget position reported regularly to Joint Committee. Performance within the current budget to the end of September 2017, is a predicted underspend of £1.347M. This is in a large part due to favourable movement in the cost/value of recycles and the position may change in the remainder of the year.
- 9 Your officers consider the draft revenue estimates for 2018-19 to be realistic given the assumptions outlined in the DWP Joint Committee report.

## **Implications**

### **Corporate Plan**

- 10 Contributes to 'enhancing the quality of life of people living and working in the district'.

### **Financial**

- 11 The contribution to Dorset Waste Partnership for 2018-19 is proposed to be £2,423,106.

## **Environmental**

- 12 The contribution pays for household waste and recycle collection and disposal and street cleansing.

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

- 13 Due to the assumptions upon which the draft revenue estimates are based, there is a risk to the council that the budget will be overspent. Officers will work with DWP to minimise this risk and reports will be made through the business review process and directly to your committee as appropriate. DWP maintains a risk register which is reported to the DWP Commissioning Group where your officers are present.

## **Consultation and Engagement**

- 14 In accordance with the DWP Inter Authority Agreement, partner councils are being consulted on the draft revenue estimates for 2018-19.

## **Appendices**

Appendix 1 – DWP Joint Committee report, 6 November 2017 ‘Draft Revenue Estimates 2018-19’.

## **Background Papers**

Available via the link in paragraph 6 of this report

## **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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## Dorset Waste Partnership Joint Committee

Date of Meeting	6 November 2017
Officers	Treasurer to the Dorset Waste Partnership and Finance and Commercial Manager of the DWP
<b>Subject of Report</b>	<b>Draft Revenue Estimates 2018-19</b>
Executive Summary	<p>This report contains draft revenue estimates for 2018-19. An updated Medium Term Financial Plan and Capital Programme are presented elsewhere on the agenda.</p> <p>The draft revenue estimates are presented to Joint Committee in November 2017 to facilitate comment from partner councils, before formal agreement at the January 2018 Joint Committee meeting.</p> <p>Sections of the report explain a number of the main aspects, assumptions and drivers of the budget and some of the sensitivities and risks. These issues were explored in some depth at informal budget workshops with elected members of all partner councils as well as finance colleagues from partner councils. The resulting budget proposal is a standstill budget of £33.1mill, which satisfies the affordability questions for partners, which leaves some parts of the budget exposed to greater risk than has previously been the case. This risk is to some extent balanced by the sum of £1m held in the Budget Equalisation Reserve (BER), funds put aside specifically to deal with budget risk going forward but on a 'one off' basis. The level of funds held in the BER are anticipated to be sufficient to deal with all but the most extreme and unforeseen circumstances in 2018/19.</p> <p>Details of the main budget elements, and associated risks, are given in the body of the report.</p>

	<p>Cost shares for each partner authority are also illustrated based on current tax base figures for each partner. These will be updated when autumn 2017 figures are known, in accordance with the cost sharing agreement.</p>
<p>Impact Assessment:</p>	<p>Equalities Impact Assessment: The services covered by this report have been subject to an Equalities Impact Assessment where appropriate.</p> <p>Use of Evidence: The figures for the draft revenue estimates for 2018/19 have been drawn up taking account of information about service requirements and costs provided by a range of managers of the Dorset Waste Partnership.</p> <p>Budget:</p> <p>The budget contributions expected from each partner to fund the draft revenue budget for 2018/19 are set out in Appendix 2 based on current tax base figures which will be updated in accordance with the cost sharing agreement.</p> <p>Risk Assessment:</p> <p>Having considered the risks associated with these decisions using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: HIGH Residual Risk: HIGH</p> <p>High risk areas are financial, reputational and critical service delivery.</p> <p>Financial: The operating environment for the Dorset Waste Partnership has potential for overspending arising from uncontrollable external factors (e.g. market prices for recyclates), local factors (e.g. changes in the level of waste generated by Dorset households) and is heavily dependent upon key external contractual relationships for our disposal arrangements.</p> <p>Reputational: The Dorset Waste Partnership is considered to be a good example of partnership working, with some initial historical reputational difficulties having now been countered by good financial and operational performance for several years. However, the underlying risk remains and is reflected in the Dorset Waste Partnership risk register.</p> <p>Critical Service Delivery: Waste collection is a vital service for Dorset households and the waste must be disposed of safely and efficiently.</p>

	<p>Other Implications: Sustainability</p> <p>A key objective of the Dorset Waste Partnership is to provide a harmonised service that maximises levels of recycling across the county. The current strategy sets out to achieve a level of 65% by 2025.</p>
Recommendations	<p>The DWP Joint Committee is asked to consider the information in this report and:</p> <ul style="list-style-type: none"> <li>i) Recommend the draft revenue estimates for 2018/19 to partner councils, for consideration at the next Joint Committee on 15 January 2018.</li> <li>ii) Note the level of savings proposed, totalling around £700k within the revenue estimates for 2018/19.</li> <li>iii) Note the cost shares for each partner council.</li> </ul>
Reason for Recommendations	<p>The Inter Authority Agreement requires the Joint Committee to recommend a draft estimate for the following year to partner councils. This is to enable partners to give their views on the draft estimates and to reflect them in their own budgets.</p>
Appendices	<p>Appendices –</p> <ul style="list-style-type: none"> <li>1. Draft revenue estimates 2018/19.</li> <li>2. Cost shares for each partner – based on current tax base.</li> <li>3. Analysis of budget changes from 2017/18 to 2018/19 and an illustration of savings for 2018/19.</li> </ul>
Background Papers	<p>None</p>
Report Originator and Contact	<p>Name: Andy Smith, Treasurer to the Dorset Waste Partnership, Tel: 01305 224031 Email: <a href="mailto:a.g.smith@dorsetcc.gov.uk">a.g.smith@dorsetcc.gov.uk</a></p> <p>Name: Paul Ackrill, Finance and Commercial Manager, Dorset Waste Partnership, Tel: 01305 224121 Email: <a href="mailto:Paul.Ackrill@dorsetwastepartnership.gov.uk">Paul.Ackrill@dorsetwastepartnership.gov.uk</a></p>

## 1. Background

- 1.1 The Dorset Waste Partnership was formed in April 2011, and has been a partnership of all seven Dorset councils since 1 April 2013. One of the primary objectives of the partnership was to replace the disparate waste collection systems with a single 'recycle for Dorset' scheme, which has been in place since October 2015. All properties in Dorset now receive the service, which is expected to be around 205,000 properties in 2018/19.

1.2 The Inter Authority Agreement (IAA) for the Dorset Waste Partnership requires the Joint Committee to approve a draft budget for the following year. Partner councils must consider the draft budget and respond to the Joint Committee by 15 January 2018 with any comments or proposed amendments to it.

1.3 Elsewhere on the agenda is an updated Medium Term Financial Plan which shows how the service is estimated to develop over the next few years. The updated Medium Term Financial Plan will also inform the financial planning of the partner councils.

## **2. Overview**

2.1 The draft estimates for 2018/19 are contained in Appendix 1 together with a breakdown of costs, based on current tax base figures, for each partner council at Appendix 2, and a high level analysis of budget changes is shown at Appendix 3.

2.2 The proposed cost of the service that Joint Committee are asked to approve for 2018/19 is £33.1m.

2.3 Informal budget workshops have been held in October 2017 with elected members, senior managers, and finance representatives of all partner councils, to consider the affordability of the 2018/19 budget, and consider options where there might be a greater appetite for risk, and/or desire to reduce the service in order to achieve further financial savings. The informal workshops considered the proposal for an “as is” budget requirement of £33.8m, and although various views were expressed, the majority view was that in order to meet the criteria of the budget being affordable for all partners it needed to reduce to £33.1m.

2.4 The following issues were considered at the informal budget workshops:

- Recyclate price volatility, and whether additional risk could be taken with regard to the assumptions made in budget setting for 2018/19.
- Predictions of the volume of waste arising, and whether further risk could be taken with regard to the assumptions made in budget setting for 2018/19.
- Whether changes to the Household Recycling Centre service should be actively considered, in order to achieve further financial savings.
- To what extent the current year forecast of underspend, and the existing £1m Budget Equalisation Reserve, can be considered as a mitigating factor in setting a lower 2018/19 budget.

A range of other, longer term, issues were considered for further investigation, such as:

- change of working patterns
- double-shifting
- setting up an arm’s length trading company for commercial activity
- review the policy regarding collection points
- investigate monthly glass collection

2.5 Whilst the outcomes of the budget workshops were neither formal nor definitive, the resultant discussion has satisfied the Treasurer and Director that a budget of £33.1m, if approved by the Joint Committee, whilst recognising an increased appetite for risk in some areas, is thought to have good practical prospects of being achieved, ensuring that the budget has been set on a reasonable basis.



**3. Issues and Assumptions affecting the draft estimates for 2018/19**

- 3.1 The starting point for the draft revenues estimates is the current 2017/18 position. Figures have been updated to take account of latest information and further knowledge of service delivery since previous medium term financial plans and budgets were presented.
- 3.2 The estimates represent the best level of knowledge that is available at the time of writing. The figures presented in this paper have been considered by the various DWP budget holders and the Senior Management Team, and are considered appropriate for the purpose of informing partner councils of the estimated cost of the service, including reasonable expectations around securing future savings and thus being able to indicate 2018/19 costs to partner councils.
- 3.3 Some significant assumptions have been made in forming the draft estimates for 2018/19 which brings a degree of risk around the robustness of the estimates, should the practical experience of running the service prove to be different from the assumptions made. Some assurance can be taken from the existence of the Budget Equalisation Reserve (BER) with funds currently at £1m, to be able to absorb any arising overspend. Depending on the assumptions made on risk, the level of funds within the BER should prove sufficient for all but the most extreme and unforeseen circumstances. It should also be noted that, at the time of writing, the financial forecast for 2017/18 is favourable, which, if still the case at year end, will allow the Joint Committee to consider whether the BER could be further 'topped up' at that point, following the close of the 2017/18 financial year, particularly if circumstances have changed at that stage.
- 3.4 Significant issues and assumptions are listed below.
- 3.5 Inflation. A significant proportion of the revenue budget (approximately half) is contracted out, with the major contracts being for the Household Recycling Centres (HRCs), transfer stations, and various waste disposal arrangements. These contracts are subject to an annual uplift based on nationally recognised inflation indices (CPI and RPI). For the purposes of this budget, an inflation rate of 2.5% has been applied. Together with "catch-up" of inflation in respect of 2017/18 (for which inflation was budgeted at 1%, but has recently been as high at 2.9%) this adds almost £650k to the budget.
- 3.6 Annual pay award. The DWP has almost 400 FTE employees, of which around 310 are front line service delivery operatives (drivers, loaders, and street cleansing staff). As County Council employees, DWP staff receive an annual pay award as agreed nationally. For 2018/19, this has already been estimated at a 1% increase. The total pay budget increase required is almost £170k. There is speculation that the national pay award could rise above 1%, though there is nothing firm in terms of amounts or timing.
- 3.7 Additional collection resource. Pressure arising from new housing development is absorbed within existing capacity wherever possible. However, for 2018/19 existing collection is stretched and additional frontline resource of £166k is required.
- 3.8 Volumes of household waste arising. Pressure on the disposal contracts arising from further household growth will add £250k to the 2018/19 budget, based on a growth factor of 2.5%. This figure is speculative, and could be reduced if there is a greater appetite for risk.

- 3.9 Recyclate price. The price paid for disposal of recyclate is dependent upon the market price, which is subject to international economic factors. Periodically, *income* has been received from the sale of high quality recyclate. For 2017/18 a cost of £17.32 per tonne had been assumed in the budget. The draft 2018/19 budget currently assumes a price per tonne paid of £9.47/tonne, being based on the trend pattern of the recyclate price in recent history and noting an expected worsening in the international market particularly due to the 'National Sword' operation in China, which is expected to have global repercussions. Whilst recent monthly prices have been more favourable for the DWP, this budget line will no doubt remain volatile, with current or past prices not necessarily being a guide to future prices. This budget line will continue to be monitored closely going forward. Once again, this budget line could be reduced if there is a greater appetite for risk.
- 3.10 Garden Waste trading account. The draft revenue budget contains assumptions on that the Garden Waste customer base continues to expand, and increases the contribution to overheads accordingly. As agreed at last Joint Committee, the price for the service has been determined by the Chairman and Director and is set at £49.00 for 2018/19.
- 3.11 Commercial Waste trading account. The Joint Committee will be aware of the steady growth in the DWP Commercial Waste service. The 2018/19 budget aims for ambitious growth in income from £2.144m budgeted for 2017/18 to £2.347m as a target for 2018/19. However, due to the costs of needing to replace the ageing vehicle fleet, the bottom line contribution remains unchanged.
- 3.12 The capital charges budget effectively represents the repayment costs of capital borrowing on assets plus associated interest on borrowing of funding. The capital charges budget for 2018/19 is based on the latest expectations of the capital programme. A report elsewhere on this agenda sets out the latest expectations of capital spend going forward. This adds almost £350k to the budget for 2018/19

#### **4. Savings for 2018/19**

- 4.1 The budget already includes savings and cost reductions in a number of areas as follows:
- End of inherited leasing arrangements for the Crookhill area. (Approximately £160k)
  - Changing waste disposal arrangements to more favourable prices / contracts (Approximately £160k)
  - Agreed reductions in support service costs (Approximately £45k)
  - Transport staffing changes (Approximately £30k)
- 4.2 On the assumption that the current DWP service, after a reassessment of budget assumptions, is estimated to cost £33.8m and that partner funding, in total, may be limited to £33.1m, additional savings of £0.7m need to be found to balance the budget. The major mitigations for dealing with this are discussed in outline at paragraph 2.4 above. Some of these suggestions require further investigation, consultation and specific Joint Committee approval before they can be implemented.
- 4.3 In order to deal with the requirement to consult partners on a draft 2018/19 budget, it is proposed that the savings to be found are established as a 'budget savings target' in the figures presented at this stage. An illustration of how this may be achieved is shown in the bottom half of Appendix 3.

