

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, 6 March 2018
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

USEFUL INFORMATION

For more information about this agenda please telephone 01305 252234 or email kcritchell@dorset.gov.uk

This agenda and reports are also available on the Council's website at www.dorsetforyou.com/committees/ Weymouth and Portland Borough Council.



Mod.gov public app now available – Download the free public app now for your iPad, Android and Windows 8.1/10 tablet from your app store. Search for Mod.gov to access agendas/ minutes and select Dorset Councils Partnership.

Members of the public are welcome to attend this meeting with the exception of any items listed in the exempt part of this agenda.



Disabled access is available for all of the council's committee rooms. Hearing loop facilities are available. Please speak to a Democratic Services Officer for assistance in using this facility.

Recording, photographing and using social media at meetings

The council is committed to being open and transparent in the way it carries out its business whenever possible. Anyone can film, audio-record, take photographs, and use social media such as tweeting and blogging to report the meeting when it is open to the public, so long as they conform to the Council's protocol, a copy of which can be obtained from the Democratic Services Team.

A G E N D A

Page No.

1 APOLOGIES

To receive apologies for absence.

2 MINUTES

To confirm the minutes of the meeting held on 6 February 2018.

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.

5 QUESTIONS BY COUNCILLORS

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

- | | | |
|-----------|--|-----------|
| 6 | ANTI-SOCIAL PUBLIC SPACE PROTECTION ORDER PSPO | 5 - 32 |
| | To consider a report of the Licensing and Community Safety Manager. | |
| 7 | MODERN SLAVERY PROTOCOL AND GUIDANCE | 33 - 46 |
| | To consider a report of the Licensing and Community Safety Manager. | |
| 8 | TOWN CENTRE IMPROVEMENT | 47 - 54 |
| | To consider a request for funds to support a programme of works to enhance Weymouth Town Centre. | |
| 9 | EVENTS AND FESTIVALS POLICY 2018 - 2023 | 55 - 80 |
| | To consider adopting the Events and Festivals Policy 2018 – 2013. | |
| 10 | AWARD OF GRANT TO ACTIVATE PERFORMING ACTS FOR CENTENARY COMMEMORATION EVENT | 81 - 84 |
| | To consider a report of the Leisure Commissioning Manager. | |
| 11 | FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS IN WEYMOUTH & PORTLAND | 85 - 92 |
| | To consider a report of the Leisure Commissioning Manager. | |
| 12 | LICENSING OF HOUSES IN MULTIPLE OCCUPATION | 93 - 98 |
| | To consider to a report of the Housing Improvement Manager. | |
| 13 | MANAGEMENT OF THE VERNE COMMON NATURE RESERVE AND HIGH ANGLE BATTERY, PORTLAND | 99 - 134 |
| | To consider a report of the Estates Manager. | |
| 14 | LOCAL BUSINESS REVALUATION SUPPORT SCHEME | 135 - 140 |
| | To consider a report of the Head of Revenues and Benefits | |
| 15 | LOCAL COUNCIL TAX SUPPORT SCHEME | 141 - 144 |

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

16 COUNCILLOR APPOINTMENT TO OUTSIDE BODY 145 - 152

To consider a report of the Councillor Development and Support Officer.

17 MANAGEMENT COMMITTEE ACTION PLAN To Follow

To consider the Management Committee Action Plan

18 URGENT BUSINESS

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

19 4 MONTH FORWARD PLAN 153 - 162

To consider the 4 monthly Forward Plan.

20 EXEMPT BUSINESS

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

There are no exempt items

Management Committee 6 March 2018 Anti-Social Behaviour related Public Spaces Protection Order

For Recommendation To Council

Briefholder

Cllr Francis Drake

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

P Davies, Licensing and Community Safety Manager

Statutory Authority

Anti-social Behaviour Crime & Policing Act 2014

The Anti-Social Behaviour Crime and Policing Act 2014 enables Local Authorities, following consultation with the public, to make local Public Spaces Protection Orders (PSPOs). A PSPO can be made if a Council is satisfied on reasonable grounds that activities carried out, or likely to be carried out, in a public place:

- i. have had or are likely to have a detrimental effect on the quality of life of persons in those areas;
- ii. is or is likely to be persistent and continuing in nature;
- iii. is or is likely to be unreasonable; and
- iv. justifies the restriction to be imposed.

Purpose of Report

- 1 To report on the recommendations of the Policy Development Committee in respect of introducing a Public Space Protection Order (PSPO) to assist the Council in tackling anti-social behaviour (ASB) within areas of Weymouth and Portland, and for your committee to consider recommending the making of the Order to Full Council.

Recommendations

- 2 That your committee agree the Anti-Social Behaviour provisions contained within the draft Public Space Protection Order and recommend the Order to Full Council.

Reason for Decision

- 3 To act upon the recommendations of Policy Development Committee and help provide a safe and pleasant environment in the Borough.

Background and Reason Decision Needed

- 4 Policy Development Committee considered a report (Appendix A) regarding the need to make a Public Spaces Protection Order within areas of Weymouth and Portland to assist the Council and partner agencies in tackling ASB. The report proposed 4 controls on:
 - a. Alcohol related ASB
 - b. Begging related ASB
 - c. Intentional feeding of gulls
 - d. Cycling on The Esplanade
- 5 Due to the complexity of each individual proposal, the chair agreed that it would be best to consider each proposal in turn, this is reflected in the minutes of the meeting (Appendix B).
- 6 In discussing the proposals, Members wanted to ensure that the PSPO would tackle the individual behaviour and not target groups of individuals or vulnerable people. Members also wanted to ensure that there was clear signage where appropriate and an awareness campaign to support the aims of the PSPO.
- 7 Members further agreed that any concerns in relation to the provisions such as begging or cycling should be handled by way of a review period. A report with information on the performance of the Order should be brought to the committee within 12 months of taking effect.
- 8 Following the discussions the committee approved all four provisions and made the following decisions:
 - (a) that the need for an Anti-Social Behaviour Public Spaces Protection Order be agreed;
 - (b) that the proposed provisions as set out within the report (as amended) be approved;
 - (c) a report with information on the performance of the Order be brought to the Committee within 12 months of taking effect.
9. The draft Order is attached as Appendix C. The Equalities Impact Assessment is attached as Appendix D.

Implications

Corporate Plan

- 10 This Order contributes to Empowering Thriving and Inclusive Communities and Improving Quality of Life.

Financial

- 11 Additional signage will need to be displayed at certain locations to inform the public. The cost of this will be met within existing budget.

Equalities

- 12 An Equalities Impact Assessment has been completed.

Environmental

- 13 The Order will help contribute to maintaining a safe and pleasant environment.

Human Resources

- 14 The Order does create additional staff duties for the Council. These will be accommodated within the existing establishment. There is a proposal to establish a Community Safety Accreditation Scheme and scheme officers would be at the forefront of enforcement in Weymouth town centre.

Consultation and Engagement

- 15 The proposal has been developed following a 12 week public consultation exercise, the results of which can be found at Appendix A. 800 responses were received. 83% of the respondents currently live in Weymouth and Portland. Results will be published on the council's website www.dorsetforyou.com

Appendices

- A – Report to Policy Development Committee 19 February 2018
- B – Minutes of Policy Development Committee 19 February 2018
- C – Draft ASB Public Space Protection Order
- D – Equalities Impact Assessment

Background Papers

Anti-Social Behaviour, Crime and Policing Act 2014
Anti-Social Behaviour, Crime and Policing Act 2014: Reform of Anti-Social Behaviour Powers, Home Office Statutory Guidance for Front Line Professionals, updated December 2017
WPBC Corporate Plan 2016-2019

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: Peter Davies, Licensing & Community Safety Manager

Telephone: 01258 484141

Email: pdavies@dorset.gov.uk

Date: 22 February 2018

This page is intentionally left blank

Policy Development Committee

19 February 2018

Anti-Social Behaviour (ASB) related Public Spaces Protection Order (PSPO)

For Recommendation

Briefholder:

Cllr F Drake, Community Safety

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

L McCarthy - Community Safety Officer

Statutory Authority:

Anti-social Behaviour Crime & Policing Act 2014

The Anti-social Behaviour Crime and Policing Act 2014 enables Local Authorities, following consultation with the public, to make local Public Spaces Protection Orders (PSPOs). A PSPO can be made if a Council is satisfied on reasonable grounds that activities carried out, or likely to be carried out, in a public place:

- i. have had or are likely to have a detrimental effect on the quality of life of persons in those areas;
- ii. is or is likely to be persistent and continuing in nature;
- iii. is or is likely to be unreasonable; and
- iv. justifies the restriction to be imposed.

Purpose of Report

1. To report on the consultation regarding a Public Spaces Protection Order (PSPO) for defined areas within the Borough of Weymouth and Portland, and to seek approval of a draft Order. The Order proposes controls on;
 - a. Alcohol related anti-social behaviour
 - b. Begging related anti-social behaviour
 - c. Feeding of gulls
 - d. Cycling restrictions

Recommendations

2. That the Policy Development Committee:
 - a. Approves the need for an Anti-Social Behaviour Public Spaces Protection Order

- b. Decides what provisions should be included in the Order
- c. Recommends the Order for consideration by Management Committee

Background and Reason Decision Needed

3. The Anti-Social Behaviour, Crime and Policing Act 2014 gained Royal Assent in April 2015. Powers to create PSPOs came into force in October 2014. As well as enabling local authorities to address a range of different issues, the Orders replace Designated Public Place Orders (DPPOs), Gating Orders and Dog Control Orders. Any existing DPPOs, Gating Orders and Dog Control Orders in force on 20 October 2017, automatically become PSPOs.
4. ASB PSPOs are intended to provide means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature; and be unreasonable. To protect public amenity use, for the protection of the public and to tackle anti-social behaviour and nuisance.
5. PSPOs create a framework that either replaces or updates existing public space restrictions such as alcohol Designated Public Place Orders (DPPOs) and Dog Control Orders and permits local authorities to introduce new regulations. The Council has a dog related PSPO already in place.
6. The power to make an Order rests with local authorities, in consultation with the police and other relevant bodies who may be affected.
7. A local authority can make a PSPO in respect of any public space within its administrative boundary. The definition of public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
8. A PSPO can be in force for any period up to three years maximum.
9. Appeals against a PSPO can be lodged by anyone who lives in, or regularly works in or visits the area in the High Court within six weeks of issue. Further appeal can be made when a PSPO is varied by the local authority.
10. When making a PSPO a local authority must have particular regard to the rights of freedom of expression and freedom of assembly set out in the European Convention on Human Rights and the Human Rights Act. A PSPO may be applied wherever there is material evidence of anti-social behaviour, for example, in reports to the Police, local authorities or partner agencies.
11. The restrictions and requirements included in a PSPO may be comprehensive or targeted on specific behaviours by particular groups and/or at specified times.
12. The PSPO can be enforced by a Police Officer, or other authorised/delegated officer.

13. A breach of the PSPO can be dealt with through the issuing of a Fixed Penalty Notice (FPN) of up to £100, or a level 3 fine, £1000, or a level 2 fine, £500, for alcohol consumption breaches of the order on prosecution. The FPN fine is set at £100 to be paid within 28 days, reduced to £75 if paid within 14 days. This is in line with other Dorset Authorities serving FPN's under the same, Anti-social Behaviour Crime and Policing Act 2014, legislation. (This was not a consultation question).
14. The Council will adopt a graduated approach to the issuing of FPN's in line with the Council's enforcement policy. This means that the first time anyone witnessed by an authorised/designated officer behaving in contravention of the order, they will be provided with advice and guidance regarding their conduct and future behaviour.
15. In establishing a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act.
16. PSPOs are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area. They are designed to ensure that the public can use and enjoy public spaces and do not face incidents of anti-social behaviour. The following provisions are being looked at due to ongoing reports of anti-social behaviour in particular areas of Weymouth. An evidence base to support these proposals, included a 12 week public consultation which received 800 responses, with a high proportion supportive of measures to tackle ASB.

Alcohol-related proposal

Weymouth

17. The proposed PSPO will replace the Designated Public Place Order (DPPO) which covered areas of Weymouth and Portland, making it an offence to fail to comply with a request by an authorised person (for example a Police Officer), to cease drinking, or surrender alcohol in the designated area. It is proposed to continue this measure under the PSPO for these areas in Weymouth and Easton Square, Portland, and to expand the area covered to include; part of the Rodwell Trail, Hope Square, Melcombe Avenue, St John's Church and Grange Road in Weymouth. See Appendix C - Map 1. (The PSPO is not a "blanket" alcohol ban, but a measure to give some control over alcohol related anti-social behaviour).
18. Of those who responded 79% thought there was a very big or fairly big problem of alcohol related ASB in Weymouth Town Centre. 76% felt The Promenade had a very or fairly big problem. See Appendix A, page 3.
19. Out of the total 800 people who responded, 777 had been affected over the last twelve months by alcohol related ASB in Weymouth Town Centre, and 754 affected on The Promenade. 56% felt they were seriously or fairly affected by alcohol related ASB in The Town Centre, and 53% on The Promenade. 456 people stated how they had been affected. Of these, 266

mentioned the issue of people begging and drinking. See Appendix A, pages 4 & 5.

20. Of all the responses received 677 (87%) strongly agree/agree with the proposal to include a controlled alcohol zone in the PSPO in public spaces in Weymouth. (This would include parks, streets and other public places, but not public houses or licensed beer gardens or pavement cafes). 48 (6%) disagree/strongly disagree with the proposal. This gives a strong net agreement figure of +81. 275 people commented on the proposal. See Appendix A, page 6-8.

Portland (Easton Square)

21. In total 786 people responded to the proposal to include a controlled alcohol zone in Easton Square, Portland. 444 people (57%) strongly agree/agree and 29 (4%) disagree/strongly disagree. This gives a strong net agreement figure of +53. See Appendix A, page 9

- 22. Provision 1 - It is recommended the committee decides to retain the current alcohol restrictions in Easton Square, Portland, and to expand the existing areas covered in Weymouth, to include part of the Rodwell Trail, Hope Square, Melcombe Avenue, St John's Church and Grange Road in Weymouth (as outlined in Map 1). This would make it an offence for any person to fail to comply with a request by an authorised officer (eg; a Police Officer or authorised/designated officer), to cease drinking, or surrender alcohol in that area.**

Begging Proposal

23. The aim of the PSPO in this respect is to attempt to address the behaviours associated with begging that are having a detrimental impact on members of the community, as comments received in responses to the public consultation demonstrate.
24. This would be a tool to assist authorities to deal with persistent and problematic begging which is an ongoing problem for a number of agencies and the public. It is also hoped that this could also be a useful tool provide help and support to vulnerable members of the community as a way to engage with people associated with begging and be able to signpost them to agencies that could offer help and/or guidance.
25. If introduced as part of the PSPO, this measure would prohibit anyone from being able to make verbal, non-verbal or written requests for goods, money or donations, unless they are authorised at an appropriate location (for example authorised charity collections). See Appendix C – Map 2.
26. People were asked how much of a problem, if any, begging was to people living in, working in, or visiting Weymouth Town Centre and The Promenade. 75% felt begging in Weymouth Town Centre, to be a very big or fairly big problem, with 22% who felt it was not a big problem or not a problem at all. 65% said they were personally affected over the last 12 months, by people begging in Weymouth Town Centre. Whilst 32% said they were unaffected.

50% said begging to be a very big or fairly big problem on The Promenade, whilst 42% felt it was not a big problem or not a problem at all. See Appendix A, pages 11 & 12.

27. Out of the total 800 responses, 784 responded to the use of a PSPO to deter begging, in public spaces in Weymouth Town Centre (see Appendix 3 - map 2), with only 2% having no opinion. Of the total respondents 66 (77%) Strongly agree/Agree with the proposal and 84 (11%) disagree/strongly disagree. This gives a strong net agreement figure of +66. There were 302 additional comments on this proposal. See Appendix A, pages 13-15.
28. The Council's Community Safety team in conjunction with Dorset Police already issue Community Protection Notices (CPN's) and warnings to address begging in Weymouth Town Centre. Since May 2017, 9 Community Protection Notices (CNP's) have been issued for begging in Weymouth. Since being issued with a CPN, 4 of these people have not come to further Police notice for begging. Only 2 CPN's were breached, and these progressed to a Criminal Behaviour Order (CBO).

Support for vulnerable people

29. The Council recognises that poverty and homelessness can lead people to feel the need to beg. WPBC works in partnership with Dorset Police and a variety of partner agencies, and also works directly with such individuals to provide alternatives to this lifestyle. However, some individuals choose not to engage with the services offered and remain entrenched in street community life, engaging in behaviours that have a detrimental impact on the wider community.
30. WPBC have commissioned Julian House to provide a rough sleeper assertive outreach and engagement service in Dorset. This service provides clients who have multiple and complex needs with a range of services, including accommodation, person-centred support, training and employment support.
31. The Council is part of a rough sleepers multi agency group, led by Julian House, which meets once a month. The group discusses known street users in Weymouth and Portland, who are prioritised on their needs and vulnerability, before actions are developed to address their needs.
32. The Council will continue to seek solutions to homelessness and financial hardship. However, the council has to balance the rights and needs of all sectors of the community including local residents, businesses and those who visit Weymouth and Portland. It is not acceptable for people to feel intimidated and to lose business due to the behaviour of a minority of individuals.
33. People begging are likely to have a mix of complex needs; mental health problems, health issues, and alcohol or substance addiction. Drug and alcohol support services are offered and made available to all street users, however, not all choose to engage with such services. Some people found begging may be homeless and rough sleeping on the street, however, some people who beg, have accommodation and are in receipt of Government financial support (benefits).

34. Dorset Police have powers under the Vagrancy Act 1824, to address the offence of begging. However, this Act is outdated and cumbersome. As with any legal process, it is lengthy and expensive and the Crown Prosecution Service (CPS) is unlikely to progress this to Court.
35. There is a growing trend nationally for councils to take action against begging through the use of a PSPO, with councils looking to ban or restrict begging. Many of these PSPO's include bans on implicit or non-verbal requests for money, such as putting out a hat or just sitting in a public place (Southampton banned 'loitering for the purposes of begging'). Some councils have banned 'aggressive begging', but this is often not defined – or if defined, includes broad examples such as begging near a cash machine. Other Councils such as Poole have included such bans in their ASB PSPO. However, West Dorset District Council decided against introducing such an Order in Dorchester.
36. Should Councillors make the recommendation to include the provision for begging, the Council will be able to review this provision before the expiry of the Order to see if it will need to continue. An Equalities Impact Assessment has been carried out and is awaiting approval.
- 37. Proposal 2 - To agree to the prohibition of begging in the defined areas, as outlined in Map 2, thereby assisting the multi-agency approach to deal with persistent and problematic individuals associated with begging.**

Feeding of gulls proposal

38. The Council is considering bringing in measures to prohibit the feeding of gulls. Officers believe that the feeding of gulls in Weymouth are causing a public nuisance. Feeding gulls encourages them to return to the area, contributing to the problem. Under this measure, people will be prohibited from feeding gulls in Weymouth, including dropping or distributing bird feed unless authorised in defined area – see Appendix C - Map 3.
39. The question was asked how much of a problem, if any, is the feeding of gulls to people living in, working in or visiting Weymouth. 74% felt there was a very big or fairly big problem in Weymouth, whilst 22% felt it a minor problem or not a problem at all. 308 respondents felt the feeding of gulls was a very big problem. 782 people said the feeding of gulls had affected them over the last 12 months, when Weymouth. 58% felt they had been affected in some way. With one in five people feeling they were seriously affected. See Appendix C, pages 16-18.
40. People were asked to what extent did they agree or disagree with the use of a PSPO to control the feeding of gulls, as outlined, in public spaces in Weymouth. 781 people responded to this question. Over half of them strongly agreed with the proposal. A total of 80% strongly agreed/agreed with the proposal and only 6% disagreed/strongly disagreed. This gives a net agreement figure of +74.

- 41. Proposal 3 - To introduce a measure under the PSPO to prohibit the feeding of gulls. Under this measure people will be prohibited from feeding gulls in Weymouth, including dropping or distributing bird feed unless authorised, in public spaces in Weymouth, (as outlined in Map 3).**

Cycling proposal

42. Cycling on Weymouth/Greenhill Promenade* is currently prohibited at all times throughout the year. The proposal is to continue the prohibition at times when it is likely to have a detrimental effect, which is when the promenade will be at its busiest with pedestrians. If introduced, this would mean cycling would be prohibited between 10:00 hours and 18:00 hours from the 1st May to the 30th September, annually. See Appendix C - Map 4.

** The area of Weymouth beach and promenade; between the Pavilion Theatre, at the junction of Custom House Quay, to the junction between the promenade and the start of Preston Beach Road adjacent to the rock groyne.*

43. People were asked to what extent did they agree or disagree with the use of a PSPO to permit cycling during specified times, as outlined along Weymouth Promenade. Out of the total 800 responses, 791 people responded to this proposal. 49% strongly agreed with the proposal and 15% strongly disagreed. A total of 66% strongly agreed/agreed with the proposal and 22% disagreed/strongly disagreed. This gives a net agreement figure of +44. Responses specifically from disabled people, 60% strongly agreed/agreed with the proposal and 34% disagreed/strongly disagreed including the Weymouth and Portland Access Group. See Appendix A – page 22.
44. 480 comments were received on this proposal, raising nearly 1,000 issues. 130 of the comments were from those who disagreed/strongly disagreed with the proposal, whilst 315 were from those who agreed/strongly agreed with the proposal. A summary of comments can be seen at Appendix A – page 23. Responses from cycling organisations can be seen at Appendix A, pages 24 & 25. Clarification in relation to comments from Dorset Cycling Network (DCN) can be found at Appendix D.
45. The majority of comments were in relation to creating a cycle lane along The Promenade:
- a. The DCC/ Parsons Brinkerhoff Weymouth Traffic and Movement Study 2016 investigates cycle lane options for the promenade which summarises: “Cycling on The Esplanade and in the pedestrianised streets of the town centre is currently prohibited. We suggest that shared use by pedestrians and cyclists is enabled in these areas. As detailed in TAL 9/93 has indicated that cyclists will respond to pedestrian density by modifying their speed, dismounting and taking other avoiding action where necessary. However shared use on some sections of The Esplanade in the busy summer holiday season is not a feasible solution as cycling would be impractical”.
 - b. Department for Transport research into shared spaces suggests that “cyclists have a high awareness of pedestrians in shared space and

tend to ride around them or give way. Cyclists were found to be more likely to avoid or give way to pedestrians than vice versa”. – *Source DfT Local Transport Note 1/11*

c. Other comments centred on:

- the suggestion of amending the dates to fall in line with other regulations (i.e. Dog restrictions - from Good Friday to September 30th inclusive) to avoid confusion and to encompass Easter and Half term school holidays.
- the fact that other resorts (Poole and Bournemouth) apply a restriction only during July and August.
- the need to ensure pedestrians have priority.
- the benefits to cyclist safety, healthy living and ease of commuting.
- the need to promote responsible cycling.

