

**WEYMOUTH AND PORTLAND BC – MANAGEMENT COMMITTEE ACTION PLAN MARCH 2018**  
**KEY : Red = Close Monitoring; Amber = Watching Brief with regular updates; Green = Completed**

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

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

1.	Greenhill Chalets future management <b>Sarah Cairns</b>	<b>Kate Wheller</b>	Management Committee	Oct 2016 March 2017 Sept 2017 Dec 2017 April 2018	NA	Leases with legal departments for final signatures. Aim to complete transfer to Greenhill Management Association.
2.	Production of a Master Plan for the Marsh and its facilities <b>Nick Thornley / Tony Hurley</b>	<b>Kate Wheller</b>	Management Committee	Feb 2017 July 2017 Sept 2017 Oct 2017 Feb 2018	NA	Project complete. Final report to MC in Feb 2018
3.	New Boxing Club on the Marshes <b>Nick Thornley / Tony Hurley</b>	<b>Kate Wheller</b>	Management Committee	Dec 2017 April 2018	Council reserves	£50k grant provided. Boxing club review complete, awaiting timetable for start of work.
4.	Public Conveniences <b>Martin Hamilton</b>	<b>Kate Wheller</b>	Management Committee	Feb 2018 April 2018	To Finance Group	Public consultation commenced, surveyor instructed, plans to be finalised and published on completion of consultation.

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<b>2. Community Safety - FRANCIS DRAKE</b>						
CCTV, Community Safety, Crime and Disorder, Emergency Planning, Environmental Health, Licensing, Police and Crime Commissioner, Police and Crime Panel						
5.	Preventing drink-fuelled disorder. Consider late night levy and limiting opening times. <b>Graham Duggan</b>	<b>Francis Drake</b>	Management Committee  Performance & Scrutiny Committee	March 2017 June 2017 July 2017 Oct 2017 Sept 2017 Jan 2018 April 2018	<b>NA</b>	Negotiations on reducing closing time continue. Trade developing proposal for late night street wardens or funded police officers. Update report to MC April.
6.	Town centre space controls to address general antisocial behaviour. <b>Graham Duggan</b>	<b>Francis Drake</b> <b>Matt Prosser to update at MC</b>	Management Committee	Update at each MC required.	<b>Within existing budget</b>	Full Council ratification or ASB PSPO expected in May 2018.
7.	Tackling litter/dog fouling street trading activity and waste. Tackling street offences. <b>Graham Duggan</b>	<b>Francis Drake</b> <b>Matt Prosser to update at MC</b>	Management Committee	July 2017 Sept 2017 Feb 2018 May 2018	<b>Within existing budget</b>	Award of contract to be made in May 2018
8.	Emergency Planning update <b>Martin Hamilton</b>	<b>Francis Drake</b>	Management Committee	Dec 2017	<b>NA</b>	Post Grenfell review of Borough preparedness for civil emergencies. Verbal update required.

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9.	Melcombe Regis Board Action Plan. <b>Matt Prosser</b>	<b>Gill Taylor</b>	Management Committee	Update at each MC	<b>Partners and Council reserves</b>	Following Management Committee support for a Community Safety Accreditation Scheme, a scheme is now being worked up in detail for launch ahead of next summer. Uniformed officers will be accredited with some policing powers and be a visible presence in the town centre. Update to MC in April 2018.

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**3. Corporate Affairs and Continuous Improvement - ALISON REED**

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

10.	Set up a Town Council in Weymouth <b>Stuart Caundle</b>	<b>Alison Reed / Jeff Cant</b>	Town Centre Steering Group Management Committee	March 2018	<b>Agreed in budget 2017/18</b>	Public consultation ends March 2018. Initial scoping of services and finances for Town Council in progress
11.	Establishing the position of Portland Town Council <b>Stephen Hill</b>	<b>Alison Reed</b>	Management Committee	Feb 2018	<b>Ongoing</b>	Town Council to consider services it might wish to run after a Unitary Authority meeting. 2 <sup>nd</sup> meeting 26.2.2018.
12.	Unitary Council / Combined Authority <b>Matt Prosser</b>	<b>Jeff Cant / Alison Reed</b>	Delegated to CEO/Leader	Ongoing updates	<b>NA</b>	A Cross County Committee has been set up and approved by full Council to oversee the project.
13.	Review of incoming grants from outside bodies <b>Jane Nicklen</b>	<b>Alison Reed</b>	Scrutiny Committee Management Committee	TBA	<b>NA</b>	Officer Working Group being established to share ownership of co-ordinated approach to grant applications
14.	Review of links with outside bodies <b>Stuart Caundle</b>	<b>Alison Reed / Andy Blackwood</b>	Scrutiny Committee Management Committee	Feb 2018	<b>NA</b>	To be scoped by Scrutiny Committee

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**4. Economic Development - JAMES FARQUHARSON**

Economic Regeneration, Employment Sites, Inward Investment, Market, Business Development and Promotion, Local Shopping Centres.