4.4 When the 2018/19 proposed budget is considered by the Joint Committee in January 2018 for formal approval, it will include greater detail on where the budget savings target will actually be found; potentially a combination of revised budget assumptions that introduce greater risk and actual changes in service delivery.

**5. Cost Sharing**

5.1 The Inter Authority Agreement requires notification of residential properties by partner council every year as a driver for the agreed cost sharing formula. Data has not yet been received to reflect these numbers as at October 2017 in accordance with the agreement; latest figures are shown in Appendix 2. It should be noted that the County Council percentage will be unaffected by any changes in residential property numbers.

5.2 Following consideration of these budget proposals by partner councils, the budget will be presented again for final approval at the Joint Committee meeting of 15 January 2018.

**6. Budget Equalisation Reserve**

6.1 The Joint Committee are reminded that the following funds are currently held in the reserve:

Local Authority	Amount held in Budget Equalisation Reserve (£)
Dorset County Council	<b>645,591</b>
Christchurch BC	<b>39,485</b>
East Dorset DC	<b>59,400</b>
North Dorset DC	<b>53,324</b>
Purbeck DC	<b>40,388</b>
West Dorset DC	<b>81,123</b>
Weymouth & Portland BC	<b>80,690</b>
<b>Total</b>	<b>1,000,000</b>

6.2 The Joint Committee are reminded that should the forecast underspend for 2017/18 be realised that there will be options to consider around making a further contribution

to the Budget Equalisation Reserve and / or returning underspends to partners in accordance with the cost sharing agreement.

## **7. Risks and sensitivities**

- 7.1 The section of the report is intended to give Joint Committee members a quantification of the major financial risks and sensitivities associated with the proposed 2018/19 budget.
- 7.2 Recyclate price. Using prices from the last two years as a basis, price swings of up to £0.5m in either direction are conceivable.
- 7.3 Vehicle fuel price. An upwards movement of 25p per litre, if in place for the whole year, would cost the DWP around £0.5m.
- 7.4 Residual waste. The highest price for residual waste disposal in 2018/19 almost £119 per tonne (before haulage), with around 62,000 tonnes expected during the year. A 1% variation in tonnages arising will have an effect of around £74k.
- 7.5 HRC charging arrangements. There is a threat that legislation may reverse the charging arrangements implemented at HRCs, which would cost the DWP at least £250k.
- 7.6 Closed landfill liabilities. The DWP has responsibility for numerous closed landfill sites. Unforeseen closed landfill failures will have a significant but unquantifiable cost.

## **8. Next Steps**

- 8.1 The budget timetable as set out in the Inter Authority Agreement requires the Joint Committee to approve a draft budget at this Joint Committee for consideration and comment by partner councils. Final approval will be sought by the Joint Committee in January 2018, to allow partner councils to set their own budgets and council tax levels during February 2018.
- 8.2 Further work will continue in ensuring that the savings requirement (£700k), as set out, can be achieved in practice and in a timely fashion taking account of comments received from partners during the period of consultation, leading up to the January 2018 Joint Committee.

**Andy Smith, Treasurer to the Dorset Waste Partnership**  
**Paul Ackrill, Finance and Commercial Manager, Dorset Waste Partnership**  
October 2017

## **Management Committee**

**12<sup>th</sup> December 2017**

# **Notice of Motion prohibiting the release of Sky Lanterns & Helium Balloons from land and premises owned by the Council and the Proposed New Policy**

## **For Recommendation To Council**

### **Briefholder**

Councillor Ray Nowak

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

**S Caundle, Assistant Chief Executive**

**Report Author: R Greene, Senior Corporate & Regulatory Lawyer**

**Statutory Authority: The Environmental Protection Act 1990; The Clean Neighbourhoods & Environment Act 2005**

### **Purpose of Report**

- 1 It is to explain and consider a policy available to the Council after debating and approving the Notice of Motion some months ago which concerned a new balloon and sky lantern release policy.

### **Recommendations/Options**

- 2 To consider, approve and introduce a new policy which may be in line with the attached draft which has already been introduced to Weymouth & Portland Borough Council after the same motion was passed.

### **Reason for Decision**

- 3 To approve the draft policy or any amendments thereto in relation to the draft contained in the appendix to this report. It would appear that following debate in Full Council which then proceeded to pass the original motion to prohibit the release of sky lanterns and helium balloons, the Council did not at that stage introduce or adopt a formal written policy.

### **Background and Reason Decision Needed**

- 4 The mass intentional release of helium filled latex balloons or similar and sky lanterns have increased nationally in recent years. These balloons and lanterns pose hazards to wildlife and livestock causing injury and death. Lanterns can also cause injury to humans, damage to buildings,

are a threat to aviation and cause false call-outs to the Coast Guard and other emergency services.

5. Under the Environmental Protection Act of 1990 it is an offence (if any person by their actions) to cause or contribute to or tend to lead to the defacement by litter of any place to which the appropriate legislation applies. At the present time Local Authorities have a statutory duty to enforce this Act and in doing so Local Authorities should be mindful of their responsibility to keep public open spaces free from litter wherever possible.
6. It is believed that in excess of 30 Local Authorities in the UK now have balloon/lantern release policies including a number in Scotland and more recently Worcester City Council and Canterbury City Council.
7. The proposed policy in Appendix 2 or any amended version adopted by Full Council would cover all balloon and lantern releases from Council owned property land or buildings within the Weymouth & Portland Borough Council area. It would seek to prohibit the potential act of releasing a balloon or lantern into the general environment.
8. Balloons  
Once a latex balloon has been released it can rise to a height of 5 miles where eventually the pressure and the temperature can cause the balloon to undergo brittle fracture. The balloon pieces will then float back down but a number do not burst and float back down to earth entirely whole partially deflated. These balloons can cause significant harm in the time it takes for them to eventually degrade within the environment.
9. Balloons can also constitute a choking hazard for livestock when they fall into grazing fields or alternatively can cause significant problems if they fall into the waters of the UK thereby harming marine life.
10. Lanterns  
Sky or Chinese Lanterns are made of thin paper held by a wire or bamboo frame and lifted by heat from a naked flame. They pose similar choking threats to wildlife and livestock as balloons do and they can also false call outs to the Coast Guard and other emergency services. They can pose a fire hazard to crops and farmland, forestry, farm buildings and thatched cottages.
11. The Practice of other Authorities  
There are in excess of 30 Local Authorities in the UK that now have balloon/lantern release policies and these are supported by the Royal National Lifeboat Institution, the Maritime Coastguard Agency, The Royal Society for the Protection of Birds, the Marine Conservation Society, the National Farmers Unions and many other organisations. It is therefore felt that if Council was to adopt a new policy this could be a decision to send out a serious message to the local community that the Council wants to prohibit these types of releases from Council owned land and property and in doing so consideration would be given to enforcement of the policy if and when appropriate.
12. Releases of balloons or lanterns can make an impressive sight but pose real hazards to wildlife, livestock and property. There are very

often releases proposed for funding raising, commemorative or celebratory events but evidence is growing of the damage that they can cause, quite often organisers of these events are ignorant of the issues and therefore if adopted the policy should be publicised as fully as possible to maximise public awareness. It would then be hoped that in publicising the policy and advising that alternatives are available this would lead to a reduction particularly in relation to smaller scale private releases especially in relation to lanterns as the public become more aware of the dangers they pose.

13. This matter came before Policy Development Committee on the 27<sup>th</sup> November 2017 and the recommendation in Section 2 was approved without amendment.

## **Implications**

14. Equalities – none directly involved with this report
15. Environmental – as included in the report
16. Risk Management (including Health & Safety) – the dangers are set out in the report in terms of harm to the potential environment
- 17.. Human Resources – none other than potential enforcement

## **Consultation and Engagement**

The report does have an option to consider consultation after reference to the appropriate Committee if Full Council so wishes

## **Appendices**

Appendix 1 – Notice of Motion

Appendix 2 – Draft Balloon & Sky Lantern Release Policy for 2018

## **Background Papers**

The Weymouth & Portland Borough Council Constitution relating to Notices of Motion and the Marine Conservation Society 2014, the Intentional Outdoor Release of Balloons & Chinese Lanterns; a Pollution Statement and Position Statement v.3 (available online).

## **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:** Roger Greene, Senior Corporate & Regulatory Lawyer

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**Date:** 28th November 2017

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## MOTION TO WEYMOUTH & PORTLAND BOROUGH COUNCIL

That WPBC bans the release of helium balloons and sky lanterns from any land or premises in its ownership.

The release of balloon and sky lanterns from Council owned land or premises is to be regarded as littering and enforced accordingly.

Many organisations have drawn attention to the problem of lantern and balloon releases which end up as litter on land or sea and pose a risk to livestock and marine animals which mistake balloons in particular for food. Balloons have been found ingested in endangered turtles, dolphins, whales and seabirds. Livestock have died after eating degraded lanterns, which are accidentally picked up by harvesting machinery and put into winter feeds.

Lanterns also pose a fire risk to crops in the summer months, to thatched roof properties, and are causing a number of false alarm call outs on the coast as people mistake them for distress flares. In April 2016 a sky lantern landed on a Dorset Nature reserve near Wareham starting a major gorse fire.

The call to ban balloon and sky lantern releases nationally is supported by the Marine Conservation Society, RSPCA, RSPB and the National Farmers' Union.

Graham Duggan confirms that concerns have been raised before but these activities are not yet covered by any litter policy.

This committee proposes that WPBC should advise any group organising an event on land owned by the Council that no such releases will be permitted.

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# **WEYMOUTH & PORTLAND BOROUGH COUNCIL**

## **Balloon and Sky Lantern Release Policy 2018**

### **1. Introduction**

In recent years outdoor balloon and sky lantern releases have become a more common event at summer fairs, fundraising events, opening of new stores, or part of commemorative and celebratory occasions. However what is less known is what happens once these items have been released and the potentially harmful consequences for wildlife and property that can occur as a result of this form of celebration.

Although others have also undertaken research on this issue The Marine Conservation Society (an internationally recognized charity for the protection of seas, shores and wildlife) has produced a thorough and detailed Pollution Policy & Position statement on Balloons and Sky Lanterns, asking UK Local Authorities to recognize balloons and sky lanterns as a form of littering and to ban all outdoor releases. This stance is actively supported by the RSPCA, the National Farmers Union and many other public organisations.

## **2. Objective**

The objective of this policy is to propose the intentional outdoor release of balloons and sky lanterns (“lanterns”) as an act of littering, and thereby to discourage such activities in the Weymouth & Portland Borough Council area and to prohibit releases from Council owned land and premises.

## **3. Parameters/Scope**

This policy covers the release of balloons and lanterns within the Weymouth & Portland Borough Council area and the Council’s position in relation to the release of balloons and lanterns from Council owned land and premises.

The policy covers all types of balloon and lantern materials. The main types of balloon are latex (rubber) and foil (also known as mylar) can include other materials. Latex balloons, whilst biodegradable, may still persist in the environment for several years and sky lanterns typically contain a metal frame.

## **4. Policy**

This Council prohibits the release of balloons and lanterns from Council owned land and buildings. This applies to Council run events and events run by third parties.

The Council considers the release of balloons and lanterns from any land or buildings as potential littering and will take action when advised to do so under the Environmental Protection Act 1990 and the Clean Neighbourhoods and Environment Act 2005 where appropriate.

**5. Litter**

Where balloons and lanterns are released intentionally outdoors and are not disposed of responsibly, they litter the environment and as such this could be considered to be a potential offence under the Environmental Protection Act 1990 and the Clean Neighbourhoods and Environment Act 2005. Where the Council receives evidence of littering through the release of balloons and lanterns which are not disposed of responsibly, the Council may consider exercising its powers under the appropriate legislation.

**6. Permitted releases**

For the avoidance of doubt, piloted hot air balloons are not covered by this policy.

Helium balloons may also be permitted when used for research purposes, for example weather balloons, as long as supporting evidence is provided, identifying any risk and/ or any hazards to the environment and with any appropriate mitigation.

**7. Working with event organisers/ third parties/ lessees/ licencees**

Once the Council is notified of potential releases within the area of Weymouth & Portland Borough Council the Council will work with event organisers to suggest suitable alternatives to outdoor balloon and lantern releases and/ or to provide advice and guidance on the potential disposal of these items.

**8. Monitoring, Assessment & Review**

The Council will inform event organisers of the Balloon and Sky Lantern Release Policy by means of including relevant information within booking forms and other promotional materials.