46. **Background and history.** It should be noted that there are recorded aspirations that the Council (Management Committee 3/6/08 and Full Council 24/7/08) “will endeavour to provide facilities for cycling between the Pavilion and the Sluice gates as a matter of great importance” Previous attempts have been unsuccessful due to the process of amending byelaws which would have lost certain controls over unauthorised traders, potentially leading to significant financial loss to the council. The current PSPO procedure would allow for this council recommendation to be delivered whilst retaining the aspects felt required to protect the authority’s financial position.

47. The Town Centre Masterplan includes objectives to:

- Reduce the dominance of traffic, reviewing car parking and providing better linkages for pedestrians and cyclists to key destinations.
- Improve the quality of the town centre walking and cycling environment and their links to residential areas.

48. Proposal 5 – To suspend the existing cycling Bylaw, and replace with a PSPO, which will prohibit cycling on the Promenade between 10:00 hours and 18:00 hours from the 1st May to the 30th September, annually. See Appendix C - Map 4.

Implications

Corporate Plan

49. This Order links in with the Corporate Plan namely; Empowering Thriving and Inclusive Communities and Improving Quality of Life. The Order is aimed to reduce ASB in the designated areas, contributing to a positive result in line

with the Corporate Plan. To ensure people feel safe in their neighbourhoods by working with the Police and other partners to maintain low levels of crime and anti-social behaviour.

50. Deliver modern, responsive planning and other frontline services that support growth and promote social health and well-being.

Financial

51. Some additional signage will need to be displayed at certain locations in the district in order to inform the public. The estimated cost of this is in the region of £4000.

Equalities

52. Work will take place to publicise the work of support services in relation to alcohol misuse and rough sleeping.

Environmental

53. The range of current and proposed initiatives are designed to enhance the environment for which the people of West Dorset live and work, but making the area a safer place, with less anti-social behaviour.

Economic Development

54. N/A

Risk Management (including Health & Safety)

55. N/A

Human Resources

56. There may be a resource requirement associated with the enforcement of these measures.

Consultation and Engagement

57. The proposal has been developed following a 12 week public consultation exercise, the results of which can be found at Appendix A. 800 overall responses were received. 83% of the respondents currently live in Weymouth and Portland. Results will be published on the council's website www.dorsetforyou.com

Appendices

- A – Public Consultation Response Report
- B – Draft Order
- C – Maps 1 – 4
- D – Dorset Cycling Network (DCN) clarification

Background Papers

- Anti-Social Behaviour, Crime and Policing Act 2014
- Anti-Social Behaviour, Crime and Policing Act 2014: Reform of Anti- Social Behaviour Powers, Home Office Statutory Guidance for Front Line Professionals, updated December 2017
- WPBC Corporate Plan 2016-2019

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: Lesley McCarthy

Telephone: 01305 226574

Email: lmccarthy@dorset.gov.uk

Date: 6 February 2018

Minute extract from Policy Development Committee – 19 February 2018

Anti-Social Behaviour (ASB) related Public Spaces Protection Order (PSPO)

The committee considered a report on the introduction of a Public Spaces Protection Order (PSPO) for defined areas within the Borough of Weymouth and Portland. The report also set out the feedback from the public consultation carried out with a cross section of the community. It was proposed that the committee recommend the Order to Management Committee for approval with or without amendments.

The Licensing and Community Safety Manager set out the four provisions in the draft order for the PSPO:

The first provision was the continuation and increased provision of the alcohol restrictions which were previously in place under the Designated Public Place Order (otherwise known as the DPPO). The areas covered under the first provision were set out within the Map 1 attached to the report.

The second provision was set around the prohibition of begging within defined areas of Weymouth, these areas could be seen on Map 2. This prohibition would assist in tackling unwanted behaviour of few individual persistent or problematic beggars, and would not be used to target vulnerable people. Members were advised that this would be used as a tool for a multi-agency approach to reduce the number of people begging within areas of Weymouth, and as an opportunity to sign post people on the street to agencies that could offer help or assistance.

Provision number three set out to prohibit the intentional feeding of Gulls within the areas shown on map three. This was intended to reduce some of the aggressive behaviours associated with the feeding of Gulls such as dive bombing members of the public for food or rummaging through public bins and leaving the rubbish on the streets.

Provision number four would introduce time restricted prohibitions associated with cycling on the promenade. If introduced this provision would prohibit cycling on the promenade between the times of 10am to 6pm for the months of May through to the end of September. This provision would also remove the existing byelaw which banned cycling altogether and allow cyclist to cycle on the promenade at certain times of the day.

Members discussed each provision in detail and asked a number of questions for clarification.

In respect of section one (Alcohol-related proposal)

- It was confirmed that there would be local ward member engagement.
- Local business and public house outside drinking areas were outside of the control areas.
- PSPO could only be made within the area of public open space in accordance with its administrative boundary

- Members were advised that it was difficult to define a vulnerable person and an Order could only be placed on areas where there was evidence to show that it was problematic.
- It was confirmed that it was not the intention to target vulnerable individuals but it did pose an opportunity to signpost them to the appropriate services for further help and assistance.
- An Order could be amended during its lifetime, if the evidence required it to do so or after a 3 year period.
- Members sought assurance that a review be carried out either by Scrutiny and Performance Committee or the Melcombe Regis Board, in order to measure its impact.
- The committee were reminded that the aim of the Order was to challenge anti-social behaviour not individual people.

Cllr R Hope proposed and Cllr P McCartney seconded that section one of the Order be approved.

In respect of section two (Begging)

- Members expressed concern that the Esplanade was not included within the Order map. It was confirmed that the Esplanade was not public open space and was covered by other by-laws.
- In response to questions, one individual aggressive beggar would not be enough evidence to extend the Order to other areas.
- That this element of the Order be reviewed after a 12 month period.
- It was noted that other areas of the town centre were protected by other legal frameworks.

It was proposed by Cllr P McCartney seconded by Cllr R Hope that section two be approved.

Members then considered section three in respect of feeding gulls.

- This would not include occasions where gulls stole food from the public, but aimed to stop the general public feeding gulls which caused them to be a public nuisance and encouraged them into the area.
- Members agreed that clear signage and educational campaign was necessary to support this measure.
- It was suggested that the Esplanade waste bins required more frequently emptying during the summer months.

It was proposed by Cllr M Tewkesbury seconded by Cllr O Kanji that section 3 be approved. In respect of section four, Cycling

Simon King, Senior Economic Regeneration Officer advised the committee that cycling on Weymouth/Greenhill promenade was currently prohibited at all times throughout the year. It was proposed to continue with that prohibition at times when it was likely to have a detrimental effect. If introduced, this would mean that cycling

would be prohibited between 10.00 hours and 18.00 hours from 1 May to 30 September, annually. In response to questions

- It was confirmed that the Bylaw would remain, but the PSPO would allow cycling at certain times.
- It was noted that public feedback to this element had been positive
- The proposal would encourage a shared environment, reduce the use of the car, encourage walking and had health benefits

Cllr R Hope proposed that the time cycling would be prohibited should be between 10.00 hours and 17.30 hours to accommodate cyclist commuters. The motion was seconded by Cllr M Tewksbury. Upon being put to the vote the motion was agreed.

Members further agreed that any concerns in relation to the provisions around begging or cycling should be handled by way of a review period. A report with information on the progress of the Order should be brought to the committee within 12 months of any potential implementation.

Decision

- (a) That the need for an Anti-Social Behaviour Public Spaces Protection Order be agreed
- (b) That the proposed provisions as set out within the report be approved
- (c) A report with information on the progress of the Order be brought to the committee within 12 months of any potential implementation.

Recommendation to Management Committee

- (d) That Management Committee considers the Anti-Social Behaviour (ASB) related Public Spaces Protection order (PSPO) and recommend the Order for adoption.

This page is intentionally left blank

Anti-social Behaviour, Crime and Policing Act 2014

The Weymouth & Portland Anti-social Behaviour Related Public Spaces Protection Order 2018

Weymouth & Portland Borough Council (“the Council”) hereby makes the following Order:

This Order shall be known as The Weymouth & Portland Anti-social Behaviour Related Public Spaces Protection Order 2018 and shall come into force on the XX XXX XXXX for a duration of three years.

This Order supersedes the following:

The Alcohol Consumption in Public Places Designation Order for Weymouth & Portland 2002 (which from 20 October 2017 became a Public Spaces Protection Order with the same provisions).

Byelaw No.11 of the Borough of Weymouth Byelaws as to the Seashore and Promenades 1976, which regulates the riding bicycles on promenades.

This Order has five sections and should be read in conjunction with the related Schedules.

Contents

Section 1 Consumption of Alcohol
Section 2 Intentional Feeding of Gulls
Section 3 Begging
Section 4 Cycling on the Promenade
Section 5 Fixed Penalty Notices

Schedule 1 – Map (Alcohol) Weymouth
Schedule 2 – Map (Alcohol) Portland
Schedule 3 – Map (Gulls)
Schedule 4 – Map (Begging)
Schedule 5 – Map (Cycling)

Section 1- The Consumption of Alcohol

- (1) This Section applies to all public places within the land identified and described in Schedules 1 and 2 (“the alcohol restricted area”) and imposes the prohibition contained in subsection (2).

Prohibition

- (2) No person shall consume alcohol within the alcohol restricted area in circumstances where a constable or authorised officer has directed them not to do so in the reasonable belief that such a direction is necessary to prevent public nuisance, public disorder or anti-social behaviour.
- (3) If a constable or authorised officer reasonably believes that a person (P)-

- (a) is or has been consuming alcohol in breach of the prohibition in sub-section (2),
or
- (b) intends to consume alcohol in circumstances in which doing so would be a breach of such prohibition

he or she may impose a requirement upon P under sub-section 4(a) or 4(b)

- (4) The constable or authorised person may require P-
 - (a) not to consume alcohol or anything which the constable or authorised person reasonably believes to be alcohol; or
 - (b) to surrender anything in his or her possession which is, or which the constable or authorised officer reasonably believes to be, alcohol or a container for alcohol
- (5) A person who fails without reasonable excuse to comply with a requirement imposed on him or her under sub-section 4 commits an offence contrary to section 63(6) of the Anti-social Behaviour, Crime and Policing Act 2014 and is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

Section 2 - Intentional Feeding of Gulls

- (1) This Section applies to all public places within the land identified and described in Schedule 3 (“the feeding of gulls restricted area”) and imposes the prohibition contained in subsection (2).

Prohibition

- (2) No person at any time shall provide or deposit food for consumption by gulls within the feeding of gulls restricted area.
- (3) In accordance with section 67 of the Anti-social Behaviour, Crime and Policing Act 2014 it is an offence for a person without reasonable excuse to do anything they are prohibited from doing by section 2(2) of this Order.
- (4) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Section 3 - Begging

- (1) This Section applies to all public places within the land identified and described in Schedule 4 (“the begging restricted area”) and imposes the prohibitions contained in subsections 2 and 3.

Prohibition

- (2) Any person on a street in the begging restricted area is prohibited from, at any time, placing themselves in a position to beg or solicit money.
- (3) Any person being alone or part of a group in the begging restricted area is prohibited from making verbal, non-verbal or written requests for goods, money or donations,

unless they are authorised at an appropriate location (e.g. authorised charity collections).

- (4) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Section 4- Cycling on the Promenade

- (1) This Section applies to the land specified in Schedule 5 (“the cycling restricted area”) and imposes the prohibitions contained in subsections (2) and (3) below.

Prohibition

- (2) No person shall cycle on the promenade between the hours of 10:00hrs and 17:30hrs between 1st May and 30th September annually (both dates inclusive).
- (3) No person shall cycle, at any time, in such a manner as to cause danger or give reasonable grounds for annoyance to other persons using the promenade.
- (4) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Section 5 – Fixed Penalty Notices

In accordance with Section 68 of the Anti-social Behaviour, Crime and Policing Act 2014, a constable or authorised person may issue a fixed penalty notice to anyone they have reason to believe has committed an offence under this Order. Such notice offers the person to whom it is issued the opportunity to discharge their liability to conviction for the offence by payment of a fixed penalty. The penalty is set at £100.00 to be paid within 28 days, but is reduced to £75.00 if paid within 14 days.

Date:

This page is intentionally left blank

Appendix D

EqlA - Full Equality Impact Assessment

Policy or Service to be assessed:

Public Spaces Protection Order (PSPO) for ASB in Weymouth

Service and lead officer:

Community Safety. Peter Davies

Officers involved in the EqlA:

Melissa Johnson

What are you impact assessing?

Existing

New/proposed

Changing/Update/ revision

Other, please list:

Step 2: Scoping – what are you assessing?

Q1: What is the title of your service/strategy/policy/project?

Anti-social behaviour (ASB) related Public Spaces Protection Order (PSPO)

Q2: What is the aim of your service/strategy/policy/project?

To introduce a PSPO in parts of Weymouth and Portland, namely Weymouth town centre, Promenade and Easton Square on Portland, which will prohibit certain 'anti-social behaviours' namely; begging, the consumption of alcohol, cycling on the promenade and feeding gulls. ASB PSPOs are intended to provide means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature; and be unreasonable.

The PSPO is not targeted at any individual or group but instead seeks to tackle behaviours that cause nuisance, alarm, harassment or distress to others. Anyone who breaches the conditions of a PSPO will be subject to either a fixed penalty notice and/or prosecution. Consideration is always given to individual circumstances and this measure will only be used after warnings and words of advice have already been tried and failed.

Q3: Who does/will it have an impact on? e.g. public, visitors, staff, members, partners?

The public – residents, visitors, tourists

Businesses and facilities such as leisure
Vulnerable adults (in relation to the begging and alcohol element)
People with disabilities, very young children and older people (in relation to the cycling proposal)

Q4: Are there any potential barriers to implementing changes to your service/strategy/policy/project?

- Misinterpretation or lack of understanding about the new prohibitions if they are brought into force.
- Concerns / perceptions that the new prohibitions may be targeting a vulnerable group (addictions and mental health)

Q5: Who else will be involved in implementing this service/policy service/strategy/policy/project?

DCP enforcement officers
Beach Control
Harbours
Dorset Police

Step 3: Information gathering – what do you need to know about your customers?

Q6: What data do you already have about your service users, or the people your policy or strategy will have an impact on, that is broken down by equality strand?

- Dorset Statistics via GeoWessex website
- Census 2011
- Index of Multiple Deprivation 2015
- ONS Neighbourhood Statistics
- DWP Statistics
- State of Dorset 2017
- Dorset Police Victim and offender profiles by protected characteristics under The Equality Act, 2010
- Dorset Police Public Protection Notice data
- Dorset Police and Crime Commissioner's Community Safety Survey

Data collected from the public consultation, which took place between 16th August and the 8th November 2016 with 800 responses 83% of respondents were residents of Weymouth & Portland and 8 organisations gave a response (including Cycling UK, the Weymouth & Portland Access Group and the office of the Police and Crime Commissioner. Known data about current perpetrators of begging and alcohol related anti-social behaviour

Q7: Do you need any further information broken down strand to inform this EqlA?

by equality

Yes No

If yes, list here and add actions to gather this data to your action plan at Step 5:

Q8: Is there any potential for direct or indirect discrimination?

Yes No Don't know

If yes, please explain how you are going to change this?

Indirect. Perception that begging measure may be targeting a vulnerable group of people. Our enforcement policy will be clear and will only target repeat or aggressive begging, alongside a staged warning process. On-going support is offered to the street population in Weymouth including rough sleeper outreach service (provided by Julian's House, the Lantern project, REACH (drug and alcohol outreach), the Salvation army and Soulfood,

Step 4: Making a judgement about impacts

Age: Anyone over the age of 16

The PSPO conditions can be applied to anyone over the age of 16, this is due to the fixed penalty notice element of the legislation.

Disability:

The proposed PSPO could have an adverse impact on people with mental health related issues or learning disabilities, who either do not understand the new regulation, or are affected by the change because of their personal circumstances.

Officers will direct individuals to appropriate support services such as The Lantern Project, Community Mental Health Teams, Homeless Outreach Services who provide support and help to vulnerable people. Mental health considerations will be taken into account by officers when assessing individual cases.

Gender re-assignment:

No impacts identified.

Race:

No significant impacts identified, however, some individuals may not have English as a first language and may not understand the PSPO regulations and its implications.

Religion or belief:

No impacts identified.

Sex:

No impacts identified.

Sexual Orientation:

No impacts identified.

Pregnancy and Maternity:

No impacts identified

Marriage and Civil Partnerships:

No impacts identified.

Socio-economic groups

Committing offences prohibited by the PSPO could result in a fine which some individuals may struggle to pay.

It is recognised that begging can have ties with poverty and social exclusion, with individuals engaging in begging due to insufficient access to financial services. Officers will direct individuals to support services locally e.g. CAB, The Lantern Project, Julian House, Homeless Outreach Support Services - all of which can support.

Conclusion:

The PSPO will be reviewed... and an update EqIA will be carried out.

Step 5: Action planning

Step 5: Improvement plan – what are you going to change?

Expand boxes as necessary

Issue	Action	Lead Officer	Achieved
Enforcement in relation to begging	Enforcement Policy. To outline a fair and consistent approach to begging.	Peter Davies	
Homelessness and financial hardship	The Council will continue to seek solutions to homelessness and financial hardship. WPBC have commissioned Julian House to provide a rough sleeper assertive outreach and engagement service in Dorset. This service provides clients who have multiple and complex needs with a range of services, including accommodation, person-centred support, training and employment support.	Housing	
Review of the PSPO	A revised Equalities Impact Assessment undertaken at X months/year will inform any necessary changes to application of PSPOs in Weymouth & Portland.		

Page 31

EqlA approved by:

Date:

Review date:

Check with your equality officer for the EqlA signing-off process and for posting the EqlA on the web

This page is intentionally left blank

Management Committee 6 March 2018 Modern Slavery Protocol and Guidance

For Decision

Briefholder

Cllr Francis Drake

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

Mr P Davies, Licensing and Community Safety Manager

Statutory Authority

Modern Slavery Act 2015

Purpose of Report

- 1 To ensure that the Council meets its statutory requirements under Section 52 of the Modern Slavery Act 2015

Recommendations

- 2 That the Modern Slavery Protocol and Guidance be considered and adopted by your committee.

Reason for Decision

- 3 To ensure the Local Authority meets its statutory duty to notify central government of any potential victims of modern slavery.

Background and Reason Decision Needed

- 4 Section 52 of The Modern Slavery Act 2015, places a duty on all local authorities and the police to notify the government if they believe a person may be a victim of human trafficking or slavery.
- 5 The duty to notify is mandatory even if the victim wishes to remain anonymous and does not want to access specialist support.
- 6 Officers have worked with partners, including the district, borough and county council, to write a Modern Slavery Protocol and Guidance document for use in the Dorset County area (see appendix A).

- 7 The document provides guidance for staff on how to fulfil the statutory duty to notify central government if they encounter a potential victim of modern slavery. It also sets out how partners will organise themselves in the event of a modern slavery operation.
- 8 The intention is that the Protocol and Guidance will be adopted by all the local authorities in the Dorset County area.
- 9 As the Protocol and Guidance is a working document, it will need to be updated regularly by officers to incorporate any changes in legislation or guidance and in light of any practical experience gained whilst using it. Regular updates will also be required to the contacts and services listed in the document.
- 10 The Modern Slavery Protocol and Guidance is based on central government requirements, including notification and referral processes.
- 11 The protocol and guidance has been compiled with the help of relevant partners, including the district, borough and County councils, Dorset Police, Dorset Clinical Commissioning Group and organisations from the Voluntary and Community Sector.
- 12 The protocol and guidance has been approved by Dorset County Council by their Safeguarding Overview and Scrutiny Committee, and the County Council is now asking district and borough councils approval across rural Dorset to provide a consistent approach.

Implications

Financial

- 12 Once the Protocol and Guidance has been adopted, it will be important for the Council to raise awareness amongst staff of the statutory duty to notify and provide appropriate training.
- 13 The aim is to provide training jointly across the Dorset local authorities and in conjunction with other relevant partners to minimise costs.

Equalities

- 14 An EqIA screening assessment was undertaken by DCC on the Protocol and Guidance using evidence from the following publications:
 - A Typology of Modern Slavery Offences in the UK – Research Report 93’ (Home Office, October 2017)
 - Modern Slavery and Public Health’ (Public Health England, December 2017)
- 15 The screening highlighted the Protocol and Guidance had a positive impact in the following categories:
 - Age – Younger people
 - Disability
 - Sex

- Other socially excluded groups

16 In addition to the EqIA screening, members of the DCC Corporate Inequalities Group were consulted on the draft Protocol and Guidance

Consultation and Engagement

17 Consultation has taken place with other relevant partners, including the district, borough and County councils, Dorset Police, Dorset Clinical Commissioning Group and organisations from the Voluntary and Community Sector.

Appendices

A - Modern Slavery Protocol and Guidance

B – Modern Slavery Protocol Chart

Background Papers

Government Guidance and Leaflets:

How to Report –

<https://www.gov.uk/government/publications/how-to-report-modern-slavery/how-to-report-modern-slavery>

Support for Victims of Modern Slavery –

<https://www.gov.uk/government/publications/support-for-victims-of-human-trafficking>

Dorset County Council Safeguarding and Overview Scrutiny Committee, 30 January 2018, Agenda Item 6 and minutes

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: Peter Davies

Telephone: 01258 484 141

Email: pdavies@dorset.gov.uk

Date: 22/2/2018

This page is intentionally left blank

Modern Slavery Protocol and Guidance – Dorset County Area

What is Modern Slavery?	page 1
Statutory Duty to Notify	page 1
Operations	page 2
Information for Safeguarding Slavery Leads	page 3
Appendix 1 – Notification Process	page 5
Appendix 2 - Partner Services and Contacts	page 6
Appendix 3 – Dorset Police Partner Information Flow Chart	Page 7

What is Modern Slavery?