<b>15.</b>	Set up a consultation to engage with business community to gain a better understanding of their needs. <b>Nick Thornley</b>	<b>James Farquharson</b>	Management Committee	Feb 2018		<ul style="list-style-type: none"> <li>Economic Strategy link T4.6 - JF presented economic strategy and engaged with a wide range of SME's and major employers to gain feedback on local economy at the Portland Business Day event held 24.1.18</li> <li>Economic Strategy link T4.5 - JF Meeting with Portland marine companies CEO's to understand future vision and growth opportunities to feed into national funding bid and develop new marine CEO forum. Meeting held 24.01.18</li> </ul>
<b>16.</b>	Support for grassroots local enterprise <b>Nick Thornley</b>	<b>James Farquharson</b>	Management Committee	March 2018	<b>Western Dorset Growth Corridor WPBC</b>	<ul style="list-style-type: none"> <li>Economic Strategy link T2.6 - Incubator Units project being established at Ferry Terminal Building</li> </ul>

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					<p>December 2017                      Economic Strategy link T3.5 - Funding support provided for new Careers Enterprise coordinator (CEC) post to strengthen links between schools and businesses (Wey Valley, Budmouth, Atlantic Academy, Budmouth and All Saints signed up to programme with business mentors being appointed to each school).</p> <ul style="list-style-type: none"> <li>Economic Strategy link T3.5 - JF Meeting with Careers and Enterprise Company, DCC Educational service and business mentor to discuss CEC programme and links with local business. Meeting held 24.01.18</li> </ul>
17.	Marketing Weymouth & Portland's commercial potential <b>Nick Thornley</b>	<b>James Farquharson</b>	Management Committee	March 2018	<p><b>Western Dorset Growth Corridor WPBC</b></p> <ul style="list-style-type: none"> <li>Economic Strategy link T3.4 – Funding for new local careers and job website being secured</li> </ul>

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					<p>to promote local companies and business and linked to local students to encourage retention of our young people and act as an attractor to those outside the Borough</p> <ul style="list-style-type: none"> <li>• Economic Strategy link T3.4 – Weymouth promotional leaflet produced and taken to key London trade show by Leader. Promotion of developments sites via Dorset Property Pilot.</li> <li>• Economic Strategy link T4.5 – Marine development project progressing with EDO’s attending the South Coast Marine Cluster meeting in January to feed into national funding bid for Marine sector.</li> <li>• Economic Strategy link T4.5 - Funding agreed (by Growth Hub) to</li> </ul>

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					<p>appoint Marine sector coordinator for Dorset Economic Strategy link T3.4 - New WDEGS leaflet produced to promote the aims of the strategy. PDF version to be circulated to members via the WDEGS members Board</p>
18.	Annual Enterprise Award <b>Nick Thornley</b>	<b>James Farquharson</b>	Management Committee	TBC	<p><b>W&amp;PBC Economic Development</b></p> <ul style="list-style-type: none"> <li>Economic Strategy link T4.6 – Introduction of a new local entrepreneur award in conjunction with the Weymouth work hub at the Terminal Building. WPBC supporting a free desk space for 12 month period. Details to be published and promoted as part of the work hub launch.</li> </ul>



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**5. Environment and Sustainability - RAY NOWAK**  
 Building Control, Cleansing, Coast Protection and Policy, Conservation, Development Control, Environmental Education and Initiatives, Forward Planning, Flooding, Local Development Plan, Recycling and Refuse Collection, Sea Defences, Sustainable Development, World Heritage

<b>19.</b>	First Phase Flood Defences <b>Martin Hamilton</b>	<b>Jeff Cant / Ray Nowak</b>	Management Committee	Sept 2017 April 2018	<b>DEFRA/LEP</b>	Following a meeting with Therese Coffey MP in the autumn, officers have continued to work with colleagues from Environment Agency to develop a prioritised programme of repairs. A meeting was held with in March with the Chairman of the Wessex Regional Flood & Coastal Committee to discuss progress and potential funding.
<b>20.</b>	Review ways of enforcing improvement of run down buildings in private hands.	<b>Ray Nowak / Paul Wyeth</b>	Management Committee	Nov 2017	<b>TBC</b>	Drive up the quality of the built environment. Agreement reached with Town Centre Group to

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	Stephen Hill				identify and pursue owners of run down building.