The Council will also at its own discretion and where appropriate include details of this policy within any new leases or licences of land and/ or buildings where permitted events take place at those locations.

This Policy will be reviewed in two years time.

## **Management Committee 12 December 2017 South Western Railways Timetable Consultation**

### **For Decision**

#### **Brief Holders**

Cllr Huckle – Transport and Infrastructure  
Cllr Nowak – Environment and Sustainability

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

S Hill, Strategic Director

#### **Report Author:**

T Sneller – Local Plans Team Leader

#### **Statutory Authority**

Planning and Compulsory Purchase Act 2004

#### **Purpose of Report**

1. To brief members on South Western Railways' proposed timetables changes and seek agreement for a response to the consultation on these changes.

#### **Recommendations**

2. a) That members agree the response to the consultation included in Appendix 1  
b) That members agree for the relevant portfolio holders to consider and subject to its content, endorse the response made by Dorset County Council when it becomes available.

#### **Reason for Decision**

3. To enable a formal response to be made to the consultation on changes to train timetables

#### **Background and Reason Decision Needed**

4. On 29<sup>th</sup> September 2017, South Western Railway opened a consultation on changes to train timetables across their rail network. The closing date for responses to this consultation is 22<sup>nd</sup> December 2017. The network operated by South Western Railways includes the lines from London Waterloo to Weymouth. Changes are proposed to services on this line.

### Weymouth to London Waterloo

5. The Weymouth to London Waterloo line runs from Weymouth through Dorchester South, Bournemouth, Southampton and on to London Waterloo.
6. Currently weekday train services on this line provide a twice hourly direct service to London Waterloo with journey times from Weymouth being between approximately 2hrs 45 minutes and 3hrs. Table 1 shows the local stations at which this service typically stops.

**Table 1: Current weekday train service Weymouth to Bournemouth**

Station	Departure (mins past the hour)	Departure (mins past the hour)	Typical journey time to London Waterloo
<b>Weymouth</b>	<b>03</b>	<b>20</b>	<b>2:46 to 3:00</b>
Upwey	–	24	2:56
<b>Dorchester South</b>	<b>13</b>	<b>33</b>	<b>2:36 to 2:47</b>
Moreton	–	39	2:41
Wool	–	45	
Wareham	28	53	
Holton Heath	–	56	
Hamworthy	35	01	
<b>Poole</b>	<b>40</b>	<b>07</b>	
Parkstone	44	–	
Branksome	48	–	
<b>Bournemouth</b>	<b>54</b>	<b>17</b>	<b>1:56 to 2:03</b>
Terminates	London	London	

7. The full current timetable (table 28) can be viewed here: <https://www.southwesternrailway.com/plan-my-journey/timetables>
8. The proposal from South Western Railways is to amend this timetable. Detail of local stations is shown in Table 2 with the overall headlines being:
  - *one train per hour calling at Woking, Winchester, Southampton Airport, Southampton Central, Brockenhurst, Bournemouth, Poole, Wareham, Wool, Dorchester South and Weymouth;*
  - *Upwey, Moreton, Holton Heath, Hamworthy (and other stations) lose their regular through service to Waterloo instead being served by the Portsmouth – Weymouth service;*
  - *two trains per hour from Wool all day.*
9. Journey times from Weymouth to London Waterloo are reduced from the present service to between approximately 2hrs 35 minutes and 2hrs 45 minutes.



**Table 2: Proposed weekday train service Weymouth to Bournemouth**

Station	Departure (mins past the hour)	Departure (mins past the hour)	Typical journey time to London Waterloo
<b>Weymouth</b>	<b>00</b>	<b>37</b>	<b>2:34</b>
Upwey	04	–	3:07
<b>Dorchester South</b>	<b>12</b>	<b>47</b>	<b>2:24</b>
Moreton	18	–	2:53
Wool	24	57	
Wareham	31	04	
Holton Heath	35	–	
Hamworthy	40	–	
<b>Poole</b>	<b>45</b>	<b>14</b>	
Parkstone	49	–	
Branksome	52	–	
<b>Bournemouth</b>	<b>59</b>	<b>28</b>	<b>1:48</b>
Terminates	Portsmouth (change at Southampton for London)	London	

10. The full proposed timetables (tables 158 and 165) can be viewed here: <https://www.southwesternrailway.com/contact-and-help/timetable-consultation>

## Implications

11. Although the proposals reduce the frequency of direct services to London Waterloo from two per hour to only one per hour, overall journey times from Weymouth are reduced by 12 minutes.
12. In addition to the hourly direct service to London, a direct service from Weymouth to Portsmouth is proposed to run at a frequency of one per hour. This Portsmouth service offers the opportunity of changing trains at Southampton Central for services to London. This would involve a wait of between 10 and 20 minutes for the London service and enable a connection from Upwey/Moreton to London with around a 3hrs 07 minutes journey time. This is the next direct service from Weymouth to London.
13. To enable the reduced journey times, South Western Railways propose to remove the direct London service from Upwey and Moreton stations from all but peak times necessitating a change of trains to access services to London at off-peak times. However, the local daytime service within Dorset from these stations is maintained at the current hourly frequency.

14. The potential impact of the proposed changes could be felt in two ways. Firstly by users within Dorset who rely on local train services within the county (local users) primarily for commuting and leisure trips and secondly by users who travel further afield into and out of Dorset for example to and from Southampton, Southampton Airport and London (distance users).
15. It is unlikely that many businesses or individuals rely on the current twice hourly direct train services to London. However a frequent direct service to London would be seen as an advantage. The 12 minute reduction in journey time is not considered to compensate for the reduction in frequency of direct services to London.
16. It should be noted however that the travel times similar to the current situation would be achievable by changing trains at Southampton Central.
17. An important factor for attracting business investment is access and journey time to London. Although an hourly direct service will meet this need to some extent, supplemented by the hourly non-direct service, the greater frequency is considered to be important.
18. The speed of the connection is important and therefore the reduced journey time to London is likely to have a slight positive impact for businesses. However, with a total journey time of over two hours, companies requiring reasonable connectivity to London would most likely consider the Weymouth area to be outside of their search parameters.
19. Users who travel from/to beyond Southampton are small in number (only 12% of all journeys from Dorchester South) but the impact on these users could potentially be significant. Improved connectivity within the travel to work area has the potential to bring about benefits to the local economy through access to a greater pool of employees/employment opportunities.
20. Connectivity to key destinations such as Southampton Airport is considered to be important for local people, businesses and tourists. Reduced direct services to these key destinations and the need to change trains, has the potential to have a negative impact on users especially those traveling with heavy baggage.
21. In the longer term, through the joint West Dorset, Weymouth & Portland Local Plan an additional 600 homes are proposed at Crossways (adjacent to Moreton Station) and around 900 new homes in the vicinity of Upwey Station through the allocation at Littlemoor and the permission at Wey Valley.
22. In addition, the review of the local plan which is moving towards preferred options consultation, is seeking to identify sites sufficient to accommodate around 4,500 new homes on top of that already proposed. Opportunities for further growth in the Crossways (Moreton Station) and Upwey areas are being considered.
23. The proposals do not result in a reduction in local services from Moreton and Upwey as there will continue to be one train per hour as now. The reduction is to off-peak direct services to London which would cease.

However by changing trains at Southampton Central, comparable train times to the current situation (12 minutes slower) would be possible.

24. Currently there are three trains per hour travelling from Bournemouth direct to London however the third service (starting in Poole) is a very slow service with the later departure arriving in London before this slow service. The proposed timetable includes two direct trains per hour between Bournemouth and London offering journey times of between 1hr 57 minutes (starting in Weymouth) and 2hrs 06 minutes (starting in Poole).
25. The service on the London Waterloo to Exeter line is broadly similar to the existing service with slight improvements in journey times to London Waterloo. It is therefore proposed to support the changes to services on the Exeter to London Waterloo line through the consultation response.
26. The current franchise will run for a period of seven years before going out to tender. The timetable will also be reviewed in December 2020.

#### **Proposed response to consultation**

27. The consultation documentation from South Western Railway included a number of questions with one relating to the London to Weymouth line. The proposed response to these questions is included in Appendix 1.
28. A question was also asked about the retention of seasonal services running between London Waterloo, Yeovil Pen Mill and Weymouth however no contextual information was included in the consultation material. Retention of this service is supported and this is reflected in the consultation response in Appendix 1.
29. In addition to the above points it is proposed that, the relevant portfolio holders review and subject to its content, endorse the response made by Dorset County Council as the Highways Authority when it becomes available. The County Councils response is expected to be available a few days after this committee meeting.

#### **Corporate Plan**

30. Empowering thriving and inclusive communities; Building a stronger local economy.

#### **Financial**

31. There are no financial implications from this report

#### **Equalities**

32. There are no equalities issues raised from this report

#### **Environmental**

33. The environmental impact associated with the proposed alterations to train times should encourage greater use of the railway line from the main stations. The reduction in direct services to London from Moreton and Upwey may deter users from these stations.

#### **Economic Development**

34. The proposed changes to train services are considered to have no or a minimal positive impact on economic development.

### **Consultation and Engagement**

35. This report proposes a response to the South Western Railways consultation on changes to the train timetables serving stations within the plan area. Only internal consultation has been undertaken in formulating this report.

### **Appendices**

Appendix 1: Proposed response to the consultation from Weymouth & Portland Borough Council

Appendix 2: Response made by Dorset County Council for Brief Holder consideration and endorsement (to follow)

### **Background Papers**

<https://www.southwesternrailway.com/contact-and-help/timetable-consultation>

### **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:** 15 November 2017

## Appendix 1: Proposed response to the consultation

**CONSULTATION QUESTION: South Dorset and Hampshire Local Services**  
*Stakeholders have asked for faster journeys and improved service intervals. We plan that journeys from Weymouth to London will be up to 12 minutes faster and for the two trains per hour between Weymouth and Bournemouth to be spaced much nearer to a half-hourly frequency, Wool will see both Weymouth trains calling there. This however requires the link from some less busy stations to London to be broken at off-peak times with the trains instead providing cross Southampton connectivity to Fareham and Portsmouth. Same platform connections will be provided at Brockenhurst for passengers using the local service to connect to/from London.*

*Do you support the speeding up of services from Weymouth with improved service intervals between Weymouth and Bournemouth and the change in connectivity for smaller stations?*

Proposed response:

*Weymouth and Portland Borough Council objects to the reduction in direct services to London from stations within its area. Although the improved journey time to London is supported, the suggested increase of 12 minutes over a 2hrs 45 minutes journey is not considered to compensate for the loss of service.*

*Faster trains connecting to London have the potential to encourage increased investment by businesses into the local area. However the frequency of services is also considered important to help facilitate future investment.*

*Currently trains from London can be significantly overcrowded. The proposals suggest replacing the three trains that run currently from London to Bournemouth with two direct trains. Reducing the number of services to the area can only result in increased overcrowding especially at peak times.*

*There is potential for a significant impact on tourist visitors to the South Dorset area. The current service of two direct trains per hour enables users to travel from London and Southampton Airport to Dorchester and Weymouth. This is a significant, convenient and sustainable route into the area for visitors. Similarly, for residents of the area, direct trains to London and Southampton Airport are considered important. A reduction in direct services and the need for a change of trains at Southampton makes the journey significantly less convenient especially for those travelling with heavy luggage.*

*Reduction in direct trains from Upwey and Moreton will necessitate a change of trains at Southampton Central. This may deter some users. The longer journey time (the change of trains increases current journey times by up to 20 minutes) from these locations is also likely to discourage users of the service.*

*Of particular concern is the impact of the reduced service from Upwey and Moreton given the levels of residential growth committed at these locations. There are around 600 new dwellings to be built in the vicinity of Moreton Station and around 900 additional dwellings in the vicinity of Upwey Station.*

*In addition to the above committed growth, further residential expansion at the two locations is being considered as part of the review of the West Dorset, Weymouth & Portland joint Local Plan. It is therefore considered to be short-sighted to remove direct London services from this location given the increase in population that will occur in the area. The impact of implementing any amended timetable needs to be carefully monitored and subject to review should a detrimental impact be noticed.*

*The service connecting Weymouth to Portsmouth is welcomed as it offers greater connectivity to the local area. This potentially opens new employment opportunities for residents and for businesses. However, as the Southampton to Portsmouth conurbation is already well served by frequent trains, the introduction of this service should not be at the detriment of the more frequent direct service to London. It is possible to change trains at Southampton Central for services to Portsmouth. A local shuttle service could run between Weymouth and Bournemouth/Poole to supplement a twice hourly London service and provide additional services for local commuters.*

*It is understood that the existing rail infrastructure restricts rail capacity. There should be a commitment to improving this rail infrastructure (dualling of the line to Dorchester and an upgrade of the power supply) to increase the frequency and speed of services on the railway. In addition the previously supported upgrade of Dorchester South Station and improvements to Weymouth Station would further encourage use of the line.*

*The alterations to the Exeter to London (via Sherborne) service is considered unlikely to have a significant effect as train times are similar to the current situation. The proposed changes are therefore supported.*

**QUESTION: Saturday seasonal service Waterloo – Yeovil - Weymouth**

*Do you feel that the seasonal through service that operates between Waterloo, Yeovil Pen Mill and Weymouth, via Maiden Newton, should continue?*

*Seasonal Weymouth, Yeovil and London connecting services should be maintained and expanded to a year round service as it helps to deliver alternative options for services to the southern Dorset area. Although there is a need for some infrastructure works, the connection to Yeovil from Weymouth and on to London and Bristol is a significant opportunity to enhance the connectivity of southern Dorset that should be explored further.*

## **Management Committee 12 December 2017 Renewal of Grant Agreement with Weymouth and Portland Citizens Advice**

### **For Decision**

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

Cllr Christine James

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

S Hill, Strategic Director

#### **Report Author:**

Jane Nicklen, Community Planning & Development Manager

#### **Statutory Authority**

Section 1 of The Localism Act 2011, General power of competence

#### **Purpose of Report**

1. To seek approval for renewal of the grant to Weymouth and Portland Citizens Advice for a one year term with review thereafter subject to the potential formation of a Weymouth Town Council and devolution of finances as part local government re-organisation.