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking. There is no typical victim of slavery. Victims can be men, women or children of all ages and nationalities.

The following definitions are encompassed within the term 'modern slavery' for the purposes of the Modern Slavery Act 2015:

- 'slavery' is where ownership is exercised over a person
- 'servitude' involves the obligation to provide services imposed by coercion
- 'forced or compulsory labour' involves work or service extracted from any person under the menace of a penalty and for which the person has not offered themselves voluntarily
- 'human trafficking' concerns arranging or facilitating the travel of another with a view to exploiting them. It is irrelevant whether the person consents to the travel.

Both modern slavery and human trafficking are crimes. Links to the offences, set out in Section 1, 2 and 3 of the Act, can be found below:

- www.legislation.gov.uk/ukpga/2015/30/section/1/enacted
- www.legislation.gov.uk/ukpga/2015/30/section/2/enacted
- www.legislation.gov.uk/ukpga/2015/30/section/3/enacted

Statutory Duty to Notify

Section 52 of The Modern Slavery Act 2015, places a duty on all local authorities and the police to notify the government if they believe a person may be a victim of human trafficking or slavery.

The duty to notify is mandatory even if the victim wishes to remain anonymous and does not want to access specialist support.

Children who are recognised as under 18 years old do not have the option of anonymity and must be referred to the National Referral Mechanism (NRM).

Adults who are considered potential victims can access specialist support and advice by being referred to the NRM. Support can include:

- Temporary safe accommodation
- Medical treatment
- Emotional Support
- Interpreters / translators
- Protection
- Legal advice
- Financial support
- Outreach support

The duty to notify does not act as a safeguard to people at risk and existing safeguarding processes should be followed in tandem with any notification. In the case of a potential adult victim, any notification form (both MS1 and NRM) should be copied to the Adult Safeguarding Triage team.

Any child under the age of 18, transported for exploitative reasons is considered to be a trafficking victim, whether or not they have been forced or deceived. This is partly because it is not considered possible for children in this situation to give informed consent. Even when a child understands what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adults. It is important that these children are protected.

Any child identified as at risk of being trafficked should be referred to the Multi-Agency Safeguarding Hub (MASH) through the normal mechanisms. Information will be gathered and a manager will make a 24 hour decision as to how this might be progressed.

A flow chart detailing the modern slavery and human trafficking notification process is provided at appendix 1. Members of staff should liaise with their organisation's Safeguarding Slavery Leads (SSLs) when following the process and completing the notification forms (contact details are provided at appendix 2).

Completed forms should be sent to the National Crime Agency (NCA) Modern Slavery & Human Trafficking Unit (for NRM forms) and the duty to notify email address (for MS1 forms) and copied to your organisation's SSL, Dorset Police's Force Intelligence Bureaux (FIB) and either the Adult Safeguarding Triage Team (in the case of an adult victim) or Children's MASH (for children under the age of 18) (see contact list at appendix 2). It is important to ensure potential victims are aware who their information will be shared with.

Operations

Modern slavery and human trafficking are crimes and any immediate or urgent concerns should be reported to the Police by calling 999.

Less urgent issues can be reported to Dorset Police via their 101 number and intelligence and information shared with the Police by contacting the Force Intelligence Bureaux (FIB) (see appendix 2).

Any operation relating to modern slavery or human trafficking will be led by Dorset Police.

In planning and executing the operation the Police may require the co-operation and support of services within partner agencies. The type of services and support will depend on the nature and scale of the operation.

As a minimum, in the event of a planned operation, the Police will liaise with the SSL in the County Council and relevant district / borough council to ensure they are sighted and the correct interventions and support are in place.

A list of partners' contacts and services is provided at appendix 2.

SSLs will act as the Single Point of Contact (SPOC) within their organisation in the event of any planned operation.

In the event of an unplanned operation, the Police should contact the County Council's Duty Emergency Planning Officer who is available 24/7 via their pager - 07623 544346.

The Emergency Planning team will liaise with colleagues to:

- Identify suitable reception centre premises
- Activate the staffing of premises by social care staff trained in reception centre management (in conjunction with a designated Local Office Incident Manager or Post Trauma Response Coordinator)
- Coordinate emergency transport provision via Dorset Travel and contact transport providers
- Provide documentation at reception centres (if required)
- Co-ordinate voluntary agency support (e.g. practical and emotional support, administrative assistance, first aid, pastoral care, catering and welfare provision)

In the event of an unplanned operation, the Duty Emergency Planning Officer will be responsible for liaising with the district / borough councils' emergency response teams and the County and relevant district / borough council's SSL.

Information for Safeguarding Slavery Leads (SSLs)

Dorset has been part of a South West Pilot where SSLs were able to receive NRM referrals, make a reasonable grounds decision regarding the status of a potential victim and access support for them via the Salvation Army (who deliver the Government's contract to manage support services for adult victims of modern slavery).

The pilot has been on hold since 1st January 2017 and will continue to be on hold for the foreseeable future. Whilst on hold it is not possible for SSLs to make reasonable grounds decisions. All NRM forms must be sent to the National Crime Agency (NCA) who will be responsible for taking both a reasonable and conclusive grounds decision regarding any case.

The NCA endeavour to make a reasonable grounds decision as soon as possible but it can take up to 10 working days. In the interim period, as long as the NRM form has been signed by the potential victim and submitted to the NCA, it should be possible to access support for them through the Salvation Army.

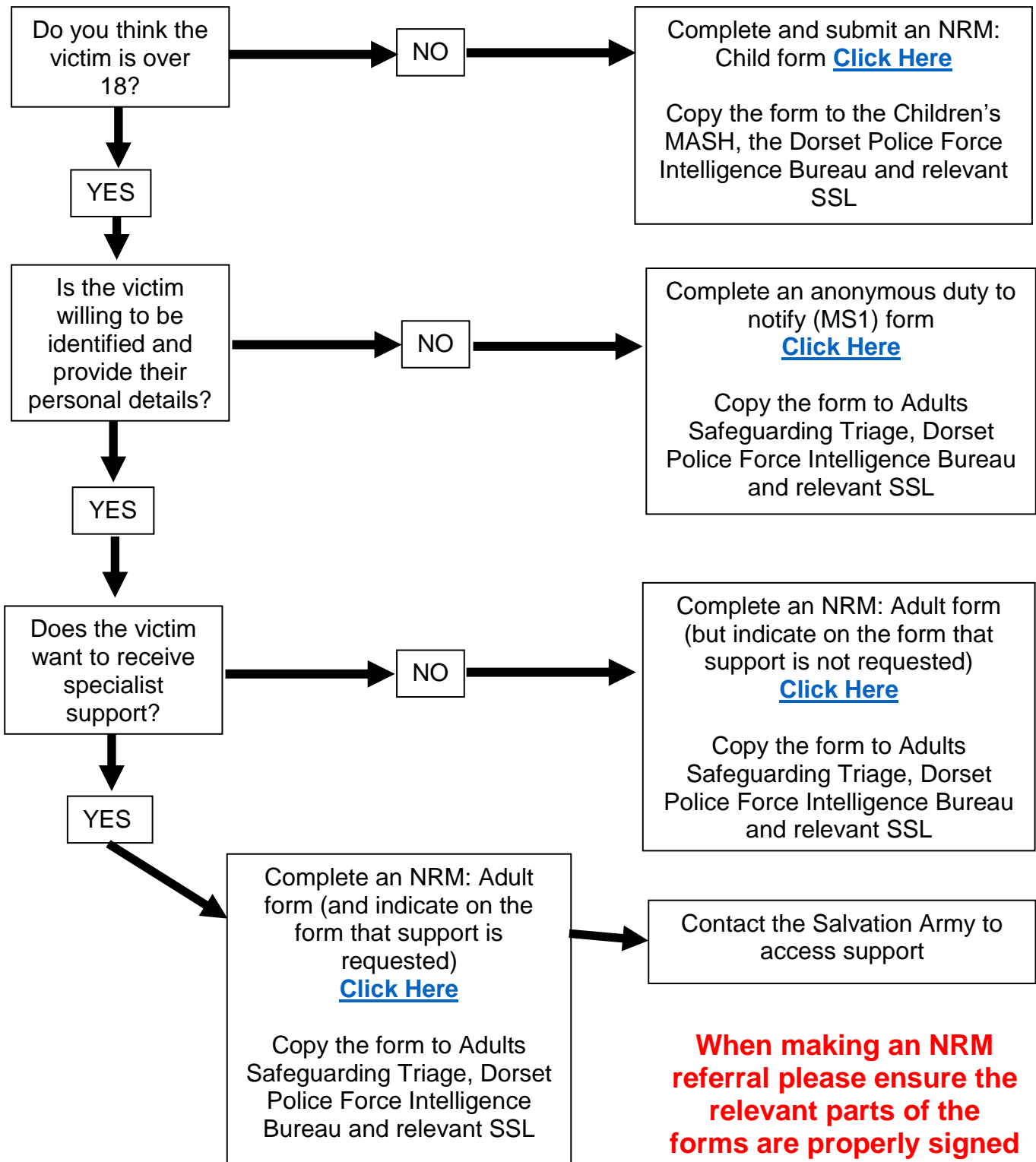
Support is available to potential victims even if they have 'no recourse to public funds'.

The Salvation Army can be contacted on 0300 303 8151.

SSLs should act as a point of advice and information for staff from their organisation and should help them with the completion of MS1 and NRM forms. SSLs have a role to play in ensuring links are made to safeguarding and the Police regarding any notifications and should act as the SPOC for their organisation in the event of a planned operation.

Notification Process

If you think someone may be a victim of modern slavery please liaise with your organisation’s Safeguarding Slavery Leads (SSLs) and follow the steps below.



When making an NRM referral please ensure the relevant parts of the forms are properly signed by the potential victim

It is important to ensure potential victims are aware who their information will be shared with.

Contacts and Services

If there's a crime, emergency or someone is in immediate danger call 999.

Operations relating to modern slavery or human trafficking should be led by Dorset Police. In the event of an **unplanned event or operation** the Police should contact the County Council's Duty Emergency Planning Officer on 07623 544346.

For a **planned event or operation** the Police should contact the appropriate Safeguarding Slavery Lead (SSL) in the County Council and relevant district / borough council.

Contacts

Duty Emergency Planning Officer (Dorset County Council)	07623 544346
Children's MASH	01202 228866 MASH@dorsetcc.gov.uk
Adult Safeguarding Triage	01929 557712 dorsetadultsafeguarding@dorsetcc.gov.uk
Dorset Police SPOC	DS Gavin House - Gavin.House@Dorset.PNN.Police.uk
Dorset County Council SSLs / SPOC -	Adults - Sally Wernick - 01305 216634 s.a.wernick@dorsetcc.gov.uk Children's - Mike Hall - 01305 228375 michael.hall@dorsetcc.gov.uk
Dorset Councils Partnership SSL / SPOC (North Dorset, West Dorset, Weymouth & Portland)	Graham Duggan – 01305 252285 G.DugganProtected@westdorset-dc.gcsx.gov.uk
Christchurch & East Dorset Councils SSL / SPOC	Julia Howlett – 01205 795198 j.howlett.secure@christchurch.gcsx.gov.uk Sean Witney – 01202 795387 swhitney.secure@christchurch.gcsx.gov.uk
Purbeck District Council SSL / SPOC	Rebecca Kirk – 01929 557208 RebeccaKirk@purbeck-dc.gov.uk Karen Graham – 01929 557387 karen.graham@purbeck-dc.gov.uk

Salvation Army	NRM Referral 0300 303 8151
Health Services – Clinical Commissioning Group	Verena Cooper – 01305 213515 Verena.cooper@dorsetccg.nhs.uk
Health Services – Foundation Trust	Keith Fleming – 01202 277131 keith.fleming@dhuft.nhs.uk
Immigration& Enforcement	Command and Control Room (24/7 response) – 03000 134 999 Portcullis House, Poole (9:30 – 17:00) – 01202 634535 or 01202 634530 immigrationenforcementdorset@homeoffice.gov.uk
Dorset and Wiltshire Fire and Rescue	Stuart Grainger - Force Fire Safety Officer – 01722 691317
Health and Safety Executive	Local Office (Bristol) – 01179 886000

Available Services

Dorset County Council	<ul style="list-style-type: none"> - Trauma Response - Adults Safeguarding - Children’s Safeguarding - Emergency Planning - Trading Standards - Communications support
District / Borough Councils	<ul style="list-style-type: none"> - Housing - Revenue & Benefits - Environmental Health
Health – Clinical Commissioning Group	Co-ordinate healthcare services for any pre-planned Modern Day Slavery or Human Trafficking activity
Fire & Rescue	Can arrange inspections of business premises or multi-occupancy homes
Health & Safety Executive	Responsible for inspecting correct storage of chemicals, e.g. at a hand car wash

This page is intentionally left blank

Partner agency information Workflow for Modern Day Slavery.



Does the information contain immediate risk to the victim or public?

NO

Information can be emailed direct to Dorset Police Intelligence at FIB@Dorset.pnn.police.uk.

Dorset Police Intelligence will research and risk assess the information and deploy resources if required.

Your information will be sent to the adults at risk desk within the Dorset Multi Agency Safeguarding Hub for assessment.

Partner agencies will receive an update following review of the information and consideration will be given to allocating an investigating officer if appropriate.

YES

Call Police on 999 / 101 as appropriate.

Give the call handler your details / the details of the person at risk and any other useful information.

Dorset Police control room will grade the response and despatch staff if necessary.

This page is intentionally left blank

MANAGEMENT COMMITTEE **6th MARCH 2018** **Town Centre Improvement**

For Decision

Portfolio Holder(s)/ Briefholder

Cllr Farquharson
Cllr Huckle
Cllr Nowak

Senior Leadership Team Contact:

M Hamilton, Strategic Director
S Hill, Strategic Director

Report Author:

Nick Thornley, Paul Wyeth

Statutory Authority

Localism Act 2011 – ‘general power of competence’.
Planning (Listed Buildings and Conservation Areas) Act 1990

Purpose of Report

- 1 To consider a request for funds to support a programme of works to enhance Weymouth Town Centre.
- 2 To obtain funding for a temporary, Conservation Enforcement Officer as recommended by the budget working group; to update members on the outcomes this new officer will be expected to achieve; and to provide a description of the anticipated differences to the conservation area these outcomes will have made by 31st March 2019.
- 3 To agree to the advertising and appointing of a Conservation Enforcement Officer for 15 months to carry out the tasks as indicated in the targeted outcomes section and to agree to provide funding for the salary of this additional role of £40,000 from the one off project reserves budget.

Recommendations

- 2.1 That Management Committee agree to allocate £50,000, from the one off project reserves budget to the Town Centre Management Budget to support works to improve the ‘look and feel’ of Weymouth Town Centre.
- 2.2 That Management Committee agrees to allocate £40,000 from the one off project reserves budget to fund the salary of the new Conservation Enforcement Officer.

Reason for Decision

- 3.1 To fund physical improvements to Weymouth town centre for the benefit of residents, visitors and businesses.
- 3.2 To provide dedicated conservation enforcement in the Weymouth Town Centre to improve the condition of buildings and shopfronts in the conservation area. This is required to assist in the removal of the Conservation Area from Historic England's "At Risk" list.

Background and Reason Decision Needed

Town Centre Management and Physical Improvements

- 4 In June 2017, the Council resolved to allocate £100k for the appointment of a Town Centre Manager for a two year fixed term, and to provide a small project enabling budget (approx. £21,000 after salary and on costs). Weymouth's first Town Centre Manager, Ed Warr, was appointed last August.
- 5 The Town Centre Manager post is managed by the Head of Economy, Leisure and Tourism and sits well alongside other officers in this team including the Weymouth Harbour Master, the Weymouth Beach team, Leisure team (progressing the sculpture trail and Esplanade lighting projects) and the Economic Development team (support for Weymouth BID, expertise on external funding such as Coastal Communities, experience of working with the County Council on highways matters, etc).
- 5 **Town Centre Priority Projects.** To date, a number of key projects have been identified for the Council to address and to work with others to resolve in coming months including:
 - Ongoing management of the enhanced pedestrianisation of St Mary and St Thomas Streets (new bollards and daily locking-unlocking regime)
 - Extension of the enhanced pedestrianisation to other town centre streets
 - Physical refurbishment of the streets including:
 - Reinstatement of brick pavers installed in the 1980s at over 30 locations throughout the town centre where they have been removed for safety reasons and replaced with black tarmac
 - Refurbishment and replacement of 40 damaged litter bins and street furniture (12 bins already replaced)
 - Refurbishment of utility company fixtures and fittings
 - Carriageway repairs and replacement of faded road markings at over 6 locations in the town centre
 - Replacement of out of date visitor and pedestrian signage from the railway station arrival point and then throughout the town centre
 - High pressure washing of pedestrian areas

6 It is anticipated that these repairs and improvements will significantly improve the appearance of the town centre and improve the shopping and visitor experience and navigation through the town.

7 **Partnership Building:** In addition to identifying and seeking solutions to the public realm issues identified above, the Town Centre Manager has been making contact and establishing working relationships with key partners including:

Dorset County Council (Highways)

Weymouth BID

Weymouth Chamber

Melcombe Regis Board and Team Around Melcombe Regis

Dorset Police

Town Centre businesses

Dorset Waste Partnership

Community Groups such as the Lions, weyPROGRESS and the Access Group.

Other DCP teams, particularly the team concerned with the Weymouth Town Centre Conservation Area.

RNIB (in relation to A-boards).

3GS officers to tackle litter hot-spots.

8 **Management.** The Town Centre enhancement works are managed through quarterly meetings of:

A Town Centre Officer Group – Town Centre Manager, Economic Regeneration Officers, Beach Manager, Planning and conservation Officers and DCC Highways officers.

And overseen by

A Town Centre Member led group - Leader, Economy Briefholder, Tourism Briefholder, and Transport and Infrastructure Briefholder, Weymouth and Portland Chamber of Commerce and Weymouth BID and Town Centre Officers as above

9 Through discussions with Dorset County Council, it is clear that, for financial reasons, highway repairs are only carried out where this is necessary for health and safety reasons. Tarmac is used rather than replacing block work (this policy applies in towns with similar paving such Blandford and Christchurch). The County Council is only able to reinstate pavers if the cost of this, relative to tarmac, is covered by the Borough Council.

10 The County Council has provided costs against a list of proposed works in the Town Centre. It is proposed to address these works in two phases.

Phase One – reinstatement of the brick pavers in approx. 30 locations, out of date signage removal and replacement, and road markings in various locations, particularly zebra crossing markings

Phase Two – Removal and replacement of town centre signage to support pedestrian movement across the town centre. Resurfacing of key areas of the highway in the town centre.

Phase one is budgeted by DCC at £20000, Funds are already in place (Town Centre budget, Economic Regeneration budget, Melcombe Regis project budget, £5000 from the BID) and the County Council has made provision in its work plan to deliver the first phase now with works to start no later than mid-April.

Phase 2 is budgeted at approx. £50,000 and is the subject of this request for funds.

11. Regular updates on the work in the Town Centre are provided using social media channels, working with the Communications Team.
12. **Future projects:** Plans for the next 6 months under the Town Centre Manager, working with colleagues and key partners, include:
 - Submitting an application for Purple Flag status (a scheme operated by ATCM, requires an application fee, similar to Blue Flag for beaches and Green flag for parks). This could be supported by the BID.
 - Developing a working relationship with weyPROGRESS and to make use of volunteer input where possible.
 - Agreeing the transfer of the County Council's A-board management protocol and progressing a change if appropriate
 - Delivering the introduction of a pedestrianisation scheme in St Albans and other town centre streets. Requires a Traffic Regulation Order from the County Council.
 - Support for a new community toilets scheme
 - Return of a hanging baskets scheme.
 - Evaluating and applying for major funding schemes, with the County Council, in order to carry out a programme of works to transform Weymouth Town Centre (current scheme put in place at least 30 years ago and is tired and outdated).
 - Review transport plans in relation to planned site developments (study commissioned with the County Council in 2016).
 - Supporting plans to apply for Coastal Communities and other funds once the details are announced.

Town Centre Conservation

- 13 **Historic England – Conservation at Risk** - In September 2017, Historic England registered the Weymouth Town Centre Conservation Area as being "At Risk". The reasons given for this were:
 - The poor condition of listed and non-listed buildings in the Conservation Area.
 - The poor condition of the public realm in the Conservation Area.
 - The high level of shopfront designs that are not appropriate for the Conservation Area.
- 14 **Scrutiny Report** - A request for a scrutiny of the Weymouth Town Centre Conservation Area was submitted by Councillor James Farquharson 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 had asked in particular for consideration of the following:

- *With the town centre regeneration programme moving forward (part of the adopted Town Centre Masterplan) there is an urgent need to discover if conservation policies and its operation will present any conflicts that could disrupt progress;*
- *Also, more broadly, to discover how the Conservation Area policy and operation provide powers to enforce appropriate maintenance of existing town centre listed buildings. As well as enabling developments within and around those buildings to support their current and future viability and borough-wide economic and cultural vibrancy.*

15 On 31st October 2017 a report was presented to the Management Committee by Cllr. Claudia Moore, which documented the findings of the Conservation Scrutiny and gave recommendations.

These recommendations were:

The Scrutiny Working Group propose that a bid for £200,000 is supported by Scrutiny and Performance Committee and recommended to be submitted to the Management Committee for investment in the Weymouth Town Centre Conservation Area to secure the following 5 key improvements.

- 1. Put forward a business case to secure funding from Historic England towards Conservation Area improvements;*
- 2. Provide a clear shopfront and advertisement design guide for the town centre to steer new development to protect local distinctiveness and quality of historic assets;*
- 3. Provide Enforcement by removal of A boards in the town centre, monitoring of developments and use of Section 215 notices to secure maintenance and repairs of buildings;*
- 4. A Conservation Officer to Support the Heritage Champion for the town centre (promoted by the BID) and Town Centre Manager (with facelift improvements to the pedestrianised area);*
- 5. Manage any funding from Historic England and bid for grants from the Arts Council and Heritage Lottery, to spend on restoring some Council owned buildings as a positive example to encourage others to do the same;*
- 6. There is recognition of the fact that aspects in this report rely on working in partnership with the Weymouth BID. Therefore if the Weymouth BID was to get a no vote and cease to continue in the future, the borough council should use a proportion of the levy currently paid to the Weymouth BID, in order to deliver this project.*

The decision at the Management Committee was to approve the findings of the Scrutiny Report and to pass the recommendation of £200k funding to the Budget Working Group for their consideration.