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**6. Finance and Assets - JEFF CANT**

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

21.	Sale of North Quay <b>Martin Hamilton</b>	<b>Jeff Cant / all</b>	Management Committee	Ongoing updates		Contract rescinded and Exec Director reported back on options. New proposal to be submitted to Management Committee.
22.	Town Centre Regeneration Peninsula <b>Martin Hamilton</b>	<b>Jeff Cant / all</b>	Management Committee	First phase project Completion 2020	<b>Council borrowing</b>	£700k committed to project to take to outline planning. Outline planning to be submitted Spring 2018. Propose to fund from borrowing – Full Council approval required.
23.	Town Centre Regeneration – Commercial Road <b>Martin Hamilton</b>	<b>Jeff Cant</b>	Management Committee	Dec 2017	<b>Mixed Funding</b>	Verbal updates at each Management Committee
24.	Submit a case for additional funding support to Department for Communities and Local Government <b>Martin Hamilton / Simon King</b>	<b>Jeff Cant/ Group Leaders</b>	N/A	Ongoing	<b>N/A</b>	Richard Drax arranging date with SoS for Communities and Local Government. Draft submission prepared.

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25.	Active Property Asset Management Plan should deliver capital receipts for reinvestment in the Borough <b>Martin Hamilton / Sarah Cairns</b>	<b>Jeff Cant</b>	Management Committee	Rolling programme of reports to come forward.	<b>NA</b>	Initial list of properties for disposal/development considered by Assets & Regeneration Group in April and approved at April MC. Timetable for further reports to follow.
26.	Pavilion makeover <b>Martin Hamilton</b>	<b>Jeff Cant</b>	Management Committee	Oct 2017	<b>Funds allocated</b>	£250k allocated to the project. Lease finalisation now being undertaken by legal teams incorporating works and other changes.
27.	Construction of new public conveniences at the Esplanade <b>Martin Hamilton</b>	<b>Jeff Cant</b>	Management Committee	Verbal update at each Management Committee	<b>Funds allocated</b>	Following comprehensive review of facilities in Borough, MC agreed to the construction of new toilet facilities on the Esplanade. £400k allocated to this project

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**7. Housing - GILL TAYLOR**

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

<b>28.</b>	Melcombe Regis Board Improving Melcombe Regis as a place to live. <b>Matt Prosser</b>	<b>Gill Taylor / Francis Drake / Jeff Cant</b>	Report to Management Committee	Monthly updates from CEO/ Briefholders	<b>Joint funding from the participating bodies</b>	Monthly updates on Housing elements of the Action Plan.
<b>29.</b>	Review unlicensed HMO's in the Borough <b>Clive Milone</b>	<b>Gill Taylor</b>	Update to Management Committee October 2017	Monthly verbal update	<b>Continue to await Government legislation anticipated in Summer 2018</b>	Report on a proactive approach to ensuring safe HMOs.
<b>30.</b>	Action Plan required bringing together Council and Housing Associations <b>Stephen Hill / Clyde Lambert</b>	<b>Gill Taylor / Jeff Cant / Ray Nowak</b>	Report to Management Committee August 2017 following review of funding by Finance Group.	March 2017 May 2017 July 2017 Verbal update	<b>Joint funding from the three Councils.</b>	Accelerated Home Building strategy with the objective to increase number and pace of house building. A WPBC steering group has been formed to progress the delivery of an Accelerating Home Building Action Plan.

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**8. Social Inclusion - CHRISTINE JAMES**

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

<b>31.</b>	Review Corporate Equality Policy <b>Jane Nicklen</b>	<b>Christine James</b>	Management Committee	Feb 2018	<b>NA</b>	Corporate Equalities Working Group met for first time on 9 November and agreed new timetable for a revised draft policy to cover DCP. Possibility of shared policy also being discussed with DCC
<b>32.</b>	Armed Forces Covenant project to be investigated. <b>Jane Nicklen</b>	<b>Christine James</b>	Management Committee	Monthly updates	<b>Council Reserves</b>	Project progressing under leadership of The Lantern Centre with project input from the council and others and priorities for delivery agreed. Bid to The Royal British Legion being prepared. Armed Forces Covenant will only fund certain aspects of the project.