#### **Officer Recommendations**

2. To agree the terms of the grant for an interim period of one year with automatic extension for 12 months thereafter up to a 4 year term subject to satisfactory performance in line with the agreement and funding being available.

#### **Reason for Decision**

- 3 To support the continued operation of Weymouth and Portland Citizens Advice and its outreach services in the Borough given the high demand for services at the current time. The one year period has been introduced to allow for developments in relation to Local Government Re-organisation

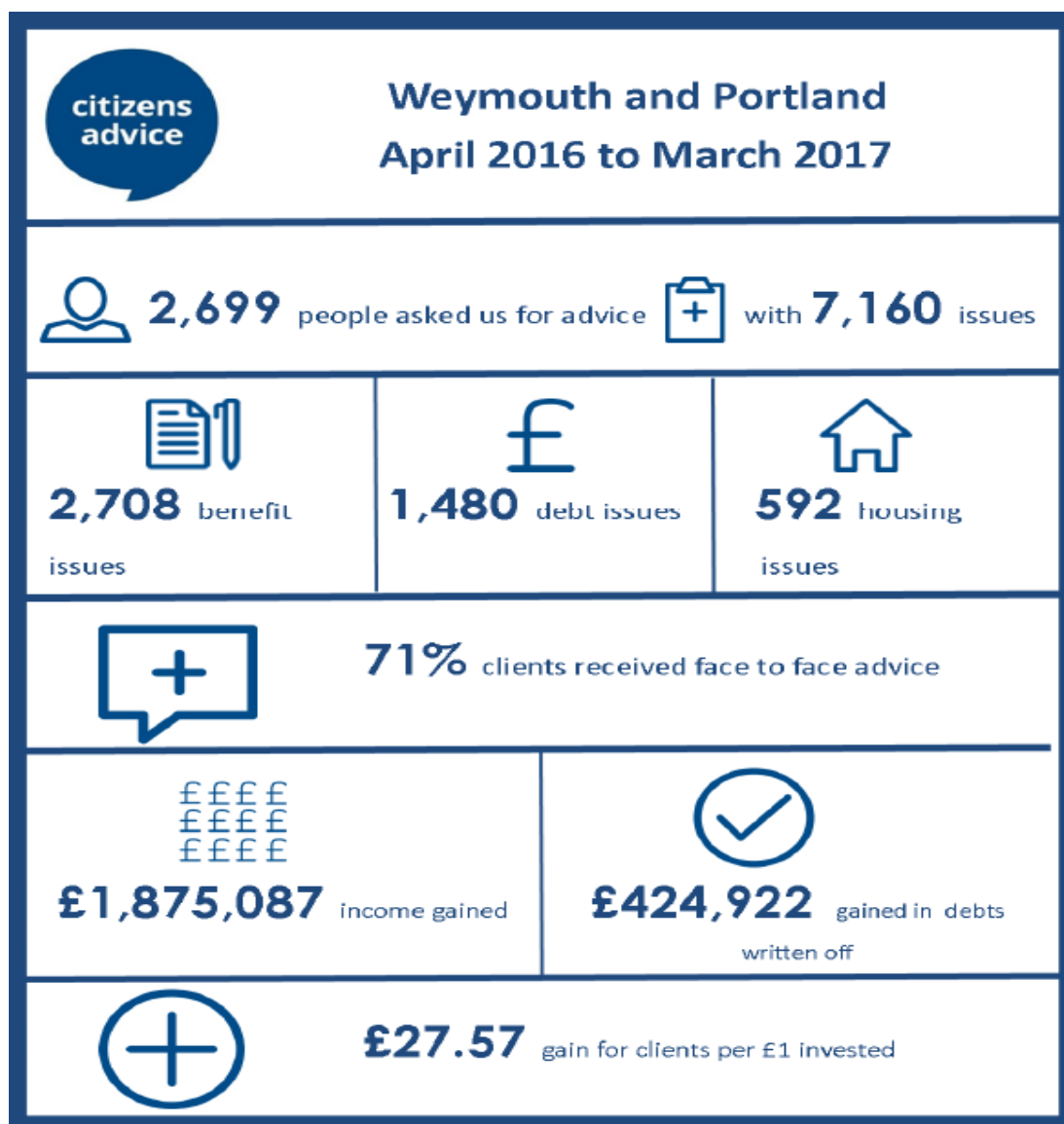
## Background and Reason Decision Needed

- 4 The council has provided core financial support to Weymouth and Portland Citizens Advice for many years. This support has enabled the provision of advice and counselling services to local residents in need. In 2014, the Council agreed to a four year grant agreement with Citizens Advice and this is up for renewal in April 2018. This report has been tabled at this time on the advice of the Head of Financial Services so as to inform the budget setting for the financial year 2018-19.
- 5 The new grant agreement has been drawn up in line with the Council's Grants, Loans and Subsidies Policy. The grant specifies the provision of advice and assistance to members of the public on a range of social policy issues which include:
  - Benefits
  - Consumer issues
  - Debt
  - Education
  - Employment
  - Finance
  - Health
  - Immigration
  - Legal
  - Other
  - Relationships
  - Tax
  - Travel
  - Utilities
- 6 The terms of the agreement cover the responsibilities of the council and the recipient, the grant amount, duration and payment schedule, use and payment of the grant, monitoring and reporting, publicity, data protection and confidentiality, freedom of information, anti-discrimination, human rights, insurance, liability and warranties, grant termination, waiver and variation and complaint and dispute resolution.
- 7 The grant agreement requires the Bureau to maintain and supply accounts, monitor delivery and outcomes, supply a risk register and insurance review, permit reasonable access for grant monitoring, provide an annual report, acknowledge the council as a funder, adhere to current legislative requirements and assist in freedom of information requests as required.
- 8 The annual grant payable by the council is £64,845 payable quarterly in April, July, October and January. This increases the safeguards to the council in case of any non-compliance. Three months notice of termination is required from the council before the end of each term. The grant runs for an interim period of one year with automatic extension for 12 months thereafter up to a 4 year term subject to satisfactory performance in line with the agreement. Officers of the council and the Bureau are scheduled to meet annually to review the grant.
- 9 In the past year, Weymouth and Portland Citizens Advice has experienced a lack of management capacity due to illness. The trustees implemented changes to management arrangements in early September 2017. Currently the office is being run by the respective managers for Citizens Advice in



Dorchester, Sherborne and North Dorset and Purbeck. Discussions are ongoing about a potential merger with another local Citizens Advice. The trustees, office, staff and volunteers will still remain exclusively responsible for the provision of services to Weymouth & Portland residents but there will be a common management structure.

- 10 The service has continued to operate at the following locations with support from a dedicated team of volunteers:
- The main office at the rear of Weymouth Library at 1 Great George Street
  - The Portland Centre in Fortuneswell
  - GP surgeries at Lanehouse, Royal Crescent in Melcombe Regis, Portland and Wyke Regis. There are also plans to seek funding for an outreach service at Littlemoor.
  - Westham and Mulberry Childrens centres
11. In the year 2016-17, Weymouth and Portland Citizens Advice saw a total of 2,699 clients. Details of their client profile by ward are shown at Appendix 1. The ward with by far the highest number of client comprising 19% of the total was Melcombe Regis. See activity summary below:



- 12 The profile of requests for help is shown at Appendix 2. The largest number of enquiries was received in relation to Benefits (38%), followed by Debt (21%) Housing (8%) and Employment (7%) shown below. Noticeable trends are the increase in welfare benefits enquiries and there are additional concerns about the potential impact of Universal Credit when introduced in December 2017.
- 13 Weymouth and Portland Citizens Advice has a new Business Development Plan 2017-2020. This sets out a strategic way forward, focussing on consolidating and expanding existing outreaches, and increasing the existing volunteer team of 40 volunteers. The volunteers donated over 23,800 hours in 2016-17 with an annual value of £389,228. The office's new Universal Credit caseworker means that, for the first time, they will have a specialist welfare benefits worker to deal with the most complex cases and to use their expertise to support and extend the knowledge of the wider team.

## Implications

### 14 Corporate Plan

This report has links to the following areas of the Corporate Plan:

- Empowering Thriving and Inclusive Communities
- Improving Quality of Life

### 15 Financial

The annual grant to Weymouth and Portland Citizens' Advice Bureau is £64,845 allocated through the Community Planning and Development Team budget. This is not subject to the Retail Price Index increase.

### 16 Equalities

The provision of council funding to Weymouth and Portland Citizens Advice will enable all sections of the community to access appropriate advice services. Particular support is provided in relation to disability benefits advice.

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

The grant agreement includes extensive financial and reputational safeguards to manage risks on the part of the council and also requires the completion of a risk register by the grant recipients.

### 18 Human Resources

Staff involvement in the negotiation and monitoring of the grant agreement is within the current role of the community planning and development and legal teams.

## Consultation and Engagement

- 19 Consultation takes place with Weymouth and Portland Citizens Advice as part of the current grant agreement. Engagement has also taken place with the current managers and Chair of Trustees of Weymouth and Portland Citizens Advice in the preparation of this report.

## **Appendices**

- 20 Appendix 1 - 2016-17 Clients by ward  
Appendix 2 - % Clients by advice topic.

## **Background Papers**

- 21 Grant agreement for the period 2014-2018

## **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:**

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## Weymouth and Portland Citizens Advice

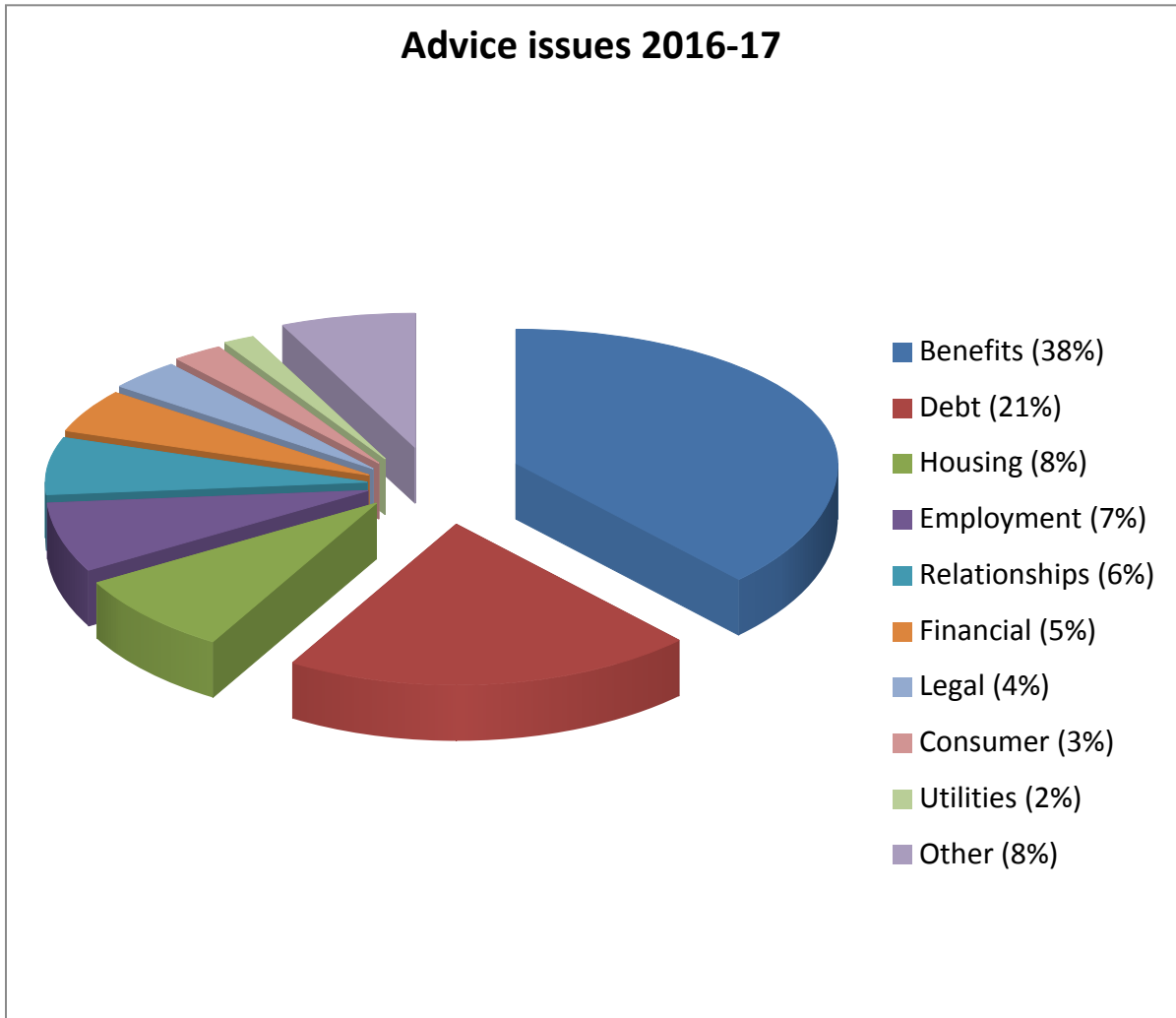
## Client Profile by Ward for the Years 2014-15, 2015-16, 2016-17

Ward	Clients helped		
	2014-15	2015-16	2016-17
Littlemoor	195	183	207
Melcombe Regis	517	532	511
Preston	120	121	115
Radipole	147	117	120
Tophill East	118	98	123
Tophill West	191	176	181
Underhill	224	177	202
Upwey and Broadwey	152	130	143
Westham East	237	183	180
Westham North	254	222	204
Westham West	160	159	152
Wey Valley	89	98	89
Weymouth East	172	168	141
Weymouth West	206	182	176
Wyke Regis	215	184	183

Source: Casebook CP6e

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Profile of Client Enquiries for 2016-17 by Topic



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## **Management Committee 12 December 2017 Grant Agreement with Dorset Race Equality Council**

### **For Decision**

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

Cllr Christine James

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

S Hill, Strategic Director

#### **Report Author:**

Susan Ward-Rice, Community Development Team Leader

### **Statutory Authority**

### **Purpose of Report**

- 1 To seek approval for the renewal of the grant to Dorset Race Equality Council for one year with review thereafter subject to the potential formation of a Weymouth Town Council and devolution of finances as part local government re-organisation.