16 **Budget Working Group** - On the 7th December 2017 the Budget Working Group met and decided that only £40,000 could be provided for conservation in the town centre. It was further decided that this should be used to employ a single conservation enforcement officer for 15 months but before finally confirming the funding a report should be submitted to the

March Management Committee on what outcomes can be expected from the Officer and what difference to conservation will have been made by 31st March 2018.

- 17 **Targeted Actions and Outcomes by 31st March 2019** - The new Conservation Enforcement officer will be tasked with targeting the three areas of concern highlighted by Historic England, these being:

a. ***The poor condition of listed and non-listed buildings in the Conservation Area.***

PROPOSED ACTIONS

- By 31st March 2018, dialogue will have been made with owners of the 30 properties on the target list.
- By 31st March 2019, enforcement action (Section 215) will have been initiated against owners of up to five buildings who are unwilling to repair their properties.

TARGETED OUTCOMES

- By 31st March 2019 there will be a noticeable improvement to the external appearance of buildings within the conservation area, to such an extent that Historic England no longer see this as a reason for the Conservation Area to be at risk.

b. ***The high level of shopfront designs that are not appropriate for the Conservation Area.***

PROPOSED ACTIONS

- By 31st March 2019, the Shopfront Design Guide will have been written and presented to committee for approval.

TARGETED OUTCOMES

- By 31st March 2019 there will be a Shopfront Design Guide in use as Supplementary Planning Guidance. The Design Guide will be reviewed by Historic England and agreement will be sought from HE that with the guide in place, they no longer see shopfront design within the conservation area as contributors to the "At-risk" status.

c. ***The poor condition of the public realm in the Conservation Area.***

PROPOSED ACTIONS

- The officer will be responsible for providing advice to the WPBC town team, the Town Centre Manager and Dorset County Council, to assist in the ongoing programme of improvement to the public realm within the town centre conservation area.
- The officer will further be responsible for investigating funding streams for public realm improvements within the Town Centre conservation area, including Heritage Action Zone funding.

TARGETED OUTCOMES

- By 31st March 2019 there will be a noticeable improvement to the existing public realm elements that are of concern to Historic England.

- By March 31st 2019 a thorough review of funding sources for public realm improvements within the conservation area will be complete and funding applications initiated (if applicable)

Implications

Corporate Plan

Building a stronger local economy
Improving quality of life

Financial

Funds to be drawn from the one off project reserves budget

Equalities

No implications

Environmental

Improves the physical environment and appearance of Weymouth Town Centre Improvement to Conservation Area to assist its removal from Historic England's "At Risk" list.

Economic Development

Improving the town centre will make Weymouth a more attractive venue for visitors and shoppers

Risk Management (including Health & Safety)

No implications directly associated with this report

Human Resources

Recruitment of a conservation enforcement officer for a period of 12 months

Consultation and Engagement

DCC Highways
Weymouth BID
Weymouth Chamber

Appendices

None

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 Authors: Nick Thornley, Trevor Hedger, Ed Warr, Paul Wyeth.

Telephone: 01305 252474

Email: nthornley@dorset.gov.uk , pwyth@dorset.gov.uk

Date: 22nd February 2018

Management Committee 6 March 2018 Events and Festivals Policy 2018 - 2023

For Decision

**Portfolio Holder(s): Cllr Richard Kosior – Briefholder for
Tourism, Culture and Harbour**

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author: N Thornley, Head of Economy, Leisure & Tourism

Statutory Authority: Local Government Act 1972

Purpose of Report:

1. To recommend the adoption of an Events and Festivals Policy (2018 – 2023)

Recommendations

2. Approve the recommendations of the Policy Development Committee;
 - (a) To endorse the changes made to the Policy following the consultation programme with event organisers, Dorset Councils Partnership services, Dorset County Council and the Weymouth and Portland Safety Advisory Group as set out in Appendix A - Change Log and Feedback Log
 - (b) That the Events and Festivals Policy at Appendix B be adopted as policy for 5 years from 1st April 2018
 - (c) That in line with the WPBC Parking Policy, agreed in March 2017, charges for use of the car parks to be negotiated by the DCP Parking Service Manager. (N.B. Events and festivals that are already booked with the Events Services prior to 1st April 2018 and take place prior to 31st December 2018 will not be subject to this.)

Reason for Decision

3. The Policy Development Committee reviewed the draft policy on 3 April 2017 and approved a consultation programme with event organisers and appropriate bodies. Following the consultation, on the 19 February 2018 the Policy Development Committee approved the updated policy which is

attached at Appendix B and reflects the feedback from the consultation of which a summary is contained at Appendix A.

Background and Reason Decision Needed

4. The changes to the original draft Events and Festivals policy presented to the Policy committee on 19 February 2018 include:
 - (a) Section 3 - reference to new 'Crowded Places Guidance 2017' issued by the Government
 - (b) Added to 6.2 - included a reference to Community Interest Company (CIC) as part of Event Definition
 - (c) New item at 6.6 - event organisers potential consultation requirement
 - (d) New item at 6.7 - Event organisers required to outline proposed media engagement in conjunction with event
 - (e) Added to 7 - Future Event Management Plan (EMP) requirements (use of Council template, digital format to be introduced from 2019)
 - (f) Updated Scale of Fees & Charges - DCP Parking service to charge event organisers for use of WPBC car parks subject to occupancy levels and time of year (peak and off-peak times) in line with Parking policy
 - (g) Alignment to WPBC Parking Policy - Removal of 'up to 20 free car park permits' for event organisers and withdrawal of discounted parking permits for event participants
 - (h) New item Appendix A - WPBC event application process flowchart for event organisers
 - (i) New item included in Appendix A and Declining or Cancelling an Event section 8 - cancellation of event process included in flowchart and description of refusing and cancelling an event detailed in section 8 of the Policy
5. The Events and Festivals policy has been updated to take account of changes within the events industry and advice from Government agencies. This will enable event organisers to understand the conditions and environment for staging a safe and secure event along with the practices, legal requirements, possible consultation, expected timeframes and any relevant associated costs when planning an event.
6. Events and festivals hosted in Weymouth and Portland will be expected to be aligned to local priorities and form part of the event assessment and evaluation process undertaken by the Council and the Safety Advisory Group. The Policy sets out three main priorities:
 - (a) Priority 1 - Public safety and security
 - (b) Priority 2 – Economic, Social and Environmental benefits and impacts
 - (c) Priority 3 – Reputational impact

7. The Events & Festivals programme contributes significantly to the local economy, helps support charitable organisations and produces an income to the Council. It is a significant contributor to tourism, retail, accommodation and hospitality as well as the supply chains that support these businesses. It plays a key role in maintaining the vitality and vibrancy of the towns and location generally. There is also a need to consider the commercialisation of Council services and the need to balance budgets and therefore some charges have been introduced to reflect the use of car parks for events in Weymouth and Portland.
8. Event organisers will be required to pay for the use of car park(s) in accordance with the proposed new charging regime as part of the Council Parking Services Policy. The charges may have an impact on the future viability of some events but we are not in a position to subsidise commercial ventures. An estimate of the likely financial impact is not available at this time as the charges will be based on the geographical location of the car park, the time of year and the usual occupancy rate at the car park. The cost is unlikely to negatively affect the viability of events if the car park is out of town, not normally at capacity and out of peak summer season whereas if a town centre car park was required during August a higher cost and impact is likely. The charges will be negotiated on application by the DCP Parking Services Manager.
9. It is estimated that £350,000 per annum is also raised for local good causes from the events programme. This includes the Weldmar Colour Run, Midnight Walk, McMillian Might Hike, Rotary Club Dragon Boat Racing, Charity Volleyball, fundraising walks, Diverse Abilities it's a knockout, etc.
10. The objectives for the Events and Festivals policy are:
 - (a) Support a vibrant and safe events programme in Weymouth and Portland;
 - (b) Enable community development and engagement;
 - (c) Support income generation opportunities for the Borough Council and local good causes and;
 - (d) Support our tourism and local economy.

Implications

Corporate Plan

11. Building a Stronger Local Economy - Helping to stimulate economic growth so that the borough offers better jobs and prospects for local people
12. Empowering Thriving and Inclusive Communities - Building strong, inclusive and sustainable communities that empower local people to influence and provide the services that matter most to them

Financial

13. The Events & Festival service base line cost, not including recharges, is £72,034. The service is required to actively gain sponsorship, charges/fees

and raise income to support the provision of the events programme. The current direct support income is between £80,000 and £100,000 per annum.

14. Part of the cost of the service is for the Council to be able to support its own activity such as the Armed Forces Day, Commemorations and Civic activities.
15. Other Council services revenue income streams are supported through hosting of events such as car parks, harbour berths, licensing, beach services etc.
16. The local economy benefits from the hosting of events through the attraction of visitors and the greater footfall generated in the Borough.
17. Event organisers have been able to claim up to 20 free parking permits for event officials. This equates to circa 430 free parking permits per annum with a value of £3,456. Non-commercial event organisers have also been able to receive discounted parking permits for additional event staff (usually volunteers). Annually the number of discounted parking permits have been approximately 200. The cost to the council of these permits is circa £1,400 which is the difference between the full charges of £3,200 less the income we achieved of £1,800

Equalities

18. The Events service has undertaken an equality impact assessment on the current programme of activities.
19. Each event organiser is required to consider any equality impacts associated with their organised activities.

Environmental

20. Forms part of the Events & Festival Policy and Council's guidance on organising events.

Economic Development

21. Events and festivals are a significant contributor to the tourism and visitor economy and help sustain the annual visitor spend, direct and indirect jobs and the local supply chains through the provision of goods and services.
22. The events and festivals present the Borough as being a vibrant destination generating visitors and greater footfall that contribute to the sustainability of businesses and indirectly the establishment of new business based on the increase in the number of visitors.

Risk Management (including Health & Safety)

23. Without the availability of Council event staff resources for permissions and agreements to use Council land there is a significant risk of events and activities not taking place therefore having a negative economic and community impact on the Borough.

24. Organisers of events on Council land are required to produce a risk assessment, safety plan, public liability insurance, or other such documentation and attend a Safety Advisory Group Meeting, subject to the scale and size of event. There are also standard Council terms and conditions for such events.

Human Resources

25. The Event and Festival Service currently has 1.8 FTE salaried persons employed. The salary budget also has a proportionate charge for line management that is directly associated with the delivery of the festivals and events service.
26. Additional operational support is via the Beach Seasonal staff and charged according to the hours worked.

Consultation and Engagement

27. Consultation on the new policy has been conducted with other relevant services in Dorset Council Partnership, Dorset County Council, the Weymouth and Portland Safety Advisory Group and event organisers between July and December 2017

Appendices

28. Appendix A - Change Log and Feedback Log
29. Appendix B - Events and Festivals Policy

Background Papers

30. Events & Festivals Policy 2011 – 2016
31. Draft Events & Festivals Policy, Policy Development Committee report 3 April 2017 ([Committee Report link](#))
32. Events & Festivals Policy, Policy Development Committee report 19 February 2018 ([Committee Report link](#))

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: Nick Thornley, Simon King, Charlotte Sheppard, Matt Ryan

Telephone: 01305 252474

Email: nthornley@dorset.gov.uk

Date: 20 February 2018

This page is intentionally left blank

Appendix A - Events and Festivals Policy Change Log & Consultation Feedback

No.	Policy Change or addition	Policy Reference	Process change or addition
1	New - Include event organisers consultation as a requirement	New item at 6.6	Consultation process for minor and major events
2	New - Media - a declaration of what media (press, TV etc.) it is intended to be used	New item at 6.7	Collation of media releases to be shared with DCP Communications Team
3	N/A	N/A	New - Update the D4Y webpages with new policy documents, centralise event information from across DCP and partners
4	N/A	N/A	New - Produce map of W&P identifying all land and premises covered by the policy to ensure ownership and responsibility has clarity
5	N/A	N/A	Scale of Charges - The scale of charges must be used in conjunction with the DCP Sponsorship policy and reference must be made to the pending Filming policy being developed as these may override the scale of charges
6	No.8 Cancellation of Events and process chart included in Policy at Appendix A	Include in Appendix A	Formal agreement by SLT for Major and Special Event application sign-off and Cancellation of events process
7	New - add Community Interest Company (CIC) reference	Added to 6.2 Purpose	CIC now included with Community definition
8	Relocation of DCC permit holder into DCP car parks when events take place	N/A	DCP/DCC Parking Service working in partnership to enable a consistent approach to relocation of parking that does not affect the customer. Parking Services review future policy as part of LGR programme
9	DCP Parking service to charge events for usage of their car parks subject to occupancy and time of year (peak and off-peak times)	Scale of Charges	To align with the WPBC Parking Policy, there will be no free parking permits for event organisers (previously up to 20) and no discounted parking permits. A fee will be required for use of a car park for an event and the fee is subject to the Parking Service Manager negotiation and agreement based on time of year and car park occupancy rates
10	Updated- Event Management Plan (EMP) Requirements	Reference at 7. Event Management Plan (EMP) Requirements	The proposed Event Management Plan template will not be introduced until a digital solution is in place (2019) as the current system would not be able to administer the process and would create additional work for event organisers. Current system to remain until 2019.

Workshop(s) Feedback

Ref	Feedback	Response
A	All events should have the Council's Standard Terms and Conditions issued to ensure the legal requirements are understood	<p>The events team current issue the Standard Terms and Conditions to all event organisers and require a signed copy to be returned prior to the event</p> <p>Cancellation or refusal of an event included in the event application process flowchart and description of refusing and cancelling an event detailed in section 8 of the Policy</p>
B	Some services do not have time to review all the event plans so there are some blind spots	<p>It was important to recognise that it is not just the events team who process events but also other DCP services (car parks, licensing, harbour, beach etc.) and DCC Highways approving events. Not all of these events are processed through the Events Manager. Not all services attend SAG but do receive event management plans, need to ascertain if these are discussed within the teams and if feedback is/should be given. New communications process agreed and will be included digital solution.</p> <p>Introduction of new events Outlook calendar introduced for all services</p>
C	Why not include North Dorset and West Dorset in this Policy?	<p>As the currently policy was WPBC only it is recommended to continue to get the new policy adopted first prior to processing through ND and WD. In addition, the WPBC events team does not have the resource to manage events in these areas however, a single policy for the DCP would be preferred. If the application process was moved to digital, then this would improve and enhance the service significantly. This project is reliant on the introduction of Office 365 cloud services (2019)</p>
D	Does there need to be a commercial policy for events? A Scale of Charges would be useful. Some did not want to have a scale of charges as could raise more income through negotiation	<p>There is a scale of charges proposed as part of the new policy development. Each service has been asked to contribute to the development</p> <p>The Transformation Team is developing a sponsorship policy that will also be used in conjunction with the events policy. In addition, there is a policy being developed around 'filming' and how this is managed and charged for</p> <p>There needs to be consideration given to the ability to negotiate as well as a scale of charges for use of land/premise as this can raise greater income for the Council</p>
E	Does there need to be a definition of authority? Who is responsible for saying no to an event or cancelling one?	<p>As part of the new policy a flowchart has been produced to indicate responsibility for each party including signing off the event and if there is an issue who it is escalated too.</p>

F	Who signs off events?	Currently the Events Manager signs off an event (if it has been processed through the event service) however, other services also sign off events. In addition, if an event has not complied with the process or legal/safety requirements the issue(s) is escalated to HoS and then the BH (tourism) and Strategic Director. The new flowchart indicates the proposed process; however, it would be better if this was adopted by all services and each event registered on a central database. (Office 365 introduction)
G	SAG – not every service attends the SAG or responds to event plans. Need to understand why this is?	SAG is held to review major events. Relevant services are requested to attend to review plans or if unable then feedback to the Events Manager and SAG chair. Some services have not been attending, or give feedback. Membership of the SAG needs to be reviewed to ensure a consistent approach to events taking place on Council land. If a Service cannot attend it should at least acknowledge receipt and confirm any issues prior to the SAG meeting. In the future, the proposed digital application process will greatly improve on input from all relevant services and third-party SAG members
H	DCP Car Park service will charge all events for usage of their car parks as they do in ND and WD.	DCP Parking service to introduce (in line with WD and ND Council parking policy) fees and charges for use of car parks for events. Organisers parking permits (previously 20 per events) and discounts for participants of events to be removed.
I	DCC Highways would consider adopting the policy for events so there is a consistent approach to managing the process for events and their authorisation in partnership with the DCP	Once the DCP have adopted the new policy, DCC will consider presenting the policy formally through their democratic process.

This page is intentionally left blank

Events & Festivals Policy 2018 - 2023

Weymouth & Portland

1. Introduction

The Borough of Weymouth & Portland has a long-established history and tradition of hosting Events and Festivals. There is a comprehensive and diverse range of activities; from International events placing the Borough on the World stage, to community events that have direct links to the wellbeing and cohesion of the local community.

Weymouth and Portland Borough Council together with Dorset County Council recognises the importance of hosting and staging events and festivals and the benefits they can bring to the local community and economy. They can act as a catalyst for developing a strong community and vibrancy and pride in the location.

Both Council's aims to support and facilitate organised events that take place in Weymouth and Portland that are safe, meet the Councils objectives and comply with relevant policies and legislation that may apply to the event and location.

To ensure that Weymouth and Portland's reputation of being a safe and vibrant place to host events and festivals is maintained, there is a need for a clear policy to assist event organisers in planning, organising and hosting their events in the Borough.

Following some high profile and well documented traffic and parking problems during some events, this policy is intended to assist event organisers in preparing their Event Management Plan which enables the Councils and its multi-agency partners to assess the impacts of the event and offer guidance to the organiser with the aim to maximum the benefit of staging a safe event while minimising the potential disruption to the location, residents and business community.

It should be noted, that this Policy is designed and relates to hosting event on and in Council owned land, area and facilities, to include events that are using public highway (or those under the Councils assigned management responsibility) and not for those events held on private land or property. However, the principles of this policy could be considered when planning and staging an event in the Borough whether on Council land or otherwise.

2. Context

Weymouth and Portland Borough Council has a dedicated Events service that coordinates and support events and festivals within Weymouth and Portland.

W&PBC owns and manages a wide variety of open spaces and areas of land including Weymouth Seafront and Beach, Lodmoor Country Park, Nothe Gardens, Weymouth Harbour and the majority of the Car Parks. In addition the Council administers licences and permits in the Borough including regulated entertainment, street collection permits and consent licences. W&PBC work closely with Dorset County Council Highway Department as they are responsible for the highways in the Borough, and it is recognised that an effective traffic management plan is a key contributing factor to a safe and successful event. They also work with other multi agency partners through the Safety Advisory Group (SAG) which is chaired by the Dorset Councils Partnership.

Our Policy aims to provide a coordinated and consistent approach to event planning and management with the relevant Council services, emergency services and multi-agency partners.

The SAG is a non-statutory group of multi-agency representatives formed to promote safety at public events and exist to:

- promote high levels of safety and welfare at events by giving advice and guidance
- promote good practice in safety and welfare planning for events
- ensure events have a minimal adverse impact on the community

The Weymouth and Portland Safety Advisory Group (SAG) is made up of representatives from the Borough and County Council and can include representatives from the Event, Highway Authority, Licensing, and Emergency Planning, along with the emergency service which include the Police, Fire and Rescue Service, Ambulance Service and Maritime and Coastguard Agency. The Group may also include Health (food and protection), Community Safety, Environmental Protection, Primary Health care, Trading Standards, Parking Service, Harbour Authority and Dorset Waste Partnership.

Our Policy will enable event organisers to understand the local conditions and environment for staging a safe event along with the best practices, legal requirements, possible consultation, expected timeframes and any relevant associated costs when planning an event.

3. Application Process

There are application processes to stage an event in Weymouth and Portland either on its property or the highway and some procedural requirements that must be met for the event to be approved.

The Event & Festival application procedure is set out to ensure a co-ordinated and effective management approach for events staged on Council land, areas where the Council has a management responsibility or on the highway. It is designed to create a consistent standard and an understanding of how applications will be processed to maintain efficient communication with each organiser.

A procedural flowchart that outlines the application process is attached at Appendix 1 and the Application Form can also be found online at: www.dorsetforyou.gov.uk/emergencies/events-festivals-weymouth-portland

All events will be required to comply with event management or other such applicable legislation and recognised best practice including the guidance provided by the Health and Safety Executive and the Events Industry Forum's 'Purple Guide'. Guidance can be found at the following websites:

- **The Purple Guide to Health, Safety and Welfare at Music and Other Events** produced by the Events Industry Forum. <http://www.thepurpleguide.co.uk>
- **Managing crowds safely**, A guide for organisers at events and venues (HSG154) by the Health and Safety Executive. <http://www.hse.gov.uk>
- National Counter Terrorism Security Office publication - **Crowded Places Guidance 2017** <https://www.gov.uk>
- **The Good Practice Safety Guide** for small and sporting events taking place on the highway, roads and public places. <https://www.gov.uk>
- **Dorset Events Traffic Management Plan Guidance** <https://www.dorsetforyou.gov.uk>
- **Sustainable Event Management** - BS 8901 provides requirements for planning and managing sustainable events of all sizes and types.

Applicants will be required to meet a range of criteria to gain approval to stage their event. The criteria will be considered as part of the application process and aims to ensure that the event is compliant with the objectives of our policy, relevant legislation, licensing and regulatory requirements and will include:

- A. The Policy Objectives (section 4)
- B. The Council's Events and Festivals Priorities (section 5)
- C. Scale of event (section 6)
- D. Purpose of event
- E. Type of event
- F. Timing of the event

4. Policy Objectives

The objectives for our events and festival policy are to:

- i. **Support a vibrant and safe events programme in Weymouth and Portland:** by providing a framework for event applicants that is coordinated and consistent to event planning and delivery in Weymouth and Portland. Where applicable, provide advice and support to event organisers for the planning and delivery of a safe and secure event via the Councils Event service and the local Safety Advisory Group. Enhance the positive reputation of the Borough of Weymouth and Portland, the Council and its partners.
- ii. **Enable community development and engagement:** generate opportunities for community involvement and those groups and individuals that are hard to reach. Minimise any negative impacts on residents and businesses.
- iii. **Support income generation opportunities for the Borough Council and local good causes.**
- iv. **Support our tourism economy:** to increase visitor spending in the Borough and wider Dorset and generate opportunities for local businesses and the wider economy;

5. Our Events and Festivals Priorities

Events and Festivals hosted in Weymouth and Portland are expected to be aligned to local priorities which form part of the event assessment and evaluation process.