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33.	Make WPBC Dementia Friendly <b>Jane Nicklen</b>	<b>Christine James</b>	All Members	Nov 2017	<b>NA</b>	No local Dementia Action Alliance support. Limited staff capacity to support this so will be supported through the Equalities Working Group.
34.	Residential Care home residents access to health services. <b>Jane Nicklen</b>	<b>Christine James</b>	Scrutiny Committee	Feb 2018	<b>NA</b>	Information provided by Dorset County Council and Clinical Commissioning Group.

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**9. Tourism and Culture (including Harbour) - RICHARD KOSIOR**

Arts, Attractions, Beach, Beach Cleaning, Culture, Esplanade, Events and Festivals, Museums, Pavilion, Tourism Publicity, Tourism Development (moved from 4), Tourist Information Centre, Seafront Management

<b>35.</b>	Developing the commercial potential of the Harbour <b>Nick Thornley</b>	<b>Ian Bruce/ Richard Kosior</b>	Management Committee	Verbal updates		Advice on long term way forward provided by specialists Fisher Associates and being reviewed. Some new prices agreed at 6.12.17 Harbour Board. 5 main projects being explored including an MMO funding application for improved Fish and Seafood handling facilities. Active engagement with Peninsula development team.
<b>36.</b>	Esplanade lighting system <b>Nick Thornley Tony Hurley</b>	<b>Richard Kosior</b>	Management Committee	March 2019	<b>Coastal Communities</b>	£200k grant from Coastal Communities Fund. Project Plan agreed. Project on track. Design company to be appointed March 2018.



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<b>37.</b> Proposal for sculpture trail <b>Tony Hurley</b>	<b>Richard Kosior / Jeff Cant</b>	Management Committee	March 2019	<b>£123,000 from borough council reserves</b>	A brief for the implementation project is currently in preparation.
<b>38.</b> Signage <b>Nick Thornley</b>	<b>Richard Kosior / Colin Huckle</b>	Management Committee	March 2018	<b>Funding provided by Weymouth BID and WPBC</b>	Delivery of new signs expected by September 2018.
<b>39.</b> Review of concessions process and product and service mix <b>Sarah Cairns / Matt Ryan</b>	<b>Richard Kosior</b>	Scrutiny Committee	Jan 2019	<b>NA</b>	Before allocation of licences for 2019 season The seafront concessions licences and leases are due for renewal in 2020. They will be reviewed later in 2018 to plan for action to take place during 2019
<b>40.</b> Clarify the offering to visitors and Review the active promotion of tourism <b>Nick Thornley</b>	<b>Richard Kosior</b>	Management Committee	17 <sup>th</sup> April 2018	<b>WPBC as part of TCP</b>	Committee report expected.

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**10. Transport and Infrastructure - COLIN HUCKLE**

Highways and Traffic Management, Parking Policy and Enforcement incl. fees and charges, Public Transport, Taxis and Private Hire incl. fees and charges, Cycle Network, Footpaths and Rights of Way, Liaison with Utility Companies

<b>41.</b>	Comprehensive review of all car parks to identify loss making sites and surplus assets <b>Sarah Cairns</b>	<b>Colin Huckle / Jeff Cant</b>	Management Committee	Dec 2017		Now with Asset Management Group.
<b>42.</b>	New Traffic management programme for the Town Centre to include pedestrianisation proposals. <b>Nick Thornley</b>	<b>Colin Huckle / Jeff Cant</b>	Management Committee	To be agreed once scheme drawn up.	<b>Funding approved June MC for first phase of pedestrianisation</b>	St Mary's Street / St Thomas Street completed. Second phase pedestrianisation report October. Full Traffic Management proposal Feb 2018. St Mary's Street / St Thomas Street improved pedestrianisation measures completed and being monitored by Town Centre Manager. Second phase pedestrianisation project being progressed

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					with DCC. Full traffic management plan to be prepared with DCC based on site developments and LEP funded study.	
43.	Review of Events' road closures process <b>Martin Hamilton.</b>	<b>Colin Huckle</b>	Scrutiny then Management Committee	Mar 2018	<b>TBC</b>	Committee report expected.
44.	Review DCC Park and Ride <b>Martin Hamilton</b>	<b>Colin Huckle</b>	Management Committee	Feb 2018	<b>TBC</b>	County proposal to pass over park and ride to Borough
45.	Cycling and pedestrian policy and practice <b>Graham Duggan</b>	<b>Colin Huckle / Francis Drake</b>	Scrutiny Committee Health & Wellbeing Locality Group	MC March 2018	<b>NA</b>	PSPO for ASB on Management Committee agenda (6/3/18)