### **Recommendations**

- 2 To approve a grant of £2,000 for one year (2018-19), then subject to a further review.

### **Reason for Decision**

- 3 To support the ongoing work of Dorset Race Equality Council in Weymouth & Portland. The one year period has been introduced to allow for developments in relation to Local Government Re-organisation.

### **Background and Reason Decision Needed**

- 4 Weymouth & Portland Borough Council has continued to provide financial support to Dorset Race Equality Council (Dorset REC), which has enabled Dorset REC to provide information, support and advice to victims of racial discrimination, encourage good relations between and within local communities and provide advocacy services for ethnic minority communities. Although Dorset has much lower levels (4.5%) of Black and Minority Ethnic (BME) residents than the country as a whole (19.5%), Weymouth & Portland has a higher BME population (5.1%) than Dorset

County. In addition, 2.1% of the Weymouth and Portland population do not have English as their main language as opposed to the county figure of 1.7%.

- 5 Furthermore, the five major non-Christian world religions Islam, Buddhism, Hinduism, Judaism and Sikhism constitute 1% of Dorset's residents religious beliefs, the main non-Christian religious groups are concentrated in Dorset towns and Weymouth has just over 300 residents of Muslim faith.
- 6 The council in partnership with other local authorities across Dorset has had a joint grant agreement in place since April 2012. This agreement is currently managed by Bournemouth Borough Council and includes the following:
  - Poole Borough Council
  - North Dorset District Council
  - West Dorset District Council
  - Dorset Clinical Commissioning GroupDorset County Council has a separate grant agreement Dorset REC which is managed by Citizens Advice in Dorset (CAiD).
- 7 Dorset Race Equality Council is the only organisation of its kind in Dorset. Its stated aims are to:
  - Ensure that ethnic minority individuals and communities in Dorset feel empowered to challenge racism and discrimination and have access to support and information.
  - Promote the celebration of ethnic, cultural and religious diversity in Dorset society and strengthen local ethnic minority organisations.
  - Work towards making public, private and voluntary sector agencies in Dorset fully representative of, and responsive to, the ethnic, cultural and religious diversity of the population; offering equal opportunities and equal access to all.
- 8 Dorset Race Equality Council is located in Bournemouth, but staff regularly attend events and meetings around Dorset including Weymouth & Portland.
- 9 Dorset Race Equality Council has worked on a number of initiatives and projects in Weymouth and Portland in the last year and this includes the following:
  - Successfully obtaining funding from the Big Lottery 'Diverse Neighbourhoods Project' to deliver celebration events across Dorset including holding an event in Chapelhay in partnership with Chapelhay Play Park. The event attracted over 80 local residents, and was aimed at bringing people together from diverse ethnic and faith backgrounds to share a community meal.
  - Continuing to organise and facilitate the Forum for Equality and Diversity (FED) on behalf of Dorset County Council, although none of the meetings were located in Weymouth this year, attendance at meetings in Dorchester and Lyme Regis included organisations from Weymouth & Portland.

- Working with Weymouth College to deliver an equality and diversity fair at the college for the third year running.
- Organising and facilitating the annual One World Festival in Dorchester, this event was attended by families from Weymouth & Portland and the event celebrates diversity through music, dance and food.
- Regular dialogue with the Verne Immigration Removal Centre in terms of both supporting staff around equality and diversity and also detainees including supporting a detainee who was attacked by a fellow detainee with his complaint.
- Using funding from Comic Relief to capture the views of Muslims (the majority of whom are Bengali and Arabic), with limited or no English across Dorset, Bournemouth and Poole, information is being used to develop targeted projects. Contact was made with Muslim residents and workers in Weymouth & Portland via the Weymouth Mosque.
- Continuing to act as a third party reporting centre for people who experience a hate crime, including capturing hate crime incidents post the EU referendum (June 2016) where 60 reports from across Dorset were reported. In addition, Dorset REC has continued to provide advocacy, advice and support in cases of religion-based abuse or discrimination, dealing with 37 cases in the last year, 23 in Bournemouth, 6 in Poole and 8 in Dorset including 2 in Weymouth & Portland.

10 A significant proportion of the core funding for Dorset Race Equality Council is provided by local authorities and Dorset Clinical Commissioning Group, as such a joint grant agreement between Dorset Race Equality Council and Bournemouth Borough Council, Poole Borough Council, North Dorset District Council, West Dorset District Council and Weymouth & Portland Borough Council exists. The services covered by this joint agreement are to:

- Act as an independent third party reporting centre for BME people who experience prejudice and discrimination, and provide a signposting service to those affected by such prejudice and discrimination.
- Work with the community and voluntary sector and statutory partners to promote the participation of BME people in Dorset life.
- Challenge and provide strategic support to statutory agencies in the delivery of the race equality agenda

11 During 2016-17, each grant partner contributed the following;

<b>Funding Partner</b>	<b>Amount</b>
Bournemouth Borough Council	£20,000
Dorset Clinical Commissioning Group	£20,000
Poole Borough Council	£14,000
North Dorset District Council	£1,750
West Dorset District Council	£1,845
Weymouth & Portland Borough Council	£2,000
<b>Total</b>	<b>£59,595</b>

- 12 The terms of the agreement include the following: responsibilities of the councils and the recipient, the grant amount, duration and payment schedule, use and payment of the grant, monitoring and reporting, publicity, grant termination, waiver and variation and complaint and dispute resolution.
- 13 Quarterly monitoring meetings take place between partner representatives and Dorset Race Equality Council, where monitoring reports are discussed and priorities identified.

## **Implications**

### **Corporate Plan**

This report has links to the following areas of the Corporate Plan:

- Empowering Thriving and Inclusive Communities
- Improving Quality of Life

### **Financial**

A grant of £2,000 is requested for 2018-19 and there is a budget provision of £2000 in the 2018/19 budget setting accounts. The grant would be managed by the Community Planning & Development Team.

### **Equalities**

The provision of council funding to Dorset Race Equality Council will enable people to access advice and support and were they feel they have received a poor service or have been discriminated against because of their race, ethnicity, faith and/or belief.

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

Without funding from the local authorities the core work of Dorset Race Equality Council would not be able to continue. This would mean that, in addition to victim support, advice and training, some valuable project work would be lost.

### **Human Resources**

The Community Planning & Development Team support the work of Dorset REC, including attending the joint funder meetings and working with them to develop initiatives in Weymouth and Portland.

### **Consultation and Engagement**

The joint funders listed in paragraph 6 of this report, are aware of this request being put forward. The interim Chief Executive Officer of Dorset REC has had sight of this committee report.

### **Appendices**

None

### **Background Papers**

A range of information about Dorset Race Equality Council, including their recent annual report, financial information and the consultation Arabic and Bengali Consultation Report is available online at <http://www.dorsetrec.org.uk/>

## 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:** Susan Ward-Rice

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**Date:** 12 December 2017

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## **Management Committee 12 December 2017 Calendar of Meetings 2018-2019**

### **For Recommendation To Council**

#### **Portfolio Holder**

Councillor A Reed

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

S Caundle, Assistant Chief Executive

#### **Report Author:**

K Critchel, Senior Democratic Services Officer

#### **Statutory Authority**

Local Government Act 1972

#### **Purpose of Report**

- 1 To consider the calendar of meetings for the 2018-19 municipal year.

#### **Recommendations**

- 2 (a) That the calendar of meetings for the period May 2018 to May 2019 as set out at appendix 1 be approved;

#### **Reason for Decision**

- 3 To put into place appropriate arrangements for Full Council and committee meetings, to ensure effective political management.

#### **Background and Reason Decision Needed**

- 4 The draft calendar of meetings for 2018 – 19 is presented to the Management Committee and Full Council for formal adoption and is attached at appendix 1 to this report.
- 5 At its meeting on 1 June 2017, Full Council made the following resolution:-

“That from the 2018 AGM the Management Committee moves to evening meetings”. No specified time of the meeting was decided by Full Council.

Members are also asked to note that the Sovereign Audit Committee has been moved from September to 30 July 2018 in order that the Council can sign off the Council Accounts by the end of July 2018.

- 6 In November the Secretary of State for Communities and Local Government, the Rt Hon Sajid Javid MP announced that he was minded to support the Future Dorset proposal to replace Dorset's nine councils with two new unitary authorities. On the basis that the Dorset unitary proposal goes ahead additional meetings to those scheduled in the appended calendar of meetings are likely to be required.
- 7 There are no other significant changes to report.

## **Appendices**

Appendix 1 – Draft Calendar of Meetings 2018 – 19

## **Background Papers**

There are no 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.

**Report Author:** Kate Critchel, Senior Democratic Services Officer

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**Date:** December 2017



Joint
North
West
Weymouth

APPENDIX

DORSET COUNCILS CALENDAR OF MEETINGS  
MAY 2018 – MAY 2019

Shaded areas denotes school holidays

\*Denotes different day from normal meeting day and # denotes a different time of day.

Monday 30 April 2018		
Tuesday 1 May		
Wednesday 2 May	WPBC Planning Committee (Reserve)	9.00
Thursday 3 May		
Friday 4 May		
Monday 7 May	May Bank Holiday	
Tuesday 8 May	NDDC Planning Site Meeting	10.00
Wednesday 9 May		
Thursday 10 May	WDDC Annual Meeting of Council	2.15
Friday 11 May		
Monday 14 May		
Tuesday 15 May		
Wednesday 16 May		
Thursday 17 May	WPBC Mayor Making	7.00
Friday 18 May	NDDC Annual Meeting of Council	10.00
Monday 21 May	WDDC Planning Site Meeting	10.00
Tuesday 22 May	NDDC Planning Committee	10.00
Wednesday 23 May	NDDC Overview and Scrutiny Committee	2.00
Thursday 24 May	WDDC Planning Committee	1.00
Friday 25 May	NDDC *Licensing Committee	10.00
Monday 28 May	<b>Spring Bank Holiday</b>	
Tuesday 29 May	NDDC *#Cabinet WDDC Strategy Committee	10.00 2.15
Wednesday 30 May		
Thursday 31 May	WDDC Licensing Committee WPBC Full Council	2.15 7.00
Friday 1 June		
Monday 4 June		
Tuesday 5 June	NDDC Planning Site Meeting WPBC Management Committee	10.00
Wednesday 6 June	WPBC Planning Committee	9.00
Thursday 7 June	WPBC Licensing Committee	2.00
Friday 8 June		
Monday 11 June		
Tuesday 12 June	WDDC Overview & Scrutiny Committee	2.15
Wednesday 13 June		
Thursday 14 June	WPBC Scrutiny & Performance Committee	6.30
Friday 15 June		

<b>Joint</b>
<b>North</b>
<b>West</b>
<b>Weymouth</b>

Monday 18 June	<i>WDDC Planning Site Meeting</i> WPBC Policy Development Committee	10.00 6.30
Tuesday 19 June	NDDC Planning Committee	10.00
Wednesday 20 June	WDDC Dorchester Markets Joint Informal Panel	7.00
Thursday 21 June	WDDC Planning Committee	1.00
Friday 22 June		

Monday 25 June	<b>Joint Advisory Accounts &amp; Audit Committee</b>	<b>4.00</b>
Tuesday 26 June		
Wednesday 27 June	WPBC Harbour Management Board	3.00
Thursday 28 June	<b>Joint Advisory Overview and Scrutiny</b>	<b>2.15</b>
Friday 29 June		