Priority 1 - Public safety and security

The event organiser (or where applicable the organisation) will be expected to demonstrate they have the capacity to plan and manage a safe event that is secure for spectators, participants and those working on the event. The assessment will be through the quality of the Event Management Plan and the capability and experience of those delivering the event plan.

Priority 2 – Economic, Social and Environmental impacts

All events and festivals will be assessed against how they impact the local economy, community and environment. Event organisers will be expected to demonstrate how the event will impact:

- local businesses, the wider economy and location;
- the financial risk or contribution to the local authority and its partners;
- the local infrastructure (transport modes, car parking, closures etc.);
- the accessibility to the event by all groups and individuals;
- the opportunity for community involvement and engagement;
- the regular user of the location and its facilities and/or other stakeholder at the location going about their normal business;
- the normal ambiance at the event location and the impacts from any noise generated from the activity and measures to reduce the noise impact;
- the protection of the local natural and built environment and;
- the cleanliness of the location and surrounding area.

Priority 3 – Reputational impact

It is vital that the positive reputation of the Borough of Weymouth and Portland, the Councils and their partners is maintained at all times and in particular when hosting events. Therefore, event organisers will be expected to demonstrate:

- their accountability for the event and its management plan;
- an open and honest dialogue with the Councils and its partners throughout the pre-and post-planning cycle and delivery of the event;
- how the event will comply, where relevant, with legal, licensing and conditions specific to the event and its location and;
- the positive image of the destination that may be published or advertised to a local, regional, national or international audience.

6. Event Definitions

The Councils and its partners have agreed the terms of defining an event or festival that include the types of event, their purpose and scale of the event to assist with the event management plan evaluation process as well as considering the health and safety, consultation, licensing or legal requirements and the level of likely associated fees and/or charges the event may be required to cover.

The planning of crowd management is vital for the delivery of a safe and secure event. It is recommended that the Health and Safety Executive's 'Managing Crowds Safely guide for organisers of events and venues' be referenced to understand the measures, duties and health and safety legislation. The guide enables clear planning considerations, how to assess risks and put precautions in place along with consideration of emergency planning and procedures.

6.1 Scale of Event: The scale of the event considers two aspects of crowd management which are; the capacity of the proposed venue and the likely circulation and transition of people attending the event on the given date(s). This assessment will assist with the development of the event management plan for the venue and considers the ingress and egress to the site, the 'churn' of the venue and the access/exit management requirements and the likely measures that will need to be adopted by the event organiser.

Scale Definition	Venue Capacity (at any one time)	Event Attraction (wider location)	Scale Evaluation
Small event	499	Up to 4,999	Medium event
Medium event	4,999	Up to 9,999	Large event
Large event	9,999	Up to 19,999	Major event
Major event	10,000 or higher	20,000 or higher	Special event

6.2 Purpose: The 'purpose' of the event needs to be assessed to enable any appropriate legal, licencing or fees/charges to be considered. The event being proposed will be categorised in one of the following categories:

- **Commercial:** Profit making event for the organiser or its company or brand that could include the selling, promotion, marketing or awareness of a corporate entity, a product or range, the company brand or image or the promotion or awareness of a service/product(s).
- **Charity:** An event that has a sole aim of fundraising or an awareness campaign for a registered charity (recognised by the UK Charity Commission) with all proceeds from the event going to the charity.

- **Community:** An event that is organised by a local charity, not-for-profit, social enterprise, Community Interest Company (CIC) or voluntary group that directly benefit the residents and stakeholders of Weymouth and Portland. The funds raised from these events will be used to benefit communities locally and do not provide a significant commercial benefit to a profit-making business.

6.3 Type: The type of event being proposed needs to be defined in the event management plan to enable the Councils and multi-agency partners to evaluate the likely audience and participants attending the event and whether any type of license will be required such as for the sale/consumption of alcohol or food. This will enable the Council to recommend the preferred practices and measures that will be required for the event. As an example, the type of event could be defined as:

- Competitive (sport, endurance, pursuit etc.)
- Music (type of performance(s) will need be to be defined)
- Festivals (Food and other non-music events. *NB. In normal circumstances additional / temporary catering facilities will not be approved for Weymouth Promenade*).
- Remembrance
- Waterborne (marine/maritime activity focused)
- Cultural (artistic)
- Fundraising
- Aerial display
- Wedding
- Televised event
- Religious worship
- Carnival
- Fete, Fayre, Street Party
- Circus/Funfair
- Political event
- Rallies or open public meeting/gathering

6.4 Timing of the Event: As part of the event application process, the timing of the event will be considered against other activity taking place in and around the Borough of Weymouth and Portland and how the event is likely to impact the local infrastructure, other events taking place and the locations 'normal business'.

6.5 Memorandum of Understanding: For large, major and special events, the Council may require a specific agreement and/or Memorandum of Understanding to be drawn up to facilitate the planning and delivery of the event. In these cases, the Council will notify the applicant and agree the schedule and elements to be included in such a document prior to progressing with the application.

6.6 Consultation: Event organisers must ensure consultation is undertaken with those likely to be impacted by the event. Proof of engagement and a record of the feedback will be required as part of the Event Management Plan and be required to be lodged with the Local Authority. Please ask the Events and Festival service for advice on the type of consultation required for your proposed event.

6.7 Media and Communication: Events organisers will be required to outline all proposed media campaigns and lodge any press and/or media releases with the local authority 48 hours prior to the release of the media or press release.

7. Event Management Plan (EMP) Requirements

Event applicants will be required to produce an Event Management Plan that is proportionate to the level and scale of the activities to be carried out. The Council will provide an EMP template which shall be used for all events being proposed in Weymouth and Portland. *(From 2019 when a digital template will be introduced)*

Depending on the scale and type of event further associated event plans may be required and are likely to include:

- Traffic Management and Transport plan (including road closures)
- Crowd Management plan
- Medical and/or First Aid plan
- Waste Management plan
- Water Safety plan

The EMP and any associated plans will be subject to scrutiny by the Councils and the event applicant will be required to hold a (or series of) planning meetings with the Councils, Safety Advisory Group (listed in Section 2 of this document) and any other appropriate bodies that may be identified.

For the protection of the organiser, Council and public, an event insurance policy for a minimum of £10 million or such sum that the Council may determine will be required.

Event organisers are responsible for ensuring that all required permissions and licences are acquired for staging an event that may include, but is not limited to:

- Licensing Act
- Consent to use council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- Planning permission
- Advertising consent
- Temporary events notice (TEN) or time-limited premises license may be required by event organisers
- Temporary Traffic Regulation Order (TTRO's)

Depending on the scale, type and purpose of the event, the EMP may have to show further planning considerations for example:

- Noise levels emanating from the event or during the ingress and egress;
- Loss of income to the local authority, business or community;
- Food Safety;
- Environmental Protection;
- Child protection and Vulnerable Adults protection and;
- Damage deposit for some events/activity

A timeline for documents to be provided to SAG and to Dorset Highways can be found in 'The Good Practice Safety Guide' published by the Home Office and a precis shown in Appendix 2.

8. Declining or Cancelling an Event

The Council has the right to refuse an event application, cancel the event before the date or terminate/stop the event if:

- a) the applicant fails to deliver the draft(s) or final Event Management Plan within the timeframe agreed between the applicant, the Council and the local SAG;
- b) the applicant fails to have the relevant licenses, permits or permissions required to stage the event or does not comply, where relevant, with legal, licensing and conditions specific to the event and its location;
- c) the applicant fails to pay the appropriate fees and charges before the event or by the agreed date;
- d) the applicant fails to secure the required public liability and other associated insurance cover before the event;
- e) the event management plan is not compatible with the objectives and priorities of the Councils events and festival policy;
- f) the event does not meet the safety standards required to host in the Borough;
- g) the applicant disregards or fails to address such guidance to the satisfaction of the Council or local SAG with matters relating to public safety and security;
- h) the event causes unacceptable levels of disturbances to the local community and businesses during the event that may arise from noise levels, crowd numbers, congestion, safety matters, health of individuals and groups or significant loss of income to the Council, businesses or others;
- i) the organiser is deemed not to have delivered the numbers of staff and/or equipment to stage a safe event;
- j) the event is creating excessive damage to the local natural and built environment and/or has generated waste that impacts the cleanliness of the location and surrounding area and;

- k) the event has a significant negative impact to the destination, Council or its community.

9. Fees and Charges

Both Dorset Councils Partnership and Dorset County Council sets annual scale of fees and charges for events.

The fees and charges are set at a commercial rate. A discounted rate for community and charity events will be applied for events that can demonstrate a social and/or economic benefit directly to local people and/or that are a registered charity and all proceeds arising from the event will go to the registered charity applying to stage the event.

Dorset Councils Partnership Parking Service do not issue any free parking permits for event organisers or any discounted parking permits. A fee will be required for use of a car park for an event and the fee is subject to the Parking Service Manager negotiation and agreement based on time of year and car park usual occupancy rates.

The Council's Fees and Charges are attached at Appendix 4.

Appendix 1 – Events and Festivals Application Process Flowchart

Appendix 2 – Timeline for Safety Advisory Group (SAG) / Highways Engagement

Appendix 3 – Safety Advisory Group (SAG) Terms of Reference

Appendix 4 – Scale of Fees and Charges

APPENDIX 2 - Timeline for Safety Advisory Group (SAG) / Highways Engagement

Note - The times outlined are *minimum* times prior to the event for the event organiser to deliver key actions.

1. Between 9 and 6 months' prior before:

- a. Prepare event prospectus/publicity and agree a media/communication strategy.
- b. Prepare a Memorandum of Understanding (MoU)
- c. Book venue
- d. Ensure Councils and SAG members are notified and a well-developed Event Management Plan (EMP) is circulated to SAG Members
- e. Ensure all necessary licenses and permissions are in train
- f. Have well developed Traffic Management (TMP) and Transportation Plan

2. 3 months before:

- a. Check for any conflicts of events/road works
- b. Update SAG with finalised EMP and Risk Assessment
- c. Have applied for all relevant licenses.
- d. Have applied for any necessary Traffic Regulation Orders and finalised TMP (including a well-advanced signing schedule)
- e. Confirm attendance of officials and contact details during the event

3. 6 weeks before:

- a. Fine tune above/health check of plans

4. 2 weeks before:

- a. Further fine tuning/finalisation of arrangements
- b. Ramp up publicity machine

5. 5 days before:

- a. Final confirmation of officials with contact details
- b. Check for any conflict from unscheduled events/works
- c. Continue high publicity

6. Immediately before the event:

- a. Ensure the promoters appointed Safety Officer is happy that everything is in place for the event to begin and that all safety checks and risk assessments are in place.

APPENDIX 3 - Safety Advisory Group (SAG) Terms of Reference

1. Purpose & Scope

- 1.1 The purpose of this document is to specify the terms of reference associated with the Safety Advisory Group (SAG).
- 1.2 The SAG provides a forum to share information amongst key agencies in order that event organisers ensure public safety and welfare at events. SAG typically exist to:
- Promote high levels of safety and welfare by giving advice and guidance
 - Promote good practice in safety and welfare planning for events
 - Reduce the adverse impact of events on the community
- 1.3 The purpose of the SAG is to consider events both licensed and unlicensed occurring in the area covered by West Dorset District Council and Weymouth & Portland Borough Council. The criteria will be events where 5,000 people at any one time (not daily) or 2,000 people or more reside (camp) on site temporarily. However, the group will consider any other event as part of its remit to share information and consult stakeholders, and to ensure effective event planning where there is potential risk to members of the public.
- 1.4 It is the responsibility of individual agencies to satisfy themselves that Event Organisers are complying with relevant and/or appropriate statutory regulation and procedures as the SAG cannot respond in a timely manner to all planned events.
- 1.5 It is not the purpose of the SAG to undertake the event management or preparation of the event plan, risk assessments etc. and the responsibilities for these remain with the event organiser.
- 1.6 The main activities associated with discharging the arrangements in 1.2 are as follows: -
- Forum for developing and sharing information required for Event Organisers to produce plans for licensed and unlicensed events.
 - Ensuring the timely communication of generic and specific safety matters throughout the group, and where relevant other SAGs.
 - Ensuring that best practice and debriefs from major events are communicated and acted upon.
 - To share best practice and develop guidance to assist Event Organisers to hold safe events in Dorset.
 - Ensuring group participation to deliver multi-agency objectives including national policies.
 - Provide an opportunity for training and exercising of plans.
 - Where a venue is close to county or other administrative boundaries, liaison may be required by the Emergency Planning officers of the other Local Authorities and the ability to provide mutual aid determined

- 1.7 The Group does not negate the need for Event Organisers to discharge their own statutory duties
- 1.8 If required and to aid the resolution of provision for public safety for a specific event, an Event Specific SAG may be formed. The membership of the Event Specific SAG will be based on that of the SAG and includes the addition of the Event Organiser and any other person or body as considered appropriate.

Core Membership & Contact

- Group Chair
- District/Borough Emergency Planning Liaison Officer
- District/Borough Environmental Health Officer
- District/Borough Licensing Officer
- District/Borough Events Team
- Adjoining Boroughs/Districts (cross border implications - if applicable)
- Dorset County Council Emergency Planning Service
- Dorset County Council Trading Standards Service
- Dorset County Council Highways
- Dorset Police
- Dorset Fire & Rescue Service
- South Western Ambulance Service NHS Trust
- HM Coast Guard
- Dorset Primary Care Trust

Where applicable/deemed appropriate/necessary the following maybe consulted via the SAG Chair

- Event Organiser
- Event Health & Safety Representative
- Event Security Representative
- Event Medical Provider
- Adjoining Primary Care Trust(s) (if applicable)
- District/Borough Building Control
- District/Borough Legal Services Health Protection Unit (HPU)
- Adjoining Police/Fire & Ambulance (cross border implications)
- British Transport Police (BTP)
- Harbour Master
- Royal National Lifeboat Institution (RNLI)
- Voluntary Groups
- Health & Safety Executive (HSE)
- Highways Agency (HA)
- Public Transport Operators
- Meteorological Office
- District/Borough Parking Services

APPENDIX 4 - Scale of Fees and Charges

Event Fees and Charges - 2018	
Council Service Charging Element	Fees Excluding VAT
Road Closure Application for Special Events (Dorset County Council)	Dorset County Council Scale of Charges
Special Commercial Events	From £175 - Max £375
Special "not for profit organisation" Events	From £75 - Max £225
Special Charitable or Ceremonial Events	From £25 - Max £150
Assets (Weymouth and Portland BC - Events Service)	WPBC Scale of Charges
Use of Beach / Seafront / Pavilion Forecourt sites	
Registered Charity Event	From £90 per day
Community Event (non-commercial)	From £90 per day
Commercial	From £330 per day
Set up / Breakdown	50% of the daily rate
Promotional Site on Esplanade - Beach Management (Full Esplanade Scale of Charges - Available on request)	WPBC Scale of Charges
Registered Charity and Community Event (non-commercial)	Starting from £30.00 per day
Commercial	Starting from £100.00 per day
Licensing (Licensing Scale of Charges)	WPBC Scale of Charges
Temporary Events Notice	£21.00 per application
Consents Streets (Not on the Weymouth Seafront)	Depending on application
Retail / Catering / Small Scale Sales	From £35.00 per day
Promotional	From £80 per day
Craft Stalls (Individuals)	From £10 per day
Street and House Charity Collection Licence (not valid for Weymouth Seafront) NB: Separate application for Licence to collection on the Seafront / Esplanade	Free but registration required
Monitoring and Responding (Multiagency Scale of Charges)	Multiagency Scale of Charges
Depending on the Scale and Size of Event, a Monitoring and Responding Service may be required to be put in place by local agencies at a cost to the event organisers. Potential charges and fees will be available after the submission of the Draft Event Management Plan (fees could include for example, the opening of the Traffic Management Centre, CCTV management, Operational Command Centre etc.)	Potential charges and fees will be available following an evaluation of the 'Draft' Event Management Plan
Waste Management - (Dorset Waste Partnership Scale of Charges)	
https://www.dorsetforyou.gov.uk/commercialwaste	
Use of Car Parks for Events NB: Weymouth and Portland BC - Events Service negotiate the Pavilion Forecourt site and Lodmoor Events area	Fees & Charges subject to the DCP Parking Manager confirmation and agreement
Harbour and Water Safety Management (Harbour Scale of Charges)	Fees & Charges subject to the Councils Weymouth Harbour Master confirmation and agreement

This page is intentionally left blank

Management Committee

6th March 2018

Award of grant to Activate Performing Arts for centenary commemoration event

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 a request for grant funding from Activate Performing Arts as a contribution to its event to commemorate the centenary of the ending of First World War.

Officer Recommendations

2. That Management Committee:
 - a) awards a one-off grant of £4,000 to Activate Performing Arts Ltd (registered charity no. 1069622) as a contribution towards the cost of staging the Furious Folly centenary commemoration event in September 2018;
 - b) gives delegated authority to the Head of Economy, Leisure & Tourism, in consultation with the relevant briefholder, to agree the terms of the grant agreements with Activate Performing Arts Ltd should the committee agree to award a grant as recommended in 2 (a).

Reason for Decision

3. To enable the council to respond to a funding request from Activate Performing Arts.

Background and Reason Decision Needed

4. Activate Performing Arts is a Dorset-based charity that has, over the last 25 years, specialised in organising large-scale arts performances and events across the county – including events that formed part of the 2012 Cultural Olympiad.
5. As part of its annual *Inside Out Dorset* festival, Activate is planning to deliver two large-scale performances on 19th and 20 September 2018 of *Furious Folly* by the writer Mark Anderson, at the former MoD training camp on the border of Wyke Regis and Chickerell. The two events, on consecutive evenings, should attract a total of 3,000-4,000 visitors. Based on the experience of previous events, the performances should attract both local residents and visitors from outside the area.
6. In its funding bid to the borough council, Activate provide the following description of the performance:

Mark Anderson's Furious Folly was co-commissioned by the town of Poperinge in Flanders to mark the anniversary of the first use of poison gas and by 14-18 Now, the UK's World War One centenary programme. It is a large-scale outdoor production for up to 2000 people per night that takes place over 40 minutes on a greenfield site, chosen to represent an open battlefield landscape. It takes place as night falls, in a no-mans-land on the battlefield between the two lines. Disorientated, the audience find themselves immersed within an open-air collage of sound, light, pyrotechnics and performance.
7. In addition to the performances, the project will involve significant outreach activities involving work with local schools and local community groups to focus on both the First World War centenary and the history of the Anzac troops at the camp and in Weymouth.
8. As part of the Inside Out festival, the performance of *Furious Folly* will receive considerable media interest and it is anticipated that it will be promoted by *14-18 Now* as part of the final year of the national First World War centenary commemorations.
9. Activate is in the process of fundraising the £80,000 budget for the project. Some funds will be generated by ticket sales, although the ticket price will be low in order to prevent cost being a barrier to attendance by those on low incomes. To date, Activate has secured £22,000 from Arts Council England and £5,000 from West Dorset District Council. A grant of £5,000 has now been requested from Weymouth & Portland Borough Council.
10. The borough council still has a limited arts budget of which approximately £4,000 remains unallocated. However, there is an annually recurring element of this and so a further £2,525 will be available in 2018-19. It is proposed, therefore, that the council awards a grant of £4,000 to Activate for the *Furious Folly* project and thereby allocates all available arts funding for 2017-18.

11. The request set out in this report falls within the remit of the council's *Discretionary Grants, Loans and Subsidies Policy*. To assist the committee in its consideration, this funding request has been assessed against the most relevant sections of the Policy, as follows:

Discretionary Grants, Loans and Subsidies Policy – most relevant requirements	Officer assessment of application Activate Performing Arts
The applicant must demonstrate a clear link to at least one corporate objective and one evidence-based community priorities.	The proposed performance will contribute to Corporate Plan priority <i>Empowering thriving and inclusive communities</i> , and to community priority <i>Supporting our Young People</i> .
Applicants must demonstrate how the grant will benefit the residents of Weymouth & Portland.	A significant proportion of those attending the events and taking part in the outreach programme will be from within the borough. The national profile that the event will attract will indirectly benefit the residents: a contribution to the 'place-making' agenda for the borough.
Applications will not be considered from organisations intending to support or oppose any particular political party or to discriminate against any section of the local, national or international community.	Activate's operation is not in contravention of this requirement.
Applications will <u>not normally</u> be considered from organisations operated primarily to make a profit or surplus as a business to make a profit or a surplus.	Activate is a charitable organisation that operates in accordance with Charity Commission guidance.

Implications

12. **Corporate Plan.** The project relates to the following Corporate Plan objective: *Empowering Thriving and Inclusive Communities*.
13. **Financial.** The council has a small budget for arts activities, carried forward from previous financial years. The proposed grant to Activate of £4,000 can be accommodated within this budget.
14. **Equalities.** Activate is very experienced in making its events accessible to those with disabilities and makes use of the Access Toolkit provided by the Independent Street Arts Network. A full access audit will be undertaken for the event site as part of an Event Management Plan. Although those attending the events will need to purchase tickets (primarily for crowd

control purposes) the price will be sufficiently low to ensure that it does not exclude those on a low income.

15. **Economic Development.** Based on experience from previous Inside Out festivals, the performance should attract visitors from outside of the borough. Activate is working with the Weymouth BID and the council's Town Centre Manager to maximise the economic benefits of the event for businesses in the town.
16. **Risk Management (including Health & Safety).** The most significant risks that the council faces is that of financial risk. This will be managed by the use of a grant agreement and the release of the grant in tranches.

Consultation and Engagement

17. Consultation has been undertaken with the briefholder for culture and with the Member Arts Advisory Panel.

Appendices

18. None.

Background Papers

19. Funding bid from Activate Performing Arts, December 2017.

Footnote

20. 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)

Telephone: 01305 252317

Email: thurley@dorset.gov.uk

Management Committee

6th March 2018

Funding for voluntary sector organisations in Weymouth & Portland

For Decision

Portfolio Holder:

Cllr Richard Kosior – Tourism, Culture & Harbour

Cllr Kate Wheller – Community Facilities

Cllr Christine James – Social Inclusion

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

T. Hurley, Leisure Commissioning Manager

J. Nicklen, Community Planning & Development Manager

Statutory Authority

Localism Act 2011 – ‘general power of competence’.