Monday 2 July	NDDC Cabinet	2.00
Tuesday 3 July	<i>NDDC Planning Site Meeting</i>	10.00
Wednesday 4 July	WPBC Planning Committee	9.00
Thursday 5 July	WPBC Licensing Committee	2.00
Friday 6 July		

Monday 9 July		
Tuesday 10 July	WPBC Management Committee NDDC Licensing Committee WDDC Overview & Scrutiny Committee	10.00 2.15
Wednesday 11 July		
Thursday 12 July	WDDC Licensing Committee	2.15
Friday 13 July		

Monday 16 July	<i>WDDC Planning Site Meeting</i>	10.00
Tuesday 17 July	NDDC Planning Committee WDDC Strategy Committee	10.00 2.15
Wednesday 18 July	NDDC Overview & Scrutiny Committee	2.00
Thursday 19 July	WDDC Planning Committee	1.00
Friday 20 July		

Monday 23 July		
Tuesday 24 July		
Wednesday 25 July		
Thursday 26 July	WPBC Full Council	7.00
Friday 27 July	NDDC Full Council	10.00

Monday 30 July	NDDC Accounts and Audit Committee WDDC Audit Committee WPBC Audit Committee	10.30 2.15 6.30
Cannot move these meetings		
Tuesday 31 July	<i>NDDC Planning Site Meeting</i> *WDDC Full Council	10.00 2.15
Wednesday 1 August	WPBC Planning Committee	9.00
Thursday 2 August		
Friday 3 August		

<b>Joint</b>
<b>North</b>
<b>West</b>
<b>Weymouth</b>

Monday 6 August	WPBC Policy Development Committee	6.30
Tuesday 7 August		
Wednesday 8 August		
Thursday 9 August		
Friday 10 August		

Monday 13 August	WDDC Planning Site Meeting NDDC Cabinet	10.00 2.00
Tuesday 14 August	WPBC Management Committee NDDC Planning Committee	10.00
Wednesday 15 August		
Thursday 16 August	WDDC Planning Committee	1.00
Friday 17 August		

Monday 20 August		
Tuesday 21 August		
Wednesday 22 August		
Thursday 23 August		
Friday 24 August		

Monday 27 August	<b>Bank Holiday</b>	
Tuesday 28 August	NDDC Planning Site Meeting	10.00
Wednesday 29 August		
Thursday 30 August	WPBC Scrutiny & Performance Committee	6.30
Friday 31 August		

Monday 3 September		
Tuesday 4 September		
Wednesday 5 September	WPBC Planning Committee NDDC Overview & Scrutiny Committee	9.00 2.00
Thursday 6 September		
Friday 7 September		

Monday 10 September	WDDC Planning Site Meeting	10.00
Tuesday 11 September	NDDC Planning Committee WDDC Strategy Committee	10.00 2.15
Wednesday 12 September		
Thurs 13 September	WDDC Planning Committee	1.00
Friday 14 September		

Monday 17 September	NDDC Cabinet	2.00
Tuesday 18 September	WPBC Management Committee	
Wednesday 19 September		
Thurs 20 September		
Friday 21 September		

<b>Joint</b>
<b>North</b>
<b>West</b>
<b>Weymouth</b>

Monday 24 September		
Tuesday 25 September	<i>NDDC Planning Site Meeting</i> WDDC Overview & Scrutiny Committee	10.00 2.15
Wednesday 26 September	WPBC Harbour Management Board	3.00
Thursday 27 September		
Friday 28 September		

Monday 1 October	Joint Advisory Accounts & Audit Committee	4.00
Tuesday 2 October		
Wednesday 3 October	WPBC Planning Committee	9.00
Thursday 4 October	WPBC Scrutiny & Performance Committee	6.30
Friday 5 October		

Monday 8 October	WDDC Planning Site meeting WPBC Policy Development Committee	10.00 6.30
Tuesday 9 October	NDDC Planning Committee	10.00
Wednesday 10 October		
Thursday 11 October	WDDC Planning Committee WPBC Full Council	1.00 7.00
Friday 12 October		

Monday 15 October		
Tuesday 16 October		
Wednesday 17 October	NDDC Overview & Scrutiny Committee	2.00
Thursday 18 October	WDDC Full Council	2.15
Friday 19 October	NDDC Full Council	10.00

Monday 22 October		
Tuesday 23 October	<i>NDDC Planning Site Meeting</i>	10.00
Wednesday 24 October		
Thursday 25 October		
Friday 26 October		

Monday 29 October	NDDC Cabinet	2.00
Tuesday 30 October	WPBC Management Committee	
Wednesday 31 November		
Thursday 1 November	WDDC *Strategy Committee	2.15
Friday 2 November		

Monday 5 November		
Tuesday 6 November	NDDC Planning Committee	10.00
Wednesday 7 November	WPBC Planning Committee	9.00
Thursday 8 November		
Friday 9 November		

Monday 12 November	WDDC Planning Site Meeting	10.00
Tuesday 13 November	Joint Advisory Overview and Scrutiny	2.15
Wednesday 14 November		
Thursday 15 November	WDDC Planning Committee	1.00
Friday 16 November		

Joint
North
West
Weymouth

Monday 19 November		
Tuesday 20 November	<i>NDDC Planning Site Meeting</i>	10.00
	WDDC Overview & Scrutiny Committee	2.15
Wednesday 21 November	NDDC Overview & Scrutiny Committee	2.00
Thursday 22 November	WDDC Licensing Committee	2.15
	WPBC Scrutiny & Performance Committee	6.30
Friday 23 November		

Monday 26 November	WPBC Policy Development Committee	6.30
Tuesday 27 November	NDDC Licensing Committee	10.00
Wednesday 28 November		
Thursday 29 November	WPBC Licensing Committee	2.00
Friday 30 November		

Monday 3 December	WDDC Planning Site Meeting	10.00
	Joint Advisory Accounts & Audit Committee	4.00
Tuesday 4 December	NDDC Planning Committee	10.00
Wednesday 5 December	WPBC Harbour Management Board	3.00
Thursday 6 December	WDDC Planning Committee	1.00
Friday 7 December		

Monday 10 December		
	NDDC Cabinet	2.00
Tuesday 11 December	WPBC Management Committee	
Wednesday 12 December	WPBC Planning Committee	9.00
Thursday 13 December	WDDC *Strategy Committee	2.15
Friday 14 December		

Monday 17 December		
Tuesday 18 December	<i>NDDC Planning Site Meeting</i>	10.00
Wednesday 19 December		
Thursday 20 December		
Friday 21 December		

Monday 24 December		
Tuesday 25 December	<b>Christmas Day</b>	
Wednesday 26 December	<b>Boxing Day</b>	
Thursday 27 December		
Friday 28 December		

<b>Joint</b>
<b>North</b>
<b>West</b>
<b>Weymouth</b>

## 2019

Monday 31 December	<b>New Year's Eve</b>	
Tuesday 1 January	<b>New Year's Day</b>	
Wednesday 2 January	NDDC *Planning Committee	10.00
Thursday 3 January		
Friday 4 January		

Monday 7 January		
Tuesday 8 January		
Wednesday 9 January	WPBC Planning Committee	9.00
Thursday 10 January	WDDC Full Council	2.15
Friday 11 January		

Monday 14 January	WDDC Planning Site Meeting	10.00
Tuesday 15 January	NDDC Planning Site Meeting	10.00
Wednesday 16 January		
Thursday 17 January	WDDC Planning Committee WPBC Full Council	1.00 7.00
Friday 18 January		

Monday 21 January		
Tuesday 22 January	WDDC Overview & Scrutiny Committee	2.15
Wednesday 23 January	WDDC Dorchester Markets Joint Informal Panel	2.15
Thursday 24 January		
Friday 25 January	NDDC Full Council	10.00

Monday 28 January		
Tuesday 29 January	NDDC Planning Committee	10.00
Wednesday 30 January	NDDC Overview and Scrutiny	2.00
Thursday 31 January	WPBC Scrutiny & Performance Committee	6.30
Friday 1 February		

Monday 4 February	NDDC Cabinet	2.00
Tuesday 5 February	WPBC Management Committee	
Wednesday 6 February	WPBC Planning Committee	9.00
Thursday 7 February	WDDC *Strategy Committee	2.15
Friday 8 February		

Monday 11 February	WDDC Planning Site Meeting	10.00
Tuesday 12 February	NDDC Planning Site Meeting	10.00
Wednesday 13 February		
Thursday 14 February	WDDC Planning Committee	1.00
Friday 15 February		

<b>Joint</b>
<b>North</b>
<b>West</b>
<b>Weymouth</b>

Monday 18 February	WPBC Policy Development Committee	6.30
Tuesday 19 February	NDDC Full Council (Budget)*	10.00
Wednesday 20 February	WPBC Harbour Management Board	3.00
Thursday 21 February	WPBC Full Council (Budget)	7.00
Friday 22 February		

Monday 25 February		
Tuesday 26 February	NDDC Planning Committee *WDDC Full Council (Budget)	10.00 2.15
Wednesday 27 February	NDDC Overview & Scrutiny Committee	2.00
Thursday 28 February	Joint Advisory Overview and Scrutiny	2.15
Friday 1 March		

Monday 4 March		
Tuesday 5 March	WPBC Management Committee	
Wednesday 6 March	WPBC Planning Committee	9.00
Thursday 7 March		
Friday 8 March		

Monday 11 March	NDDC Cabinet	2.00
Tuesday 12 March	NDDC Planning Site Meeting WDDC Strategy Committee	10.00 2.15
Wednesday 13 March		
Thursday 14 March		
Friday 15 March		

Monday 18 March	WDDC Planning Site Meeting	10.00
Tuesday 19 March		
Wednesday 20 March		
Thursday 21 March	WDDC Planning Committee	1.00
Friday 22 March		

Monday 25 March	Joint Advisory Accounts & Audit Committee	4.00
Tuesday 26 March	NDDC Planning Committee WDDC Overview & Scrutiny Committee	10.00 2.15
Wednesday 27 March		
Thursday 28 March		
Friday 29 March		

Monday 1 April		
Tuesday 2 April		
Wednesday 3 April	NDDC Overview & Scrutiny Committee	2.00
Thursday 4 April		
Friday 5 April		

Monday 8 April	WPBC Policy Development Committee	6.30
Tuesday 9 April	NDDC Planning Site Meeting	10.00



<b>Joint</b>
<b>North</b>
<b>West</b>
<b>Weymouth</b>

Wednesday 10 April	WPBC Planning Committee	9.00
Thursday 11 April		
Friday 12 April		

Monday 15 April	WDDC Planning Site Meeting NDDC Cabinet	10.00 2.00
Tuesday 16 April	WPBC Management Committee	
Wednesday 17 April		
Thursday 18 April	WDDC Planning Committee	1.00
Friday 19 April	Good Friday	

Monday 22 April	<b>Easter Monday</b>	
Tuesday 23 April	NDDC Planning Committee WDDC Strategy Committee	10.00 2.15
Wednesday 24 April		
Thursday 25 April	WPBC Scrutiny & Performance Committee	6.30
Friday 26 April		

Monday 29 April		
Tuesday 30 April	Joint Advisory Overview and Scrutiny	2.15
Wednesday 1 May	WPBC Planning Committee (reserve)	9.00
Thursday 2 May		
Friday 3 May		

Monday 6 May	<b>May Day Bank Holiday</b>	
Tuesday 7 May	Planning Site Meeting	10.00
Wednesday 8 May		
Thursday 9 May	WDDC Annual Full Council	2.15
Friday 10 May		

Monday 13 May		
Tuesday 14 May		
Wednesday 15 May		
Thursday 16 May	WPBC Mayor Making	7.00
Friday 17 May	NDDC Annual Meeting of Full Council	10.00

Monday 20 May	WDDC Planning Site Meeting	10.00
Tuesday 21 May	NDDC Planning Committee	10.00
Wednesday 22 May		
Thursday 23 May	WDDC Planning Committee	1.00
Friday 24 May		

Monday 27 May		
Tuesday 28 May	WDDC Strategy Committee	2.15
Wednesday 29 May		
Thursday 30 May	WPBC Full Council	7.00
Friday 31 May		



<b>Joint</b>
<b>North</b>
<b>West</b>
<b>Weymouth</b>

Monday 3 June	NDDC Cabinet	2.00
Tuesday 4 June	<i>NDDC Planning Site Meeting</i> WPBC Management Committee	10.00
Wednesday 5 June	WPBC Planning Committee	9.00
Thursday 6 June		
Friday 8 June		

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## **Management Committee 12 December 2017 Councillor Appointment to Outside Body**

### **For Decision**

#### **Briefholder**

Cllr Alison Reed

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

S Caundle, Assistant Chief Executive

#### **Report Author:**

H Caves, Councillor Development and Support Officer

#### **Statutory Authority**

Local Government Act 1972

#### **Purpose of Report**

- 1 To consider including a new organisation within the council's list of outside bodies following a request from the organisation.
- 2 To appoint a member to serve on this organisation if its inclusion is approved.

#### **Recommendations**

- 3 To consider including Safewise within the council's list of outside bodies.
- 4 To appoint a member to serve on this organisation if Safewise's inclusion as one of the council's outside bodies is approved.

#### **Reason for Decision**

- 5 To consider representation of Weymouth & Portland Borough Council on this group.

#### **Background and Reason Decision Needed**

- 6 Safewise approached the council in October 2017 asking for a councillor representative on their new local advisory board.
- 7 SafeWise aims to provide realistic and immersive learning experiences to equip visitors with skills, knowledge and confidence to live active, fulfilling and safer lives in stronger communities. It is a charity operating across Dorset, with centres in Bournemouth and Weymouth. Trustees direct the charity, but to make sure each local centre reflects local needs, advisory boards are being developed.

- 8 The organisation is seeking a borough councillor representative to help provide a local focus and ensure the programmes provided remain relevant given the changing world of provision of public services. The role is about making sure the programmes provided by Safewise are what is needed as well as inputting ideas to ensure Safewise at Weymouth is financially successful.
- 9 Safewise requires one councillor to attend to undertake the role as a member of Safewise's local board in Weymouth. There will be approximately 3 - 4 meetings a year (for about 2 hours) at Weymouth Community Fire Station.
- 10 Following their request all members of council were invited to apply to be the council's representative on this board. One application was received from Cllr G Taylor which is appended to this report.

## **Implications**

### **Financial**

- 11 There are no financial implications arising from the process of making appointments to internal working groups or outside bodies.

### **Equalities**

- 12 All members of WPBC were invited to apply for this vacancy, with the exception of Cllr C James because she already has a place on the board in her personal capacity.

## **Consultation and Engagement**

- 13 All WPBC councillors were notified of the vacancy.

## **Appendices**

- 14 Appendix 1 - Application received for the position of a member of Safewise's Local Board.

## **Background Papers**

- 15 There are no 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.

**Report Author:** Hayley Caves

**Telephone:** 01305 252394

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

**Date:** 30 November 2017

## REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: Gill Taylor
2. Outside Body: Safe Wise
3. Do you have a specific skill or area of expertise relevant to the organisation?  
Please state:

I am active in the community, therefore have an understanding of what is needed for the residents of Weymouth. If I was nominated to this Local Board I would be in a better position to work within the community to promote the facility and hence could provide better more informed feedback to the board on the needs of residents.

I have worked in Health and Safety (although my knowledge is now out of date the principles remain the same).

4. Do you have an interest and motivation for the subject? Please state:

Yes  
Also it is in Westham West which is the ward I represent on W&PBC

5. Can you demonstrate your commitment to the aims of the organisation and how these connect to the priorities of the council? Please state:

Residents and communities are at the heart of the Council. Safewise is about training and supporting our residents through safety courses plus it is also a facility that groups can hire so is a meeting place for residents, both local and from across Weymouth. I frequently attend the centre for meetings / training sessions etc. I have also used the café which is a credit to the staff and volunteers who run it.

6. Please indicate that you have considered whether you have the time to accommodate the level of representation required.

X

7. Please indicate your commitment to submitting an annual report on the activities of the organisation.

X

Signature Gill Taylor  
30 November 2017

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

**KEY : Red = Close Monitoring; Amber = Watching Brief with regular updates; Green = Completed**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
--------------------------	---------------------	--------------------------------------	---------------------------	------------------	-----------------

**1. Community Facilities - KATE WHELLER**

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

1.	Greenhill Chalets future management <b>Sarah Cairns</b>	<b>Kate Wheller</b>	Management Committee	Oct 2016 March 2017 Sept 2017 Dec 2017	NA	Lease and transfer arrangements being negotiated. Aim to complete transfer to Greenhill Management Association September 2017
2.	Production of a Master Plan for the Marsh and its facilities <b>Nick Thornley / Tony Hurley</b>	<b>Kate Wheller</b>	Management Committee	Feb 2017 July 2017 Sept 2017 Oct 2017	NA	Stakeholder consultation on the draft plan prepared by September and the results reported back to Management Committee in October.
3.	New Boxing Club on the Marshes <b>Nick Thornley / Tony Hurley</b>	<b>Kate Wheller</b>	Management Committee	Dec 2017	Council reserves	Officer review of project plan underway. £50k grant provided
4.	Public Conveniences <b>Martin Hamilton</b>	<b>Kate Wheller</b>	Management Committee	Feb 2018	To Finance Group	WC Refurbishment proposal urgently required

**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN    OCTOBER 2017**  
**KEY : Red = Close Monitoring; Amber = Watching Brief with regular updates; Green = Completed**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
--------------------------	---------------------	--------------------------------------	---------------------------	------------------	-----------------

**2. Community Safety - FRANCIS DRAKE**

CCTV, Community Safety, Crime and Disorder, Emergency Planning, Environmental Health, Licensing, Police and Crime Commissioner, Police and Crime Panel

<b>5.</b>	Preventing drink-fuelled disorder. Consider late night levy and limiting opening times. <b>Graham Duggan</b>	<b>Francis Drake</b>	Management Committee  Performance & Scrutiny Committee	March 2017 June 2017 July 2017 Oct 2017 Sept 2017 Jan 2018	<b>NA</b>	Member briefing to Management Committee for strategic steer.
<b>6.</b>	Town centre space controls to address general antisocial behaviour. <b>Graham Duggan</b>	<b>Francis Drake</b> <b>Matt Prosser to update at MC</b>	Management Committee	Update at each MC required	<b>TBA</b>	Public Space Protection Order out to consultation. Order expected to be made Feb 18. Action also being taken by the Melcombe Regis Board.
<b>7.</b>	Tackling litter/dog fouling street trading activity and waste. Tackling street offences. <b>Graham Duggan</b>	<b>Francis Drake</b> <b>Matt Prosser to update at MC</b>	Management Committee	July 2017 Sept 2017	<b>Self funding</b>	Leaders Group presentation Sept 2017 with suggested additional powers then Management Committee



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

**KEY :   Close Monitoring;   Watching Brief with regular updates;   Completed**

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
8.	Emergency Planning update <b>Martin Hamilton</b>	<b>Francis Drake</b>	Management Committee	Dec 2017	<b>NA</b>	Post Grenfell review of Borough preparedness for civil emergencies. Verbal update required.
9.	Melcombe Regis Board Action Plan. <b>Matt Prosser</b>	<b>Francis Drake</b>	Management Committee	Update at each MC	<b>Council reserves</b>	Impact of Melcombe Regis Board Action Plan in reducing anti-social behaviour. Community Safety Accreditation Scheme (CSAS)

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

**KEY : Red = Close Monitoring; Amber = Watching Brief with regular updates; Green = Completed**

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 - ALISON REED**

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

<b>10.</b>	Set up a Town Council in Weymouth <b>Stuart Caundle</b>	<b>Alison Reed / Jeff Cant</b>	Town Centre Steering Group Management Committee	March 2018	<b>Agreed in budget 2017/18</b>	Public consultation ends March 2018. Initial scoping of services and finances for Town Council in progress
<b>11.</b>	Establishing the position of Portland Town Council <b>Stephen Hill</b>	<b>Alison Reed</b>	Management Committee	Feb 2018	<b>Ongoing</b>	Town Council to consider services it might wish to run after a Unitary Authority meeting. 2 <sup>nd</sup> meeting 26.2.2018.
<b>12.</b>	Unitary Council / Combined Authority <b>Matt Prosser</b>	<b>Jeff Cant / Alison Reed</b>	Delegated to CEO/Leader	Ongoing updates	<b>NA</b>	A Cross County Committee has been set up and approved by full Council to oversee the project.

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

**KEY :** Red = Close Monitoring; Amber = Watching Brief with regular updates; Green = Completed

Project and lead officer		Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
<b>13.</b>	Review of incoming grants from outside bodies <b>Jane Nicklen</b>	<b>Alison Reed</b>	Scrutiny Committee Management Committee	TBA	<b>NA</b>	Embedding external grant application into authority's culture.
<b>14.</b>	Review of links with outside bodies <b>Stuart Caundle</b>	<b>Alison Reed / Andy Blackwood</b>	Scrutiny Committee Management Committee	Feb 2018	<b>NA</b>	To be scoped by Scrutiny Committee

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

**KEY :**   **Close Monitoring;**   **Amber = Watching Brief with regular updates;**   **Green = Completed**

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.

<b>15.</b>	Additional funding support from Council for Memo / Jurassica <b>Nick Thornley</b>	<b>James Farquharson</b>	Finance working group / Management Committee	Aug 2017	<b>£50k from WPBC balances</b>	Funding support agreed.
<b>16.</b>	Set up a consultation to engage with business community to gain a better understanding of their needs.	<b>James Farquharson</b>	Management Committee	Feb 2018		Organise consultation with W&PBC Economic Development, BID and business community.

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

**KEY :** **Red** = Close Monitoring; **Amber** = Watching Brief with regular updates; **Green** = Completed

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
17.	Support for grassroots local enterprise <b>Nick Thornley</b>	<b>James Farquharson</b>	Management Committee	March 2018	<b>Western Dorset Growth Corridor WPBC</b>	In-Borough support: T2.6 Work hubs and incubation space T3.5 Enterprise education initiative T3.1 Enterprise Advisor Network
18.	Marketing Weymouth & Portland’s commercial potential <b>Nick Thornley</b>	<b>James Farquharson</b>	Management Committee	March 2018	<b>Western Dorset Growth Corridor WPBC</b>	External outreach: T 3.4 Marketing Western Dorset T4.1 Inward investment T.4.5 Marine sector
19.	Annual Enterprise Award <b>Nick Thornley</b>	<b>James Farquharson</b>	Management Committee	TBC	<b>W&amp;PBC Economic Development</b>	Local entrepreneur award: Set up or collaborate with existing awards to recognise entrepreneurial initiative and success

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

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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

<b>20.</b>	Review of Local Plan <b>Hilary Jordan</b>	<b>Ray Nowak</b>	Full Council Jan 2017  Management Committee December 2017	First consultation Feb 2017 MC Approval Dec 2017  Final adoption late 2019/2020	<b>NA</b>	Consultation concluded and the 'preferred options' will come back to MC
<b>21.</b>	First Phase Flood Defences <b>Martin Hamilton</b>	<b>Jeff Cant / Ray Nowak</b>	Management Committee	Sept 2017	<b>DEFRA/LEP</b>	Case put directly to DEFRA for flood defence support. A meeting was held on 6 September with Therese Coffey, Under Secretary of State.
<b>22.</b>	Listed Building and Conservation Area process and policy review <b>Paul Wyeth</b>	<b>Ray Nowak</b>	Scrutiny Committee report to be considered by Management Committee  Management Committee	July 2017   Sept 2017	£200k for Conservation Team	Referred to finance working group for funding assessment. Additional funding not agreed at present. Refer to item 23.

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

**KEY :** **Red** = Close Monitoring; **Amber** = Watching Brief with regular updates; **Green** = Completed

Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
23.	Review ways of enforcing improvement of run down buildings in private hands. <b>Stephen Hill</b>	<b>Ray Nowak / Paul Wyeth</b>	Management Committee	Nov 2017	TBC	Drive up the quality of the built environment. Agreement reached with Town Centre Group to identify and pursue owners of run down building.

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

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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

<b>24.</b>	Sale of North Quay <b>Martin Hamilton</b>	<b>Jeff Cant / all</b>	Management Committee	Ongoing updates		Contract rescinded and Exec Director reported back on options. New proposal to be submitted to Management Committee.
<b>25.</b>	Town Centre Regeneration Peninsula <b>Martin Hamilton</b>	<b>Jeff Cant / all</b>	Management Committee	Overall project timetable Completion 2020	<b>Council borrowing</b>	£700k committed to project Work starts early 2018 Council funded from borrowing.
<b>26.</b>	Town Centre Regeneration – Commercial Road <b>Martin Hamilton</b>	<b>Jeff Cant</b>	Management Committee	Dec 2017	<b>Mixed Funding</b>	Verbal updates at each Management Committee
<b>27.</b>	Submit a case for additional funding support to Department for Communities and Local Government <b>Martin Hamilton / Simon King</b>	<b>Jeff Cant/ Group Leaders</b>	N/A	Ongoing	N/A	Richard Drax arranging date with SoS for Communities and Local Government. Draft submission prepared.



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

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Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
28.	Active Property Asset Management Plan should deliver capital receipts for reinvestment in the Borough <b>Martin Hamilton / Sarah Cairns</b>	<b>Jeff Cant</b>	Management Committee	Rolling programme of reports to come forward.	<b>NA</b>	Initial list of properties for disposal/development considered by Assets & Regeneration Group in April and approved at April MC. Timetable for further reports to follow.
29.	Pavilion makeover <b>Martin Hamilton</b>	<b>Jeff Cant</b>	Management Committee	Oct 2017	<b>Funds allocated</b>	£250k allocated to project awaiting update on refurb programme from Phil Say
30.	Construction of new public conveniences at the Esplanade <b>Martin Hamilton</b>	<b>Jeff Cant</b>	Management Committee	Verbal update at each Management Committee	<b>Funds allocated</b>	Following comprehensive review of facilities in Borough, MC agreed to the construction of new toilet facilities on the Esplanade. £400k allocated to this project

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

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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

<b>31.</b>	Melcombe Regis Board Improving Melcombe Regis as a place to live. <b>Matt Prosser</b>	<b>Gill Taylor / Francis Drake / Jeff Cant</b>	Report to Management Committee	Monthly updates from CEO/ Briefholders	Joint funding from the participating bodies	Monthly updates on Housing elements of the Action Plan.
<b>32.</b>	Review unlicensed HMO's in the Borough <b>Clive Milone</b>	<b>Gill Taylor</b>	Update to Management Committee October 2017	Monthly verbal update	Continue to await Government legislation anticipated in Summer 2018	Report on a proactive approach to ensuring safe HMOs.
<b>33.</b>	Action Plan required bringing together Council and Housing Associations <b>Stephen Hill / Clyde Lambert</b>	<b>Gill Taylor / Jeff Cant / Ray Nowak</b>	Report to Management Committee August 2017 following review of funding by Finance Group.	March 2017 May 2017 July 2017 Verbal update	Joint funding from the three Councils.	Accelerated Home Building strategy with the objective to increase number and pace of house building. A WPBC steering group has been formed to progress the delivery of an Accelerating Home Building Action Plan.