Purpose of Report

1. To present to the committee proposals for the award of grants to voluntary sector organisations.

Officer Recommendations

2. That Management Committee:
 - a) awards a grant of £4,125 per annum to Portland Museum Trust in order to help the Trust meet cost of the rent charged by the council for the Portland Museum premises in Wakeham, Portland, for up to a 4-year period from 1 April 2018 and that any such grant be the subject of a grant agreement;
 - b) awards a grant of £5,000 per annum to Weymouth Angling Society in order to help the Society meet the cost of the rent charged by the council for The Angling Centre, Commercial Road, Weymouth for up to a 4-year period from 1 April 2018 and that any such grant be the subject of a grant agreement;
 - c) awards a grant to the Islanders Club for Young People in order to help the Club meet the cost of the rent to be charged by the council for the Club’s premises at East Weare Road, Portland, for up to a 4-year

period from 1 April 2018 and that any such grant be the subject of a grant agreement;

- d) gives delegated authority to the Strategic Director, in consultation with the relevant briefholder, to agree the terms of the grant agreements with any of the above organisations to which the committee agrees to award a grant;
- e) agrees that any grant awards shall be subject to the potential formation of a Weymouth Town Council and devolution of finances as part of local government re-organisation and any grant agreements must include provisions to respond to these events.

Reason for Decision

- 3. To enable the council to consider the following specific requests for grants to subsidise the rent to be charged:
 - Portland Museum Trust – a grant of approximately £4,125 per annum from April 2018 which is equivalent to 100% of the rent due annually.
 - Weymouth Angling Society – a grant of £5,000 per annum to assist the Society meet the rent due on the property of £11,000.
 - Islanders Club for Young People – a grant of £2,250 per annum from April 2018 which is equivalent to 100% of the rent due annually.
- 4. To provide continued support to the Portland Museum Trust and contribute to the sustainability of its operation in the long-term.
- 5. To respond to the request from both the Weymouth Angling Society and the Islanders Club for Young People for financial assistance to mitigate the implications of rent due.
- 6. To enable any grant agreements to be sufficiently flexible to accommodate local government reorganisation and allow either the transfer of the agreements to a new local authority or their termination if insufficient resources are available to meet the cost of the grants.

Background and Reason Decision Needed

- 7. The requests set out in this report fall within the remit of the council's revised *Discretionary Grants, Loans and Subsidies Policy* adopted in July 2017. To assist the committee in its consideration, each of the three requests received has been assessed against the most relevant sections of the Policy.
- 8. The three organisations that are the subject of this report each lease their premises from the borough council. In accordance with the lease arrangements for each property, the council's Property service has reviewed the rent from April 2014 onwards and in all cases there will be an increase in the amount charged to reflect market rates.
- 9. Although the *Discretionary Grants, Loans and Subsidies Policy* excludes leases, it does allow for the award of grants to offset rent due. It is not

proposed to amend the leases for the three properties that are the subject of this report or to charge anything other than a market rent. It is, however, proposed that the council responds to the request from each organisation for financial support in order to ease the burden of the rent to be charged given their financial circumstances.

10. The council does not have a grants budget that is applicable to museums, sports clubs or community organisations. Any 'grant' that is awarded to offset rent is, therefore, income foregone rather than an additional cost to the council.

a) Portland Museum

11. Portland Museum can be considered to comprise two elements:
 - the museum collection and documentary archive;
 - the listed buildings (Avice's Cottage) and land in Wakeham, Portland.
12. The museum was run by the council until 2008 when the collection was transferred to the newly created Portland Museum Trust and the building and site leased to the Trust for a 25-year period (a full repairing lease). If the Trust were to fail, then the premises would return to the council but, as there is no reversion clause in the transfer agreement, the collection would be dispersed in accordance with best practice. In addition, the council would be responsible for a small pension liability for the staff that were transferred (under TUPE) in 2008.
13. In 2008, the council entered into a six-year service level agreement with the Trust which set out the council's expectations as to the level of service to be provided to the community in return for grant aid of £120,000 over the first four years of the agreement. In addition, the council agreed a 100% subsidy of the rent on the premises for the duration of the agreement (i.e. until March 2014).
14. The lease provides for a rent review on the 6th (April 2014) and every subsequent 5th anniversary from its commencement in April 2008.
15. The council meets regularly with the Trust in order to monitor progress against the targets set out in the service level agreement. It is clear that the museum has been very well managed by the Trust with improvements to the display of its collection, a new website and, as a result, excellent feedback from visitors. Although the trust has yet to reach a break-even position with regards to its finances (it made a small operation loss in 2017 of £3,095), it has managed the council's initial grant prudently and still has reserves of £50,202. This money is be used both to balance the Trust's accounts and as match funding in order to attract grants to improve the displays and repair the listed building.
16. It is in the interest of the council, therefore, to ensure that the Portland Museum Trust remains viable in the long-term.

17. In 2014, the council awarded the Trust a grant of £5,000 to cover the entire cost of rent due on the property – this was awarded for a four year period, until March 2018.
18. The Trust has now requested that this grant be renewed for another four years from April 2018 and it is recommended that this be agreed.
19. Those requirements of the *Discretionary Grants, Loans and Subsidies Policy* that are the most relevant to this request are as follows:

Discretionary Grants, Loans and Subsidies Policy – most relevant requirements	Officer assessment of Portland Museum Trust’s application
The applicant must demonstrate a clear link to at least one corporate objective and one evidence-based community priorities.	The trust’s activities contribute to Corporate Plan priorities: <i>Empowering thriving and inclusive communities</i> and community priorities: <i>Supporting our Young People</i> and <i>Supporting Health & Wellbeing</i> .
Applicants must demonstrate how the grant will benefit the residents of Weymouth & Portland.	The trust’s stated aims are to advance education through the curation of the museum collection for the benefit the residents of Portland. The Trust also provides a range of volunteering opportunities.
Applications will not be considered from organisations intending to support or oppose any particular political party or to discriminate against any section of the local, national or international community.	The Trust’s operations are not in contravention of this requirement.
Applications will <u>not normally</u> be considered from organisations operated primarily to make a profit or surplus as a business to make a profit or a surplus.	The trust has established financial reserves in order to ensure its stability and to ensure its can meet its obligations – this is in accordance with Charity Commission guidance.

b) Weymouth Angling Society

20. The Weymouth Angling Society leases from the council a building known as the Angling Centre on Commercial Road. Following negotiations with Property Services, a rent of £11,000 p.a. has been agreed.
21. The Society’s accounts for 2016-17 indicate that last year it had a surplus of £3,337 after meeting all its costs. In addition, the club states that it currently has £29,236 in savings.

22. The club uses the building for a number of angling events and other sports activities (darts, pool and cribbage). It hosts monthly meetings of the Dorchester & District Angling Club and the Weymouth Harbour Skippers Association and several angling competitions throughout the year which attract visitors from across the country. In addition, the building is used on a weekly basis by a variety of community groups including Westham Senior Citizens, Age Concern and Dorset Abilities.
23. The Society has requested, therefore, an annual grant to offset the rent of £11,000. Under the current grant agreement, the council awards a grant of £5,000 p.a. leaving the Society to pay the remainder of the rent (£6,000), and the Society has requested that this grant arrangement continue.
24. Those requirements of the *Discretionary Grants, Loans and Subsidies Policy* that are the most relevant to this request are as follows:

Discretionary Grants, Loans and Subsidies Policy – most relevant requirements	Officer assessment of Weymouth Angling Society’s application
The applicant must demonstrate a clear link to at least one corporate objective and one evidence-based community priority.	The proposed performance will contribute to Corporate Plan priority <i>Empowering thriving and inclusive communities</i> , and to community priority <i>Supporting our Young People</i> .
Applicants must demonstrate how the grant will benefit the residents of Weymouth & Portland.	The Society maintains the building as its headquarters and makes it available a range of local groups.
Applications will not be considered from organisations intending to support or oppose any particular political party or to discriminate against any section of the local, national or international community.	Not applicable
Applications will <u>not normally</u> be considered from organisations operated as a business to make a profit or surplus.	The Society has accumulated funds of £29,236.
Applications will <u>not normally</u> be considered from organisations operated primarily to make a profit or surplus as a business to make a profit or a surplus.	The Society has requested a grant of £5,000 per annum to subsidise its rent. A formal grant agreement will be required as the threshold for officer delegation under the Grants, Loans and Subsidies Policy is £2,000.

c) Islanders Club for Young People

25. The Islanders Club for Young People (previously known as the Boys Club) is a registered charity (no. 271221) and is open to young people on a

regular basis. It also provides a meeting venue for local clubs and groups including Portland Rocks and the Portland Majorettes. The club now has plans to extend the range of its activities to provide support to other residents particularly those on the East Weare estate.

26. The club operates with only very limited financial support from Dorset County Council to cover caretaking costs. In the last financial year, the Club had an income of £9,023 and expenses totaling £10,302 – the deficit was met from its cash funds, leaving reserves of only £7,127. The Club currently pays a rent of £1 per annum and states that it cannot afford to pay the proposed increased rent of £2,250 per annum, particularly as it still retains responsibility for the repair and maintenance of the building. The council has offered the Club a 21-year lease.
27. Those requirements of the *Discretionary Grants, Loans and Subsidies Policy* that are the most relevant to this request are as follows:

Discretionary Grants, Loans and Subsidies Policy – most relevant requirements	Officer assessment of Islander’s Club for Young People application
The applicant must demonstrate a clear link to at least one corporate objective and one evidence-based community priority.	The proposed performance will contribute to Corporate Plan priority <i>Empowering thriving and inclusive communities</i> , and to community priority <i>Supporting our Young People</i> .
Applicants must demonstrate how the grant will benefit the residents of Weymouth & Portland.	By supporting the operation of the Club, the council will assist the operation of a community facility and the provision of affordable activities for local residents on Portland.
Applications will not be considered from organisations intending to support or oppose any particular political party or to discriminate against any section of the local, national or international community.	Not applicable.
Applications will <u>not normally</u> be considered from organisations operated as a business to make a profit or surplus.	The Club is a registered charity and does not aim to generate any significant surplus from its activities (apart from that needed to meeting its obligations as a tenant).
Applications will <u>not normally</u> be considered from organisations operated primarily to make a profit or surplus as a business to make a profit or a surplus.	The Club has requested an annual grant to cover rent (£2,250) for the duration of a formal grant agreement. This will be required as the threshold for officer delegation under the Grants, Loans and Subsidies Policy is £2,000.

Implications

28. **Corporate Plan.** *Empowering Thriving and Inclusive Communities.*
29. **Financial.** The council does not have a grants budget that can be applied to these requests and they can, therefore, only be accommodated by foregoing rental income via a grant. Formal grant agreements will be required as the threshold for officer delegation under the Grants, Loans and Subsidies Policy is £2,000.
30. However, local government reorganisation will result in the need to transfer the property assets mentioned in this report to a new or different council. If this is the case then the council receiving the freehold of these premises will need to consider whether or not it can afford to provide annual grants. The three voluntary sector organisations that are the subject of this report will need, therefore, to be consulted on the future of these property assets following local government reorganisation.
31. **Equalities.** The sustainable long-term operation of Portland Museum will contribute to ensuring equality of access to cultural activities and volunteering opportunities for the community of Portland. The services provided by the Islanders Club for Young People offer affordable activities for young people. The Weymouth Angling Society has made efforts to improve disabled access to its premises and allows access to a range of community groups (such as senior forums).
32. **Economic Development.** Portland Museum, in particular, is a visitor attraction and contributes to the local economy. In addition, the Angling Society hosts three competitions each year for the European Federation of Sea Anglers and thereby attracts overseas visitors to the borough.
33. **Risk Management (including Health & Safety).** The most significant risks that the council faces, in terms of both finance and reputation, would be if the Portland Museum Trust were to fail, resulting in the dispersal of the collection and return of the listed building to council control. Any reasonable steps that the council can take to assist the Trust in moving towards a position of long-term sustainability will help to mitigate these risks.

Consultation and Engagement

34. Consultation has been undertaken with the briefholders for community facilities and for culture.

Appendices

35. None.

Background Papers

36. Annual accounts provided by each organisation requesting a grant.

Discretionary Grants, Loans and Subsidies Policy adopted by Weymouth & Portland Borough Council in July 2017.

Footnote

37. 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) and Jane Nicklen (Community Planning & Development Manager)

Telephone: 01305 252317 **Email:** thurley@dorset.gov.uk
jnicklen@dorset.gov.uk

Management Committee Tuesday 6th March 2018 Licensing of Houses in Multiple Occupation

For Decision

Portfolio Holder(s)/ Briefholder

Cllr G Taylor

Senior Leadership Team Contact:

S Hill, Strategic Director

Report Author:

G Joy, Housing Improvement Manager

Statutory Authority

Housing Act 2004.

Purpose of Report

- 1 To consider a recommendation from the Policy Development Committee to adopt revised fees for the Mandatory licensing of Houses in Multiple Occupation (HMOs), and to retain the existing fees for the licensing of Mobile Home Parks for 2018/19.

Recommendations

- 2 a) The committee approve the adoption of the proposed fee structure for the mandatory licensing of HMOs contained within paras 11–13. of this report.

b) The committee resolve to continue the existing fees policy for the licensing of Mobile Home Parks for 2018-19, and to engage in a county wide review as part of any Local Government Review process.

Reason for Decision

- 3 In response to a SWAP audit report, a working party of members was formed to consider the policies and procedures adopted to meet the obligations of the Housing Act 2004, Part 2 - Licensing of Houses in Multiple Occupation – and to review the fees charged for licenses. The working party recommended that a revised, simplified and unambiguous licensing fee should be introduced that fully met the cost of the service. Following a prolonged period of consultation, the government has revised the criteria for the mandatory licensing of HMOs with likely effect from 1st April 2018. The revisions could significantly increase the number of buildings requiring licensing. The number of new licenses anticipated in 2018 / 2019 increases the need for any simplified unambiguous fee structure to be introduced. The Policy Development Committee endorsed

the recommendations of the working party at the meeting of 19th Feb 2018. Given that the licensing process is now administered by a single team operating across the Dorset Councils Partnership it will be proposed that the revised fees should apply across the three council areas. The SWAP report also considered the licensing of Mobile Home Parks, including the setting of fees. Given the planned local government review (LGR) in Dorset for 2019, and the limited number of such licenses, it would seem appropriate to retain the current fees for an additional year (2018-19) to enable the new authority to agree a fees policy for future years.

Background and Reason Decision Needed

4 The Housing Act 2004 introduced the mandatory licensing of HMOs which:

- a) Comprise three storeys or more
- b) Are occupied by five or more persons
- c) Are occupied by persons living in two or more households, with the sharing of amenities.

The act introduced the charging of a fee by the council to cover costs incurred in carrying out the function of licensing HMOs, including the cost of promoting and effectively implementing the scheme.

5. The purpose of the mandatory licensing regime is to ensure that those HMOs likely to present the most significant health and safety risks are known to the local authority, with evidence provided that appropriate management arrangements have been made for the property.

Upon receipt of an application there is a duty to approve if

- a) The proposed licence holder is a 'fit and proper' person and is the most appropriate person to be granted a licence.
- b) The proposed manager of the house is the person having control and is also 'fit and proper'
- c) The proposed management arrangements are satisfactory
- d) The house is suitable for occupation by a certain number of 'persons' or 'households', or can be made suitable by the imposition of licence conditions.

6 The licensing fees originally introduced by WPBC were: (2015/16 rates) :

First licence (3 years*) + Bedspace	£525 £ 84
Licence renewal (5 years) + Bedspace	£210 £ 84
Reduction for Charities *	75%
Applicant support	£ 31.50 / hr
Plan Fee	£105
Category One surcharge	£210

Notices	£ 31.50
Licence variation	£210

Note: * Revised arrangement introduced after the date the fees were initially set.

There are currently 50 HMOs licensed in WPBC

- 7 An audit of WDWP licensing of Houses in Multiple Occupation in 2015 involved a benchmarking exercise comparing fees charged by seventeen authorities. WPBC were found to be the most expensive of the councils benchmarked based on the cost of a new licence for a five person HMO, while WDDC were the cheapest with a fee of just £100. The average licence fee for a five person HMO (five years) across the benchmarked councils being approx £666. Currently NDDC set the fee for a first licence at £332, with a renewal costing £221. There are currently just ten HMOs licensed in NDDC and six in WDDC.
- 8 The audit report recommended that:
 - a) Fees and charges for HMO licenses should be reviewed by committee
 - b) The HMO budget and fee setting process should be reviewed
- 9 At the meeting of the WPBC Policy Development Committee on 10th August 2015 a working party of members was formed to review the council's fees for licensing HMOs in response to the audit report. The working party met to consider the requirements of the Housing Act 2004, Part 2, and the processes and procedures in place to licence HMOs under that legislation. The working party concluded that the existing fee structure was not easily understood, and was expensive when compared to other south coast local authorities. It was identified that there was a need to align fees charged to the actual cost of the licensing service and that there were also fees within the current tariff that were no longer relevant or permitted as a result of recent case law.
- 10 As the work of the working party approached its conclusion the government announced that it intended to widen the criteria for mandatory licensing. Following an exhaustive consultation process and numerous delays in confirming the preferred options the government announced in December 2017 that a Parliamentary Order would be laid to:
 - Extend mandatory licensing to all HMOs (other than section 257 HMOs and flats in larger purpose built blocks) that are occupied by 5 or more persons in two or more separate households;
 - Introduce mandatory conditions in all licensed HMOs concerning minimum sleeping room sizes and maximum number of occupants;
 - Introduce a mandatory condition in all licensed HMOs concerning the provision of refuse storage facilities.

The inclusion of HMOs below three storeys and flats that are in multiple occupation above commercial premises has potential to considerably increase the number of properties needing to be licensed increasing the importance of ensuring that the licensing fee adequately covers the cost of the function.

Initial work would suggest that the new criteria for licensing may increase the number of licensable HMOs by some 100 - 130%, although given the fluidity of this particular tenure type it is extremely difficult to accurately predict numbers. There will be a need to ensure that all landlords are made aware of the licensing requirements and resource allocated to ensuring that license applications are forthcoming. The council has the ability to either impose a civil penalty of up to £30k for noncompliance with licensing requirements, or to prosecute in the courts.

- 11 The original recommendations from the member working party were to;
 - Introduce a new licence fee based on the cost of the service.
 - Introduce a set fee for all sizes of HMO
 - Approve licenses for a period of five years unless there are specific property related concerns that justify a shorter licence period being stipulated.
 - Introduce a discount for landlords joining the LLAP or being accredited by one of the three nationally recognised landlord organisations.
 - Continue to permit a discretionary 75% discount on the licence fee for charitable organisations.

- 12 Those recommendations continue to be appropriate. However a recommendation to charge the same amount for a renewal as for a new licence has been affected by legislative changes simplifying the renewal application process. The administrative process for a renewal should incur reduced resource implications enabling a lower fee to be set.

- 13 The cost of the HMO licensing service has been calculated to be £650 for a new application and £ 550 for a renewal. A 10% discount is proposed for landlords committing to the standards required by the Council's landlord Forum (The Landlords' Local Authority Partnership) or one of the three national landlord associations. Fees for members would therefore reduce to £585 for a new licence and £495 for a renewal. The recommendation will be that these fees will apply across the Dorset Councils Partnership area.

- 14 Members will be aware that work is being undertaken to consider the wider licensing of residential accommodation in the private rented sector within the ward of Melcombe Regis. Should a scheme be supported the appropriate fee for any license required will need to be separately considered by members but will not have any implications to the proposals within this report which relate solely to the mandatory licensing of HMOs.

- 15 Members will be aware that the function of licensing Mobile Homes Parks was introduced in 2013. Councils are required to have a published fees policy which must be kept under review. The current fees for the licensing of MHPs is set for 2015/18. Given the proposals for LGR in 2019 it is proposed to extend the current fees structures for the three councils for a further twelve months to enable a review by the new council.

Implications

Corporate Plan

16. Preventing homelessness and supporting communities to meet their housing needs:
Ensuring safe and thriving communities with respect for each other:
Protecting and enhancing the built and natural environment:
Deliver the benefits of the shared service partnership:

Financial

17. Historically an annual income of £6,000 is budgeted. Income each year does however vary according to the different licence renewal dates and any new licence applications received. The extension of the mandatory licensing criteria will increase the number of properties required to be licensed and therefore increase income.

Equalities

18. The purpose of licensing is to improve housing conditions and the management of rented accommodation. Vulnerable households invariably rely on the PRS for accommodation.

Environmental

19. Conditions attached to any licence issued will include requirements relating to refuse storage and collection, and maintenance of the property.

Economic Development

20. N/A

Risk Management (including Health & Safety)

21. N/A

Human Resources

22. Increased numbers of properties requiring licensing may lead to additional resource being required. The licensing fee is calculated to cover the cost of the service.

Consultation and Engagement

23. A member working party considered the audit report into The WDWP Licensing of HMOs and Mobile Home Parks service, and submitted recommendations to the Policy Development Committee. The committee endorsed the recommendations for a revised fee structure to apply to the Mandatory licensing of HMOs while retaining the existing fees for licensing Mobile Home Parks for a further year..

Appendices

24. None

Background Papers

25. SWAP audit report 2015.
Notes from working party meetings

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: G. Joy. Housing Improvement Manager

Telephone: 01305 252286

Email: gjoy@dorset.gov.uk

Date: 6th March 2018

Management Committee

6th March 2018

Management of the Verne Common Nature Reserve and High Angle Battery, Portland

For Decision

Brief holders

Finance and Assets Councillor Jeff Cant
Community Facilities Councillor Kate Wheller

Senior Leadership Team Contact:

M Hamilton, Strategic Director

Report Author:

G Northcote Estate Manager

Statutory Authority

Wildlife and Countryside Act 1981, as substituted by Schedule 9 to the Countryside and Rights of Way Act 2000 and inserted by section 55 of the Natural Environment and Rural Communities Act 2006.

Purpose of Report

- 1.1 To report progress of the work plan scheduled in the Higher Level Stewardship Scheme for this land and related budgetary expenditures and requirements.
- 1.2 To consider extending the Management Contract with the Dorset Wildlife Trust through to 2020.
- 1.3 To inform members of options for possible medium term land transfer and/or management of this property.