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

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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

34.	Review Corporate Equality Policy <b>Jane Nicklen</b>	<b>Christine James</b>	Management Committee	Dec 2017	<b>NA</b>	Revised policy to be considered. Meeting on 9 November.
35.	Armed Forces Covenant project to be investigated.	<b>Christine James</b>	Management Committee	Monthly updates	<b>Council Reserves</b>	Project with The Lantern Centre being developed. 27 Nov meeting arranged.
36.	Make Weymouth Dementia Friendly <b>Jane Nicklen</b>	<b>Christine James</b>	All Members	Nov 2017	<b>NA</b>	Work to be picked up by November 2017 meeting of DCP Equality Working Group.
37.	Residential Care home residents access to health services	<b>Christine James</b>	Scrutiny Committee	Feb 2018	<b>NA</b>	Further scoping needed.

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

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Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
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**9. Tourism and Culture (including Harbour) - RICHARD KOSIOR**

Arts, Attractions, Beach, Beach Cleaning, Culture, Esplanade, Events and Festivals, Museums, Pavilion, Tourism Publicity, Tourism Development (moved from 4), Tourist Information Centre, Seafront Management

<b>38.</b>	Development of arts strategy for the council <b>Nick Thornley / Tony Hurley</b>	<b>Richard Kosior / Jeff Cant</b>	Management Committee	July 2017 Sept 2017 Oct 2017	Combination of Council and Arts body funding under review.	An Arts Panel of Members has been formed and will seek funding from various sources including Coastal Community.
<b>39.</b>	Developing the commercial potential of the Harbour <b>Nick Thornley</b>	<b>Ian Bruce/ Richard Kosior</b>	Management Committee	Verbal updates		Commercial options for the future are being explored supported by a consultant
<b>40.</b>	Esplanade lighting system <b>Nick Thornley Tony Hurley</b>	<b>Richard Kosior / Jason Osborne</b>	Management Committee	Dec 2018	<b>Coastal Community</b>	£200k grant from Coastal Community Fund. Project Plan agreed. Delivery timetable under review.
<b>41.</b>	Proposal for sculpture trail <b>Tony Hurley</b>	<b>Richard Kosior / Jeff Cant</b>	Management Committee	Nov 2017	<b>£150k Council / Coastal Community</b>	Funding proposal agreed by Finance group.
<b>42.</b>	Signage <b>Graham Duggan / Nick Thornley</b>	<b>Richard Kosior / Colin Huckle</b>	Management Committee	Nov 2017	<b>Coastal Community</b>	Grants to be sought from Coastal Community. BID engaged with project October 2017.

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

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Project and lead officer	Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update	
43.	Review of concessions process and product and service mix <b>Sarah Cairns / Matt Ryan</b>	<b>Richard Kosior</b>	Scrutiny Committee	Jan 2018	NA	Before allocation of licences for 2018 season
44.	Review events and festivals planning and delivery <b>Martin Hamilton</b>	<b>Richard Kosior</b>	Policy Committee	Jan 2018	NA	Committee report expected.
45.	Clarify the offering to visitors and Review the active promotion of tourism <b>Nick Thornley</b>	<b>Richard Kosior</b>	Scrutiny Committee	Jan 2018	TBC	Committee report expected.

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

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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

<b>46.</b>	Comprehensive review of all car parks to identify loss making sites and surplus assets <b>Sarah Cairns</b>	<b>Colin Huckle / Jeff Cant</b>	Management Committee	Dec 2017		Now with Asset Management Group.
<b>47.</b>	New Traffic management programme for the Town Centre to include pedestrianisation proposals. <b>Nick Thornley</b>	<b>Colin Huckle / Jeff Cant</b>	Management Committee	March 2017 April 2017 May 2017 June 2017 Aug 2017 Oct 2017	<b>Funding approved June MC for first phase of pedestrianisation</b>	St Mary's Street / St Thomas Street completed. Second phase pedestrianisation report October. Full Traffic Management proposal Feb 2018

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

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Project and lead officer		Councillor champion	Decision points & who makes decision	Anticipated delivery date	Funding & Source	Progress Update
<b>48.</b>	Review of Events' road closures process <b>Martin Hamilton.</b>	<b>Colin Huckle</b>	Scrutiny then Management Committee	Mar 2018	<b>TBC</b>	Committee report expected.
<b>49.</b>	Review DCC Park and Ride <b>Martin Hamilton</b>	<b>Colin Huckle</b>	Management Committee	Feb 2018	<b>TBC</b>	County proposal to pass over park and ride to Borough
<b>50.</b>	Cycling and pedestrian policy and practice <b>Graham Duggan</b>	<b>Colin Huckle / Francis Drake</b>	Scrutiny Committee Health & Wellbeing Locality Group	Feb 2018	<b>NA</b>	

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## Management Committee Four Month Forward plan 1 January 2017 To 30 April 2018

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 A Reed
- Economic Development – Cllr J Farquharson
- Environment and Sustainability - Cllr R Nowak
- Finance and Assets – Cllr J Cant
- Housing – Cllr G Taylor
- Community Facilities – Cllr K Wheller
- Tourism, Harbours and Culture – Cllr R Kosior
- Social Inclusion – Cllr C James
- Transport and Infrastructure – C Huckle

**KEY DECISIONS**

<b>Title of Report</b>	<b>Purpose of Report</b>	<b>Consult Committee</b>	<b>Exempt</b>	<b>Portfolio Holder &amp; Report Author</b>	<b>Decision Date</b>
Community Governance Review - Consultation responses and final recommendations for local governance arrangements for Weymouth	Management Committee will be invited to consider the responses to the public consultation exercise in respect of draft recommendations for a new town council for Weymouth, and will be invited to make final recommendations for new local governance arrangements for Weymouth, for agreement by Full Council.			WPBC Briefholder for Corporate Affairs and Continuous Improvement - A Reed Jacqui Andrews, Corporate Manager Democratic & Electoral Services	22 Feb 2018
MEMO Project Update	To consider a request from MEMO in relation to mineral rights for a site owned by the Council at Portland Cemetery to MEMO as a contribution towards their project funding.			WPBC Briefholder for Finance and Assets - J Cant Martin Hamilton, Strategic Director	6 Feb 2018
Festivals and Events Policy and updated procedures	To consider the adoption of the Festivals and Events Policy and updated procedures.	Weymouth & Portland Borough Council Policy Development Committee 19 Feb 2018		WPBC Briefholder for Tourism, Culture and Harbour - R Kosior Nick Thornley, Head of Economy, Leisure & Tourism	6 Mar 2018

NON KEY DECISIONS

Title of Report	Purpose of Report	Consult	Exempt	Portfolio Holder & Report Author	Decision Date
Calendar of Meetings 2018/19	To adopt the Calendar of Meetings for 2018/19.	Weymouth & Portland Borough Council Steering Group for Democratic Improvement Weymouth & Portland Borough Council Management Committee  12 Dec 2017		WPBC Briefholder for Corporate Affairs and Continuous Improvement - A Reed Kate Critchel, Democratic Services Officer	18 Jan 2018

NON KEY DECISIONS

Title of Report	Purpose of Report	Consult	Exempt	Portfolio Holder & Report Author	Decision Date
Proposed New Policy prohibiting the release of sky lanterns and helium balloons from land and premises owned by the Council  Page 188	To approve and adopt the draft policy.	Weymouth & Portland Borough Council Policy Development Committee Weymouth & Portland Borough Council Management Committee 27 Nov 2017 12 Dec 2017		WPBC Briefholder for Environment and Sustainability - R Nowak Roger Greene, Senior Corporate & Regulatory Lawyer & Deputy Monitoring Officer	18 Jan 2018
Community Infrastructure Levy Regulations 123	To provide further clarification on the relationship between infrastructure requirements sought through Section 106 and the Community Infrastructure Levy.			WPBC Briefholder for Environment and Sustainability - R Nowak  WDDC Portfolio Holder for Planning - I Gardner Andrew Galpin, Implementation Team Leader	6 Feb 2018  8 Feb 2018

NON KEY DECISIONS

Title of Report	Purpose of Report	Consult	Exempt	Portfolio Holder & Report Author	Decision Date
Quarter 3 Business Review	To receive the Quarter 3 Report.			NDDC Portfolio Holder for Environment - M Roake  WPBC Briefholder for Finance and Assets - J Cant  WDDC Portfolio Holder for Corporate - P Barrowcliff Chris Evans, Financial Performance Manager	5 Feb 2018  6 Feb 2018  8 Feb 2018
Management of the Serne Common Nature Reserve and High Angle Battery, Portland	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.  To consider potential options for future land management and approve recommendations.			WPBC Briefholder for Finance and Assets - J Cant, WPBC Briefholder for Community Facilities - K Wheller Greg Northcote, Estates Manager	6 Feb 2018

NON KEY DECISIONS

Title of Report	Purpose of Report	Consult	Exempt	Portfolio Holder & Report Author	Decision Date
Corporate Sponsorship Policy	To consider the adoption of a Corporate Sponsorship Policy that is aligned across the Dorset Councils Partnership to provide an opportunity for each Council to maximise income generating opportunities.	Joint Advisory Overview and Scrutiny Committee 14 November 2017		WPBC Briefholder for Finance and Assets - J Cant Matt Ryan, Tourism & Events Manager	6 Feb 2018
Weymouth Town Centre Conservation Area - report of the Scrutiny and Performance Committee	To consider the findings and recommendations following the review of the Weymouth Town Centre Conservation Area by the Scrutiny and Performance Committee.	Weymouth & Portland Borough Council Scrutiny and Performance Committee 5 Oct 2017		<p>WPBC Briefholder for Economic Development - J Farquharson, WPBC Briefholder for Environment and Sustainability - R Nowak</p> <p>WPBC Briefholder for Economic Development - J Farquharson Lindsey Watson, Senior Democratic Services Officer, Councillor Claudia Moore</p> <p>Paul Wyeth, Specialist Services Manager</p>	<p>31 Oct 2017</p> <p>6 Feb 2018</p>

NON KEY DECISIONS

Title of Report	Purpose of Report	Consult	Exempt	Portfolio Holder & Report Author	Decision Date
Budget and Financial Strategy 2018 - 2019	To set out proposal for balancing the 2018-19 budget and Council Tax.			WPBC Briefholder for Finance and Assets - J Cant Julie Strange, Head of Financial Services	22 Feb 2018
2018/2019 Treasury Management Strategy Statement and Annual Investment Strategy	To consider the Treasury Management Strategy Statement (TMSS) and Annual Investment Strategy for the coming year. To set prudential indicators and to review the policy on Minimum Revenue Provision (MRP)			NDDC Portfolio Holder for Environment - M Roake  WPBC Briefholder for Finance and Assets - J Cant  WDDC Portfolio Holder for Corporate - P Barrowcliff John Symes, Financial Resources Manager	20 Feb 2018  22 Feb 2018  27 Feb 2018
Business Review Outturn Report	To consider the Outturn Report.			WPBC Leader of Council - J Cant Chris Evans, Financial Performance Manager	5 Jun 2018

NON KEY DECISIONS

Title of Report	Purpose of Report	Consult	Exempt	Portfolio Holder & Report Author	Decision Date
Modern Slavery Protocol  <span style="writing-mode: vertical-rl; transform: rotate(180deg); position: absolute; left: -40px; top: 50%; font-weight: bold;">Page 192</span>	To consider and endorse the Dorset Modern Slavery Protocol.			WPBC Briefholder for Social Inclusion - C James  NDDC Portfolio Holder for Community Safety and Wellbeing - A Kerby  WDDC Portfolio Holder for Vulnerable residents - S Hosford Graham Duggan, Head of Community Protection	6 Mar 2018  12 Mar 2018  13 Mar 2018
Revised Scheme of Officer delegations	To adopt the revised scheme of delegation.	Management Committee 17 April 2017		WDDC Portfolio Holder for Corporate - P Barrowcliff  NDDC Portfolio Holder for Planning - D Walsh  Councillor Alison Reed Robert Firth, Corporate Manager Legal Services	10 May 2018  18 May 2018  31 May 2018
Local Plan Review Preferred Options Consultation	To inform members of the content of the local plan review preferred options consultation material and seek approval to go out to consultation.	Management Committee 17 April 2017		WPBC Briefholder for Environment and Sustainability - R Nowak Terry Sneller, Local Plan Team Leader	31 May 2018



NON KEY DECISIONS

<b>Title of Report</b>	<b>Purpose of Report</b>	<b>Consult</b>	<b>Exempt</b>	<b>Portfolio Holder &amp; Report Author</b>	<b>Decision Date</b>
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## 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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