Officer Recommendations

- 2.1 That members note progress of the work plan scheduled in the Higher Level Stewardship Scheme.
- 2.2 That Members confirm that the Council should continue to manage the Reserve under the auspices of the HLS Agreement beyond 2019 break opportunity and if the rotational grazing plan is successful then contract with Dorset Wildlife Trust to extend their Management Agreement until the end of 2020.
- 2.3 That Members provisionally approve a future budget of £5,000 plus VAT plus costs arising from vandalism (if any) for 2020 for works at the Verne Common Nature Reserve and High Angle Battery and that these are funded from existing property revenue budgets.
- 2.4 That Members approve the concept of a management partnering agreement with the National Trust, Dorset Wildlife Trust and other local

landowners and authorise officers to progress negotiations relating to possible future land transfers and/or management arrangements potentially as part of a wider land management proposal for Portland working in partnership with other landowners and the Portland Town Council.

Reason for Decision

- 3.1 The Council has an ongoing commitment to undertake land management of the Verne Common and Old Hill Local Nature Reserve and High Angle Battery in accordance with an Environmental Stewardship Agreement 2014-2024 that is enforceable by Natural England. The ongoing work will achieve compliance with its requirements and arrest further decline in condition.
- 3.2 The risk of not undertaking the works under the HLS Agreement in future years is that the council will still legally be required to do the works but will not have the ability to obtain grant funding. There is a further risk that if the Council withdraw from the HLS Agreement in the future, the Council would be required to repay any monies received and reimburse Dorset Wildlife Trust for services they are providing free of charge.
- 3.3 The Council should consider alternative sustainable means of managing the Nature Reserve and potentially partnering with organisations with a national profile and wide range of appropriate expertise and resources has the best prospect of delivering this outcome. The particular advantage here is inclusion in the wider Portland Quarries Nature Parks initiative and the tourism and economy benefits that could derive from such an arrangement.

Background and Reason Decision Needed

- 4.1 Members approved a Report on the Management of the Verne Common Nature Reserve and High Angle Battery, Portland in September 2016.
- 4.2 In 2017 the officers and representatives of Natural England and Dorset Wildlife Trust jointly hosted a Drop-In Day at the Brackenbury Centre in Fortuneswell where plans for the future management of the reserve were exhibited. The day was well attended and the proposals widely supported. The public were invited to join a community shepherding scheme and 12 visitors signed up to do so.

The Reserve

- 4.3 The HLS Agreement work plan proposes that scrub clearance is primarily addressed by grazing animals and initially requires the erection of stock fencing and water troughs before rotational goat and horse grazing that leave all access routes through the land open at all times but impose some rotational limitations on access to grassland. The work plan also envisages some invasive tree and shrub reduction in selected areas but

this should not impact on breeding or indeed sheltering birds because a bird survey has informed this process.

- 4.4 The Council can terminate the HLS Agreement in 2019 on giving one months' notice without penalty from Natural England but plainly the grazing routine must continue beyond 2019 to improve the reserve habitat. So unless the grazing routine is ineffective officers would expect the Council to commit to the delivery of the HLS Agreement until 2024.
- 4.5 The Council does not have any direct staff with the relevant special skills, experience and knowledge to deal with this very specialist area of work. The Dorset Wildlife Trust (DWT) have already worked on behalf of the Council to achieve work listed in the work programme and in December 2017 signed an Agreement to manage the works listed in the HLS Agreement for 2018 and 2019. They have recently initiated the fence line scrub clearance and installation of 1.75 miles of fencing that will cost around £80,500.
- 4.6 The rollout of this work was delayed in 2017 because part of the reserve is registered as common land and the Council had to obtain consent to enclose these areas from the Planning Inspectorate. This was a lengthy and complex procedure requiring consultation with a wide range of stakeholders and statutory consultees. The Council obtained common land enclosure consent in February 2018. NE have extended budgetary and delivery timelines within the HLS Agreement to accommodate the delay.
- 4.7 Officers have agreed terms with the proprietor of Fancy's Farm to licence the enclosures for rotational grazing in accordance with the HLS Agreement requirements.
- 4.8 The HLS Agreements commits the Council to undertake annual maintenance works and to make provision for educational visits. Part of the costs are recoverable from grant payments and the officers currently assess the 2020 budgetary requirements for reserve management to be in the region of £5,000 plus VAT plus costs arising from vandalism (if any). This should be fundable from the current revenue budgets providing these are maintained post any future Local Government reorganisation. Officers believe that contracting with the DWT now to cover 2020 will give some continuity from that perspective and therefore make the recommendations above.

High Angle Battery

- 4.9 The Dorset Wildlife Trust have drafted a new High Angle Battery Management Plan in consultation with Natural England and Historic England for the Council. The new draft plan is reproduced in Appendix 1. Type in italics is still to be approved by partner organisations. It informs the work plan required to restore the monument. The agreed works plan will cost in the region of £35,000 to deliver and is scheduled for completion by 31st March 2018. Part of the costs will be recovered by grant payments potentially totalling £8,800 if works are completed on time.

Future Management

- 4.10 Preliminary discussions held jointly with the National Trust and Dorset Wildlife Trust indicate that they may be willing to work in partnership with other landowners and organisations to deliver effective management of this site as part of a wider land management proposal for Portland based loosely on the Portland Quarries Nature Park identified in the adopted Weymouth and Portland Local Plan. This may be preferable to the Council's continuing management of this land which imposes significant financial and technical demands on the Council's resources that could potentially be addressed as effectively by others with more appropriate knowledge and resources.
- 4.11 Officers have informed Portland Town Council of this approach and advised that if approved by members the potential partners will make a presentation to the Town Council and other landowners. A Working Group may then be formed to oversee progress.

Implications

Corporate Plan

- 5.1 Protecting and enhancing the built and natural environment
5.2 Working with partners to improve public health and well being

Financial

- 6.1 The total costs of works in 2018 will be around £85,000 plus VAT for works to the Reserve and £35,000 for works to the HAB but this is offset by grants of potentially £20,000. There are some costs still to be determined including water supply for watering the animals and removal of graffiti. A budget of £95,000 was set from Reserves by members in September 2016. Any shortfall will be met from current revenue budgets.
- 6.2 The HLS Agreement offers further opportunity for revenue grants, which are in the region of £3,000 pa for the duration of the agreement. There could be some shortfall on the revenue costs dependant on the success of the ground clearance and other proposals. At present this element is uncertain but we provisionally estimate that costs excluding vandalism are likely to be around £6,000 pa.
- 6.3 Regardless of the HLS Agreement, failure to implement the required works could result in action by NE, because the Council has statutory responsibilities to manage the reserve as stated in the Statutory Authority above.

Environmental

- 7.1 As detailed in the report.
- 7.2 Failure by the Council to undertake the work agreed in the HLS Agreement is a failure to apply the Natural Environment and Rural Communities Act 2006.

Economic Development

- 8.1 The planned stock grazing scheme may help support the existing local community farm and tourist attraction and will promote public access to the High Angle Battery.

Risk Management (including Health & Safety)

- 9.1 It is believed that by working with partner organisations the Council will be best able to mitigate the risks associated with its management liabilities. The grazing proposal has emerged from lengthy consideration of management issues and is supported by NE and DWT who have experience of similar schemes.
- 9.2 There are risks in maintaining goat, sheep or horse grazing across the reserve and if fencing is not robust or the stock is disturbed by dogs, dispersed or not supported locally by residents then the scheme will be at risk of failure despite the significant expenditure required. It is hoped to establish a community shepherd scheme that will assist maintenance reporting.

Human Resources

- 10.1 Continuing support from Estates and Open Spaces Teams to manage these assets and Legal Team to create appropriate future lease or service level agreements.

Consultation and Engagement

- 11.1 Addressed in the report.

Appendices

- 12.1 Appendix 1: Draft High Angle Battery Management Plan

Background Papers

- 13.1 Higher Level Stewardship Agreement: Verne Common and Old Hill Nature Reserve Portland.
- 13.2 Dorset Wildlife Trust Management Agreement 2017

13.3 Report on the Management of the Verne Common Nature Reserve and High Angle Battery, Portland in September 2016.

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: Greg Northcote, Estate Manager

Telephone: 01305-838268

Email: gnorthcote@dorset.gov.uk

High Angle Battery

HLS Historic & Archaeological Features Management Plan

Reference: AG00567711

Produced on behalf of
Weymouth & Portland Borough Council
by
Dorset Wildlife Trust

HIGH ANGLE BATTERY MANAGEMENT PLAN 2015-2020

1. Introduction

Location:	Fortuneswell, Portland SY 694 732
Area:	4ha
Main Habitats:	Grassland & mixed scrub
Status:	The site is covered by a range of designations including Site of Special Scientific Interest (SSSI), Regionally Important Geological Site (RIGS) and a Special Area of Conservation (SAC). The Redoubt and Verne Citadel are registered Scheduled Ancient Monuments (SAMs).
Tenure:	Ownership of Weymouth & Portland Borough Council

Historic Interest:

The Battery was constructed in c. 1892 forming one element of the defences of Portland. The design of the battery was unique in that the high angle of the guns allowed shell fire at ships out into the English Channel. Due to the Battery's location in the middle of the island, there was limited no visibility with those targets and technological advances rendered the guns defunct in a relatively short space of time. The Battery remains one of the best examples of its type in the country and as such is of significant historical importance.

High Angle Battery forms part of a wider group of other 19th century military features close by including the Verne Citadel, East Weare batteries and Portland Harbour.

Context of agreement

High Angle Battery which is covered under this HLS agreement (outlined below) is of high importance for its SAMs status and for the areas of unimproved and semi-improved limestone grassland present, which fall into the HLS target areas for Portland and Dorset.

The wider HLS agreement which includes High Angle Battery incorporates the following compartments: Cowslip field (Area 1, parcel 9366), Verne Hill (Area 2, parcel 0345), Tillycombe (Area 3, parcel 9641), High Angle Battery (Area 4, parcel 3927), Dog Leg field (Area 5, parcel 2931), Old Hill Upper (Area 6, parcel 0620), Old Hill Lower (Area 7, parcel 9520) and Priory Corner (Area 8, parcel 7202) (See Compartment Map).

High Angle Battery for many years has suffered from vandalism, graffiti and erosion issues. The works planned under this agreement and outlined in this management plan will aim to repair some of this damage and establish preventative measures to alleviate future issues.

The SSSI designation which covers the site is focused around the locally, nationally and internationally important limestone grassland that are present. Species of particular interest are populations of: Early Gentian (*Gentianella angilica*), Dwarf Mouse-ear (*Cerastium pumilum*) Adonis Blue (*Lysandra bellargus*) and Silver-studded Blue (*Plebejus argus*).

Areas of the site have suffered from scrub encroachment which is threatening the existing species-rich grassland and many species of high importance. Under option HK7 and HR7 the agreement aims to restore these areas back to species-rich grassland with occasional patches of diverse scrub (see Scrub Management Plan and attached scrub map). In order to aid this work capital works options have also been included within the agreement to enable scrub removal in selected areas. This management plan provides detailed guidance on location and priorities for scrub control.

Aims of management

The aim of management for High Angle Battery is to maintain and enhance, where possible, the historical and nature conservation interest of the site.

These interests include:

- The registered Scheduled Ancient Monument
- Nationally important populations of limestone specialist flora
- Nationally and internationally important populations of fauna

Objectives of restoration

To meet the aims of maintaining and enhancing the SAM's site and important populations of flora and fauna, the following actions are required:

- Repair and maintenance of Battery walls, slopes, tunnels and steps
- Removal of vegetation from retaining walls
- Prevention of scrub onto grassland
- Management of the grassland through grazing appropriate livestock

2. Management Action Plan (See Annual Works Programme)

Timing of works:

Scrub management related works must be carried out between 1st October and 28th February, outside of the bird-nesting season (see HLS Scrub Management Plan – Verne Local Nature Reserve). Works related to historical feature protection and restoration should be undertaken in the allocated capital works years as approved at the start of the agreement.

Scrub Management:

Agreed scrub management works are outlined in the HLS Scrub Management Plan – Verne Local Nature Reserve. A map of planned scrub management works is attached to give an overview of the extent of clearance planned (See Scrub Management Plan – Area 4 – Map).

Future opportunities to graze High Angle Battery with temporary fencing would significantly reduce recurrence of encroaching scrub. Introduction of grazing would also significantly improve the sward structure and be of great benefit for butterflies and floristic communities present.

Feature Protection:

Restoration works outlined under this plan and approved in the agreement will require further consent from Historic England. The Annual Works Programme below indicates for which areas of work, additional advice should be sought in developing specifications for restoration.

There are a number of areas across the site which are suffering from erosion, mainly due to visitors either not aware of, or not using the appropriate access steps which are in place. Interpretation and signage should be provided to make clear where the nearest designated path/safe access is. Access works outlined below in work area 9. Should also help to reduce erosion.

Existing grills on the tunnel entrances and the underground laboratory need to be reinforced to prevent further vandalism through repeated break-ins.

Many of the retaining walls around the main structure of the monument have become overgrown with vegetation both on the wall and at the base of the walls and this should be removed to prevent further damage.

Graffiti is an ongoing problem, particularly highly offence markings. Markings should be removed when they appear. Residential occupancy of Fancy's Farm may help in preventing future anti-social behaviour at High Angle Battery.

Site Safety

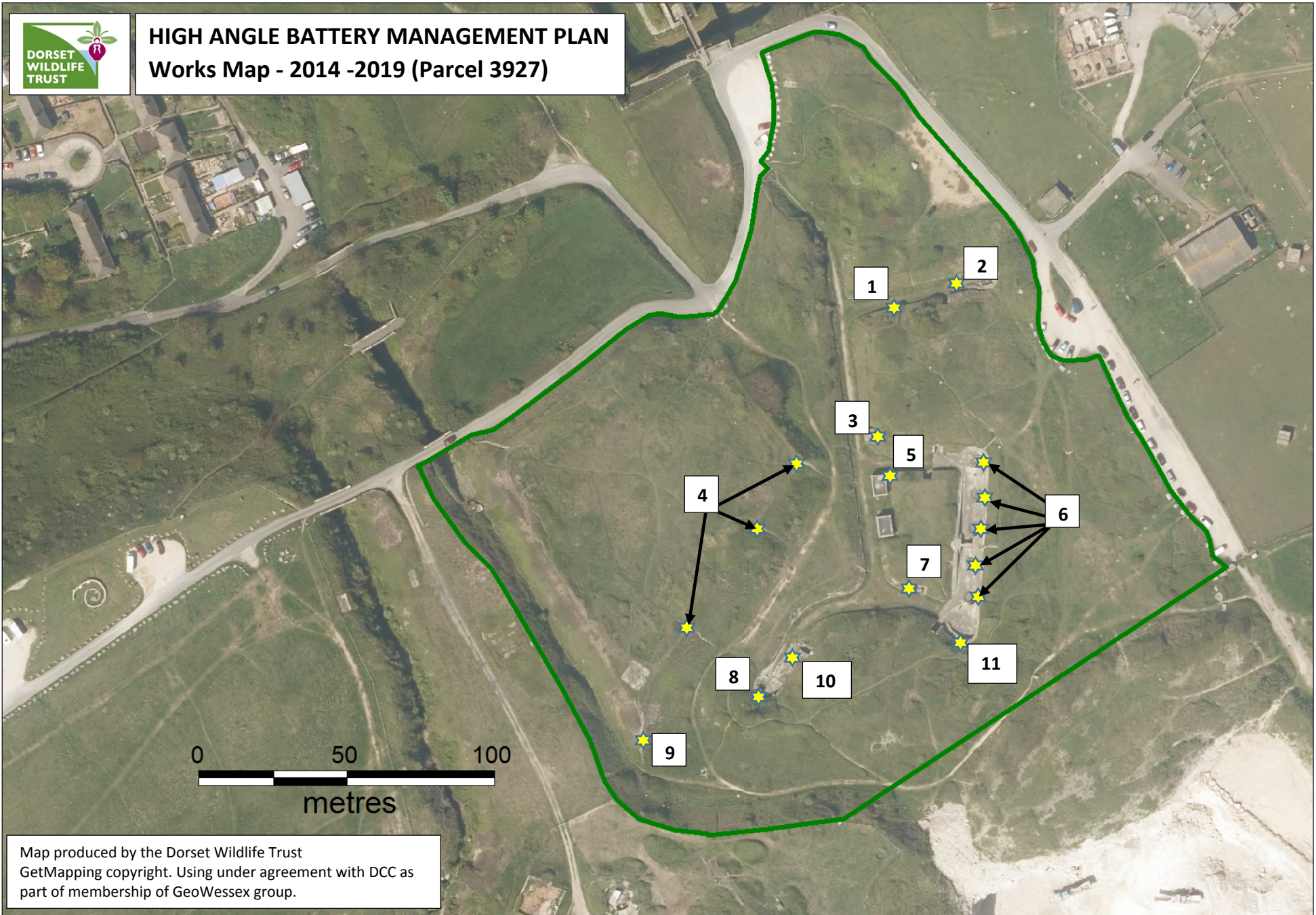
The nature of the site includes hidden drops and features such as steps without supporting railings. Where possible these risks should be managed by more subtle interventions such as leaving small patches of scrub in strategic areas, as long as they are not causing integral harm to the listed structure. Signage should be placed at all site entrances which clearly outlines the hazards people should expect to encounter when they enter the site. In addition to this, it is important that where access is available i.e. steps, the structure is in a safe condition for use. Works outlined in the Works Programme below address some of these issues; but future maintenance will be required in order to maintain minimal risk.



HIGH ANGLE BATTERY MANAGEMENT PLAN

Works Map - 2014 -2019 (Parcel 3927)

Page 109



Map produced by the Dorset Wildlife Trust
GetMapping copyright. Using under agreement with DCC as
part of membership of GeoWessex group.

3. Annual Work Programme 2014-19

Area 1. (see Works Map)



Page 110

Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
1.	HAP	Brick wall repair	<ul style="list-style-type: none">• Some pointing required along brick retaining wall. Mortar sample will need to be analysed to determine specification. Seek further technical advice.	Spring 2018	WPBC

Area 2. (See Works Map)



Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
2.	HAP	Concrete repair	<ul style="list-style-type: none"> • Steps require re-profiling to improve access, safety and protection of original material • Several emergency repairs have been carried out on site to steps. It is acknowledged that these repairs are substandard but will only be undone on the flat areas marked G due to cost constraints. If the budget allows then further areas will be repaired in a more sympathetic manner. <p>A sample of concrete was analysed by Sandberg Consulting Engineers. This identified that the sample was early concrete with graded aggregate. The analysis will be investigated and a specification will be provided from this. It may be necessary to carry out several trial areas in order to get a suitable match both in texture and finish.</p> <ul style="list-style-type: none"> • Seek further Technical/Historic England advice as required. 	TBC	WPBC

Area 3. (See Works Map)



Page 114



Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
3.	HAP	Concrete repair	<ul style="list-style-type: none"> • The corner of the bunker is eroding, although it has not completely caved in it needs work to restore the original corner and protect it from further damage. • A sample of concrete was analysed by Sandberg Consulting Engineers. This identified that the sample was early concrete with graded aggregate. The analysis will be investigated and a specification will be provided from this. It may be necessary to carry out several trial areas in order to get a suitable match both in texture and finish. • Seek further Technical/Historic England advice as required 	Spring 2018	WPBC

Area 4. (See Works Map)

Page 116



Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
4.		Feature protection	<ul style="list-style-type: none"> • Erosion from visitors descending down the banks rather than using the steps is causing damage to the slopes. Improvement of the condition of the steps should help manage this, but further signage may be required to prevent future damage. • The contractor will employ a suitably qualified and experienced contractor to accurately locate, measure the existing erosion scar in plan, and who will clean back and record the exposed sections. A list of potential archaeological contractors is available upon request. • Scars of sufficient depth to be filled using biodegradable hessian sandbags filled with archaeologically sterile and graded topsoil and any obvious recent up cast from the scar. • The sandbag will be covered with archaeologically sterile and graded topsoil to a depth of no less than 100mm (4") to make flush with the adjacent earthwork bank. In scars where the depth of erosion is not sufficient for sandbags, a biodegradable hessian mat will be laid over the exposed surface of the scar and filled as described to sufficient depth. 	Spring 18	WPBC/contractor

- The repair will be covered over with a seeded biodegradable hessian matt pegged (wooden pegs no more than 150mm (6")) into the adjacent extant rampart.
- Natural England propose that a pioneer or nurse mix is sown to allow natural recolonization from the surrounding grassland. The benefits of thinly sowing pioneer species include the stabilisation of substrates and the rapid creation of an attractive sward while leaving sufficient bare ground to allow natural recolonization to occur.
- Seed Mix for nurse mix. Sown at low rate of 12.5kg/ha. Common Bent (*Agrostis capillaris*) 10%. Sheep's Fescue (*Festuca ovina*) 40%. Red Fescue (*Festuca rubra*) 40%. Smooth Meadow grass (*Poa pratensis*) 10%

Area 5. (See Works Map)



Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
5.	HAP	Building repair	<ul style="list-style-type: none"> • Replacement of stone block pediment to the Storage Building. The missing stone block is visible at the base of the wall. • The stone to be re-laid as in adjacent areas. It is possible that there may be a deficit of stone. If this is the case then liaison with Historic England will be necessary in order to prioritise specific areas. 	Spring 2018	WPBC

DRAFT

Area 6. (See Works Map)



Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
6.	HAP	Feature protection	<ul style="list-style-type: none"> • The five circular gun placements have become overgrown with low level vegetation; these should be cleared to improve the visual interpretation of the features. • Achieved by: Strimming path ways within HAB. Clearing vegetation off all stonework – walls, entrances and buildings and removal of arisings from site. Cutting back of woody shrubs that are growing into the paths and on top of stonework. Removal of all arisings. • Use of herbicides as a method to control scrub must be authorised by Natural England HLS – May to September only. 	<p>Winter 2017</p> <p>Spring – Autumn 2018 (if required)</p>	WPBC

DRAFT

Area 7. (See Works Map)



Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
7.	HAP	Concrete repair	<ul style="list-style-type: none"> • Concrete repair required to tunnel entrance brickwork which has been chipped. Gate also to be secured shut. • A sample of concrete was analysed by Sandberg Consulting Engineers. This identified that the sample was early concrete with graded aggregate. The analysis will be investigated and a specification will be provided. It may be necessary to carry out several trial areas in order to get a suitable match both in texture and finish. • Seek further technical advice required 	Spring 2018	WPBC

Area 8. (See Works Map)



Page 126

Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
8.	HAP	Concrete repair	<ul style="list-style-type: none">• Re-profiling work required on the steps and wall to prevent further damage and improve visitor safety in this area.	Spring 2018	WPBC

Area 9. (See Works Map)

Page 128



Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
9.	HAP	Access improvement	<ul style="list-style-type: none"> • Stone steps require repair. Some are overgrown and many are missing, or dislodged. • An interpretation panel at the top of these steps may help persuade visitors from sliding down the embankments and causing erosion. 	Spring 2018	WPBC

Area 10. (See Works Map)



DRAFT

Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
10.	HAP	Stone walling repair	<ul style="list-style-type: none"> • Banks either side of the tunnel entrance require re-profiling and the stone retaining walls either side of the tunnel entrance require rebuilding. <p>The stone needs resetting without mortar.</p> <ul style="list-style-type: none"> • Seek further technical/Historic England advice required 	Spring 2018	WPBC

Area 11. (See Works Map)



Location	Payment Code	Description	Outline of work	Date of work	Organisation responsible for work
11.	HAP	Concrete repair	<ul style="list-style-type: none">Concrete repair to steps required. (Modern concrete acceptable here).	Spring 2018	WPBC

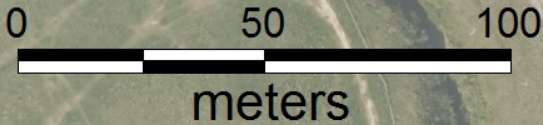


AREA 4 (Parcel 3927) - VERNE LNR
SCRUB MANAGEMENT PLAN 2014-2019

SCRUB MANAGEMENT
Parcel under HK7 Restore spp. rich grassland – reduce cover of scrub on grassland (all hatched areas). **4.a & 4.b** indicates which organisation is responsible for undertaking scrub management work (see Annual Work Programme).

4.a Bramble/ Low scrub to be cut and removed
CAPTIAL WORKS 2014 – *Scrub management*
(SB)

4.b Block of mixed scrub to be removed
CAPTIAL WORKS 2014 – *Scrub management*
(SB)



Management Committee 6 March 2018 Business Rates Relief

For Decision

Briefholder(s)

Cllr J Cant – Finance & Assets

Senior Leadership Team Contact:

J Vaughan, Strategic Director

Report Author:

S Dawson, Head of Revenues & Benefits

Statutory Authority

Local Government Finance Act 1988

Purpose of Report

- 1 For Committee to agree a discretionary rate relief scheme for 2018/19 which looks to provide help to those local businesses which have been faced with large rate bills as a result of the 2017 revaluation.

Recommendations

- 2 That Committee agrees to adopt the Business Rates Revaluation Support Scheme set out at Appendix 1.
- 3 That Committee agrees that any under spend in 2018/19 be used to provide additional support for struggling businesses and that approval of such cases be delegated to the Head of Revenues & Benefits in consultation with the Finance & Assets Briefholder.
- 4 That Committee agrees that a further report is submitted later in the year recommending a scheme for 2019/20.

Reason for Decision

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

Background and Reason Decision Needed

- 6 Government has provided funding of £300m to enable councils to support those businesses which have been faced with significant rates increases as a result of the 2017 revaluation. The Council's share of this funding is

£179,000 in 2017/18; £87,000 in 2018/19; £36,000 in 2019/20 and £5,000 in 2020/21. Government has announced that any underspend in funding in a year would not be allowed to be carried forward to a following year.

- 7 At its meeting on 19 September 2017, Committee agreed a Rate Relief Scheme for 2017/18 and requested that a report be brought later in the year recommending a scheme for 2018/19.
- 8 In developing the proposed scheme for this Council, officers have had regard to the following principles established by the Federation of Small Businesses (FSB).
 - I. Committing to focusing the funding on micro and small businesses, particularly those hardest hit by the revaluation.
 - II. Committing to ensuring that funds are distributed as soon as possible and automatically refunding any firm which overpays their business rates
 - III. Committing to a communications campaign to make sure that all affected firms know how they can benefit from the discretionary funds you provide, and proactively approach businesses most in need
 - IV. Committing to making any application process for funds as simple and straightforward as possible, so it is inclusive for the smallest firms in our area, and attaches no conditions aside from the size of a firm and how that firm is disadvantaged by the revaluation.
- 9 The scheme agreed for 2017/18 looks to limit the maximum rates increase to 7.5% for those local businesses which have a rateable value of less than £200,000. The proposed scheme for 2018/19 would award the same level of relief (in monetary terms) to those businesses that qualified under the 2017/18 scheme. This would benefit 73 identified businesses by an average of £493.49 each and would look to use £36,000 of the £87,000 funding available in 2018/19. It is also proposed that the remaining £51,000 funding be held in reserve as a contingency for any other ratepayers coming forward and mitigate against the risk of a potential overspend.
- 10 Relief awarded under the scheme will be subject to State Aid rules. Recipients will be made aware of their responsibility to notify the Council if their business has received State Aid of more than €200,000 over the last three years.
- 12 There is a possibility that there will be an under spend of grant due to recipient businesses relocating during the year. With this in mind it is proposed that the situation be monitored regularly and that any identified underspend of grant be used to provide additional support to those businesses which are struggling to meet their increased rates liability. This additional support would be considered on a case by case basis and determined by the Head of Revenues & Benefits in consultation with the Finance & Assets Briefholder.
- 13 As it is not possible to accurately predict future years' spend on this relief, it is also proposed that a review be undertaken later in 2018/19 and a

report be brought to Council proposing a scheme for 2019/20, which would look to fully utilise the funding awarded in that year.

Implications

Appendices

Appendix 1: Business Rates Relief Scheme 2018/19

Footnote

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

Report Author: Stuart Dawson

Telephone: 01305 211925

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

Date:

This page is intentionally left blank

Weymouth & Portland Borough Council

Business Rates Revaluation Support Scheme 2018/2019

1. This scheme is designed to assist those ratepayers who have suffered a significant increase in their rate liability, specifically caused by an increase in their Rateable Value, due to the 2017 revaluation.
2. Relief will be awarded to those businesses that qualified for relief under the 2017-18 scheme and where their increase in charge from 2016-17 was greater than 7.5%.
3. Relief will only be awarded if the business occupied the qualifying premises on 31 March 2017 and they continue to remain in occupation.
4. A business that qualifies for assistance under 2 and 3 above will be awarded relief at the same level (in monetary terms) as for 2017-18, subject to the following conditions.
 - I. If the business received 100% rates relief, under the 2017-18 scheme, any relief awarded will be capped so that the business has to pay £600.00 towards its 2018-19 liability
 - II. If the premises are subject to a subsequent increase in rateable value, any relief awarded will continue to be based on the rateable value as at 1 April 2017. However, if the premises are subject to a subsequent reduction in rateable value (effective from 1 April 2017, onwards) the relief will be recalculated to take into account the reduced rateable value and its effective date
 - III. Relief will not be backdated and awarded in respect of previous financial years.
5. Relief will only be given to premises which are liable for occupied rates. No relief will be granted under this scheme in respect of unoccupied premises.
6. Relief will be awarded from 1 April 2018 on a daily basis. Ratepayers taking up occupation after 1 April 2018 will not be eligible for relief.
7. The scheme looks to target relief to local independent businesses and not those businesses that are part of a franchise, national or multi-national in nature. Relief will only be awarded to local businesses. Local businesses are, for the purposes of this scheme, those which have premises wholly in the Council's and adjacent Councils' area.
8. Relief may be awarded to a rate payer for more than one premises as long as all criteria are met.
9. Relief will not be awarded in the following cases:
 - I. Where the ratepayer has applied for a reduction in rateable value under S44a of the Local Government Finance Act 1988 and the property has a subsequent increase in rateable value after the 1st April 2017 which increases the rate charge.
 - II. Where the rateable value of the property, as at 1 April 2018, exceeds £200,000.
 - III. Where the property is wholly or mainly used as or for:
 - Banks, Building Societies, cash points, bureau de change, payday lenders, betting establishments, pawn brokers;
 - Schools, academies, universities or other higher education institutions;
 - National Health Service; including NHS & Foundation Trust and Practitioners who provide services under contract to the NHS;
 - Beach huts;
 - Public bodies such as councils, fire authorities, police and crime commissioner, unions, legislative bodies and armed forces.

IV. Where the relief for the financial year 2018/19 would be less than £5.01.

10. The Council will look to automatically award relief to those businesses which it believes qualify for the support. Those ratepayers who believe they may be entitled to relief may make an application in writing. Any such application should be received before 31 December 2018, in order for it to be considered.
11. Relief awarded under this scheme will be classed as state aid. Ratepayers will be required to ensure that they do not exceed state aid limits and should notify the Council if this is likely.

Management Committee
6 March 2018
Local Council Tax Support Scheme

For Decision

Briefholder(s)

Cllr J Cant – Finance & Assets
Cllr C James – Social Inclusion

Senior Leadership Team Contact:

J Vaughan, Strategic Director

Report Author:

S Dawson, Head of Revenues & Benefits

Statutory Authority

Local Government Finance Act 2012

Purpose of Report

- 1 To obtain Committee's approval to a review of the Local Council Tax Support scheme being undertaken.

Recommendations

- 2 That Committee agrees to a fundamental review of the Local Council Tax Support scheme and that a report be brought back later in the year in respect of a proposed scheme for 2019/20.
- 3 That Committee agrees that the scheme for 2018/19 remains unchanged and continues to reflect the characteristics set out at 8 below.

Reason for Decision

- 4 To ensure that the Council's Local Council Tax Support Scheme continues to take account of policy changes to benefits and to claimants' circumstances.

Background and Reason Decision Needed

- 5 Committee will be aware that as part of its Welfare Reform, government decided that the national Council Tax Benefit scheme would be replaced from 1 April 2013 by local schemes. These new schemes are called Local Council Tax Support (LCTS) schemes and are determined by each billing authority for its area.

- 6 As part of these changes, government decided to reduce the level of grant provided to help fund the cost of awards to 90% of the estimated awards likely to be made in 2012/13. As the reduction is applied to the Council Tax Collection Fund it is shared by Dorset County Council, Fire & Police authorities as well as the Council. Billing authorities have the discretion to “top-up” the gap in funding from the Collection Fund or to set its scheme so that it is self funding.
- 7 Government also decided that pensioner claimants must be protected under the local schemes and be entitled to receive the same level of funding as they would under the existing national scheme.
- 8 Following extensive modelling of the likely financial and customer impact, Council set a scheme with the following characteristics.
- The scheme would be as similar to the old Council Tax Benefit scheme as possible.
 - Everyone of working age, except the most vulnerable, would pay at least 8.5% of their Council Tax.
 - The most vulnerable people would be protected from the changes.
 - Those defined as vulnerable include:
 - I. Pensioners
 - II. People who are in receipt of a Disability Premium, Enhanced Disability Premium, Severe Disability Premium, Disabled Child Premium, Carer Premium or Support Component within in either their Council Tax Support, Housing Benefit, Income Support, income-based Jobseekers Allowance or income-related Employment Support Allowance.
 - III. People who are in receipt of War Disablement Pension, War Widows Pension or War Widows Disablement Pension.
 - The scheme would include support to a householder who has a second adult on a low income living with them (Second Adult Rebate).
 - The scheme would not include a limit on the lowest amount given to a working age claimant.
- 9 The table below sets out details of the LCTS awards made in 2016/17 and 2017/18 together with government subsidy received.

	2016/17 £	2017/18 (estimated) £
Total LCTS awarded	5,866,279	5,847,559
Government grant received	5,646,527	5,646,527
Gap being met by Collection Fund	219,752	201,032
WPBC share of gap	35,072	31,441

- 10 Government commissioned an independent review of LCTS schemes in 2017 and has recently issued its response to the findings. As part of this, government is of the view that it is “best practice” for billing authorities to consider their scheme each year to ensure that it takes account of policy changes to benefits, etc. With this in mind, it is proposed that:

- I. The LCTS scheme for 2018/19 remain unchanged and continue to reflect the characteristics set out a 9 above; and
- II. A fundamental review of LCTS is undertaken and that a report is brought to Committee later in the year in respect of a proposed scheme for 2019/20.

Implications

Appendices

Footnote

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

Report Author: Stuart Dawson

Telephone: 01305 211925

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

Date: 22 February 2018

This page is intentionally left blank

Management Committee 6 March 2018 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 appoint a councillor to serve on one of the council's outside bodies.
- 2 To appoint a councillor to serve as the Vice-Chairman of Portland Quarries Liaison Group.

Recommendations

- 3 To appoint a councillor to serve as on Portland Harbour Consultative Committee.
- 4 To approve Cllr M Leicester as the council's appointment to serve as the Vice-Chairman of the Portland Quarries Liaison Group.

Reason for Decision

- 5 To ensure there is representation of Weymouth & Portland Borough Council on the Portland Harbour Consultative Committee.
- 6 To appoint a Vice Chairman to the Portland Quarries Liaison Group as requested by the organisation.

Background and Reason Decision Needed

Portland Harbour Consultative Committee

- 7 Following the resignation of Councillor David Hawkins a vacancy occurred on the Portland Harbour Consultative Committee. The committee have

asked us to appoint a new member to serve as the council's representative on this outside body.

- 8 All WPBC members were invited to apply for this position. Three applications were received from Cllrs P Kimber, O Kanji and K Baker which are appended to this report.

Portland Quarries Liaison Group

- 9 Cllrs M Leicester and R Nowak currently serve as Weymouth and Portland Borough Council's representatives on the Portland Quarries Liaison Group. The group has requested that either of the borough councillors serve as Vice-Chairman to the group. Both councillors are aware of the request and agreed that the Management Committee be requested to approve the appointment of Cllr M Leicester to serve as Vice-Chairman on the Portland Quarries Liaison Group.

Implications

Financial

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

Equalities

- 11 All members of WPBC are invited to apply for vacancies on the council's outside bodies.

Consultation and Engagement

- 12 All WPBC councillors were notified of the vacancy on the Portland Harbour Consultative Committee and both councillor representatives of the Portland Quarries Liaison Group were made aware of the group's request.

Appendices

- 13 Appendix 1 - Applications received for the vacancy of Portland Harbour Consultative Committee

Background Papers

- 14 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

Date: 23/02/2018

REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: Kerry Baker
2. Outside Body: Portland Harbour Consultative Committee
3. Do you have a specific skill or area of expertise relevant to the organisation?
Please state:

I am a newly elected Borough Councillor who both lives on and represents Portland.

The operation of Portland Harbour is of great importance to the people I represent and I wish to ensure that good communication is maintained both with local people and the wider Borough Council.

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

See Above

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

I am willing to put in the time to attend all the meetings and report back.

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

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

Signature

Date

REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: Oz Kanji
2. Outside Body: Portland Harbour Consultative Committee
3. Do you have a specific skill or area of expertise relevant to the organisation?
Please state:

I have an affinity to Portland having worked with people of Portland for years (for about 30 years) and serviced video/television for the Royal Navy and the crews.

I have always been interested in the various developments that have occurred over the years.

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

I am interested in the modernisation of the facilities at the port making it world renowned.

I am presently a member of port health committee.

I have been a member of communication and consultative committee during my working life.

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

Yes I will be dedicated to devoting time and energy to the requirements of meetings as a priority.

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

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

Signature Oz Kanji
12th February 2018

This page is intentionally left blank

REPRESENTATIVES ON OUTSIDE BODIES - APPLICATION FORM

1. Name: Paul R. Kimber
2. Outside Body: Portland Harbour Consultative Committee
3. Do you have a specific skill or area of expertise relevant to the organisation?
Please state:

Former ships engineer and mechanic at the Portland Naval Base.
Chair of Port Health, Port Health received regular reports and feedback from the last representative.

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

Always interested in Ships having been at sea for 32 years.
Portland Harbour is in my ward and I wish to see the company prosper creating jobs.

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

Given the success of the amount of cruise liners coming in next year it's important that we keep excellent relations with the Port.

Happy to support commitment to the organisation and report back.

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

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

Happy to report back.

Signature Paul Kimber
16th January 2018

This page is intentionally left blank



Management Committee Four Month Forward plan 1 March 2018 To 30 June 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

Title of Report	Purpose of Report	Consult Committee	Exempt	Portfolio Holder & Report Author	Decision Date
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
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 Jon Morgan, Interim Senior Estates Surveyor	17 Apr 2018
The Peninsular, Weymouth	To seek agreement to progress with the more detailed delivery work of the Peninsula Redevelopment.		3, 5	WPBC Briefholder for Economic Development - J Farquharson, WPBC Briefholder for Finance and Assets - J Cant, WPBC Briefholder for Tourism, Culture and Harbour - R Kosior David Brown, Head of Assets & Infrastructure, Julie Strange, Head of Financial Services	17 Apr 2018

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Management of the Verne Common Nature Reserve and High Angle Battery, Portland	<p>To inform members of progress made in respect of the work plan scheduled in the current Higher Level Stewardship Scheme for this land and related budgetary outcomes.</p> <p>To consider potential options for future land management and approve recommendations.</p>			<p>WPBC Briefholder for Finance and Assets - J Cant, WPBC Briefholder for Community Facilities - K Wheller Greg Northcote, Estates Manager</p>	6 Mar 2018
<p>Allocation of grants to Portland Museum Trust, the Islanders Youth Club and Weymouth Angling Society in order to assist with rent payments</p>	<p>To present proposals for funding agreements to assist each organisation with the cost of rent to paid to the borough council.</p>			<p>Councillor Christine James, Councillor Richard Kosior Tony Hurley, Leisure Commissioning Manager, Jane Nicklen, Community Planning & Development Manager</p>	6 Mar 2018
Local Business Revaluation Support Scheme	<p>To approve the proposed Business Revaluation Support Scheme.</p>			<p>WPBC Briefholder for Finance and Assets - J Cant Stuart C Dawson, Head of Revenues and Benefits</p>	6 Mar 2018

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
<p>Modern Slavery Protocol</p>	<p>To consider and endorse the Dorset Modern Slavery Protocol.</p>			<p>WPBC Briefholder for Social Inclusion - C James</p> <p>WDDC Portfolio Holder for Vulnerable residents - S Hosford</p> <p>NDDC Portfolio Holder for Community Safety and Wellbeing - A Kerby Graham Duggan, Head of Community Protection</p>	<p>6 Mar 2018</p> <p>13 Mar 2018</p> <p>23 Apr 2018</p>
<p>Mandatory Licensing of HMOs: Introduction of revised criteria for licensing and adoption of a common fee structure.</p>	<p>To approve a single fee structure for the Mandatory licensing of HMOs across the DCP.</p>	<p>Weymouth & Portland Borough Council Policy Development Committee 19 Feb 2018</p>		<p>WPBC Briefholder for Housing - G Taylor</p> <p>WDDC Portfolio Holder for Housing - T Yarker</p> <p>NDDC Portfolio Holder for Housing - G Carr - Jones Geoff Joy, Housing Improvement Manager</p>	<p>6 Mar 2018</p> <p>13 Mar 2018</p> <p>23 Apr 2018</p>

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Funding for Town Centre projects	To allocate funding that will be paid to Dorset County Council to enable works to be carried out.			Councillor Jeff Cant, Councillor James Farquharson, Councillor Colin Huckle Nick Thornley, Head of Economy, Leisure & Tourism	6 Mar 2018
Allocation of grant to Activate Performing Arts as a contribution to the cost of an arts event linked to the First World War centenary commemorations.	To award grants to Activate Performing Arts as a contribution to the cost of an arts event linked to the First World War centenary commemorations.			WPBC Briefholder for Tourism, Culture and Harbour - R Kosior Tony Hurley, Leisure Commissioning Manager	6 Mar 2018
Melcombe Regis: Selective Licensing of Private Rented Sector Property	To introduce a presentation from consultation employed by the Council detailing a proposed scheme for the licensing of private rented sector housing.			WPBC Briefholder for Housing - G Taylor Geoff Joy, Housing Improvement Manager	17 Apr 2018
Community Infrastructure Levy (CIL) - Approval of Further Revised Regulation 123 List	To consider representations made on the proposed changes to the regulation 123 List and approve the Regulation 123 list as modified.			WPBC Briefholder for Environment and Sustainability - R Nowak Andrew Galpin, Implementation Team Leader	17 Apr 2018

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
Digital Strategy & Dorsetforyou Update Page 158	To provide members with an update on the Dorsetforyou and Digital Strategy projects.	North Dorset District Council Cabinet West Dorset District Council Strategy Committee Weymouth & Portland Borough Council Management Committee Joint Advisory Overview and Scrutiny Committee 29 May 2018 29 May 2018 5 Jun 2018 1 May 2018		NDDC Portfolio Holder for Community Safety and Wellbeing - A Kerby WDDC Portfolio Holder for Corporate - P Barrowcliff WPBC Briefholder for Corporate Affairs and Continuous Improvement - A Reed Penny Mell, Head of Business Improvement	29 May 2018 29 May 2018 5 Jun 2018

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
<p>Revised Scheme of Officer delegations</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 159</p>	<p>To adopt the revised scheme of delegation.</p>	<p>North Dorset District Council Cabinet West Dorset District Council Strategy Committee Weymouth & Portland Borough Council Management Committee 23 Apr 2018 24 Apr 2018 17 Apr 2018</p>		<p>WDDC Portfolio Holder for Corporate - P Barrowcliff NDDC Portfolio Holder for Planning - D Walsh Councillor Alison Reed Robert Firth, Corporate Manager Legal Services</p>	<p>10 May 2018 18 May 2018 31 May 2018</p>
<p>Local Plan Review Preferred Options Consultation</p>	<p>To inform members of the content of the local plan review preferred options consultation material and seek approval to go out to consultation.</p>			<p>WPBC Briefholder for Environment and Sustainability - R Nowak Terry Sneller, Local Plan Team Leader</p>	<p>31 May 2018</p>
<p>Business Review Outturn Report</p>	<p>To consider the Outturn Report.</p>			<p>WPBC Leader of Council - J Cant Chris Evans, Financial Performance Manager</p>	<p>5 Jun 2018</p>

NON KEY DECISIONS

Title of Report	Purpose of Report	Documents	Exempt	Portfolio Holder & Report Author	Decision Date
------------------------	--------------------------	------------------	---------------	---	----------------------

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.

