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Councillors nominated to the **Services Committee** are hereby summoned to attend the following meeting. Please inform the Town Clerk if you are unable to attend.

**NOTICE OF MEETING**

**MEETING:** Services Committee Meeting

**DATE & TIME**: Wednesday 21 April 2021 at 7.00pm

**PLACE:** Zoom

This is a meeting in public, not a public meeting.

Due to the current restrictions in place the Council is unable to meet in person and so will be meeting virtually. Members of the public can view the meeting live on the Council’s Facebook page [www.facebook.com/WeymouthWTC](http://www.facebook.com/WeymouthWTC)

A close up of a logo

Description automatically generatedAnyone wishing to ask a public question should do so by email to office@weymouthtowncouncil.gov.uk by 9am on the day prior to the meeting.

Agenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

J L Biscombe, FSLCC, CiLCA

Town Clerk 15 April 2021 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Welcome by the Chair
2. Apologies for Absence
3. Declarations of Interest
4. Minutes of the last meeting
5. Councillor questions
6. Public questions
7. Replacement of the Clockwork Display Building in Greenhill Gardens
8. Service Plans and Performance Management
9. Revised Events and Festivals Programme 2021 (from Full Council 24/02/21)
10. Covid Community Recovery Action Plan
11. Tree Management Policy
12. Harbour briefing from Cllr Gray
13. Information Items

* Town Centre Management Update
* Relocation of WTC Nursery Activities to Tumbledown
* Actions from previous meetings
* Forward Plan

## Welcome by the Chair

## Apologies for Absence

To approve apologies for absence.

## Declarations of Interest

To receive members declarations of interest in matters on the agenda.

## Minutes of the last meeting

To agree the minutes of the last meeting as a true and accurate record.

### Recommendation

Members agree the minutes and that they are duly signed as a true and accurate record.

## Councillor Questions

No questions have been received.

## Public Questions

Members of the public are able to attend the virtual meeting to ask a questions but this must be pre-arranged with the meeting clerk via [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk) by 9am on the day prior to the meeting.

## Replacement of the Clockwork Display Building in Greenhill Gardens

### Purpose of the Report

To present to the committee a request from the Friends of Greenhill Gardens to commence fundraising for and, to ultimately, deliver a scheme for the replacement of the current ageing clockwork display building following a design that is more fitting within the built landscape of Greenhill Gardens.

### Background

Greenhill Gardens are situated adjacent to the promenade in the centre of the built seafront, which borders the main Weymouth bay. They are maintained by the Town Council in partnership with the Friends of Greenhill Gardens and have retained national award-winning status for 14 years.

The Friends of Greenhill Gardens was established in 2007 and supports the Town Council by carrying out extensive fund-raising events to invest in projects that improve the gardens, including the introduction of a bandstand to host a variety of events throughout the year and a ‘Queen Elizabeth II Celebration Arch’ to honour England’s longest reigning monarch. The Friends also actively market the site via leafleting and social media.

The Friends, working with the Parks and Open Spaces team, have an aspiration to replace the existing clockwork display building in Greenhill Gardens.

The floral clock was built in 1936 by Richie and Sons of Edinburgh at a cost of £200. It is believed to be one of only two mechanically driven floral clocks still working in the country. The clock hands are driven by a mechanism that is currently housed in a timber building above ground, access being gained by a short flight of steps.

Maintenance is on an annual basis for timber treatment and on an “as required” basis for other repairs. However, the building is ageing and its replacement with a design to better show off the clock mechanism would greatly improve the gardens.

The proposal being put forward is to retain the existing stone and concrete plinth and to build up using a design to echo that of the existing Bennett’s Shelter. Please see Appendix A for full details.

If councillors agree to the recommendation being proposed, the Friends of Greenhill Gardens will start to actively fundraise in order to bring the project to fruition.

### Impact Assessment

**Equalities** - The gardens play a vital role in offering outdoor space that is not available to many people with low incomes who live in houses of multiple occupancy, flats or shared accommodation that have no gardens or outdoor space. This is especially relevant to adult mental wellbeing and the mental and physical well-being of children who need space to play and develop.

**Environmental** – The timber will come from FSC sources, wherever possible, and the oak will be sustainably sourced and of UK origin. The existing walls, base and rails will be used to reduce the use of new materials.

**Crime and Disorder** – none.

**Financial** – No direct cost to the council. The Friends will fundraise for the project. It is anticipated that an application will be made to Weymouth Town Council for a community grant of up to £2,000 along with requests to other grant givers and by use of group funds and donations.

**Resources** –  officer time x 15 hours.

**Reputational Risk** – The gardens are high profile and very visible within the community and are a clear and practical indication of what the Council provides as a direct service for the community to use and enjoy. Supporting the proposal to replace an old building will have a positive reputational impact displaying very clearly the Town Council’s desire to provide quality open spaces.

### Recommendation

That Councillors support and agree to the Friends of Greenhill Gardens delivering a project to replace the clock house, including raising necessary funding and subject to final design approval by the Parks & Open Spaces Manager.

## Service plans and performance management

### Purpose of Report

To consider and approve the following draft Service plans for 2021-22:

* Events Team Service Plan - Appendix B
* Town Centre Management Service Plan - Appendix C

### Background

The attached draft Service plans provide an introduction to the main activities of each service thereby providing an insight into and complementing current knowledge and understanding of Service delivery. The plans also detail the:

* current objectives and priorities of the service;
* customer focus and satisfaction
* Service performance including Key Performance Indicators (KPI’s) and/ or Key performance Measures (KPM’s)
* Resources to support the delivery of the service
* Service area risks

Service plans should be aligned to the Councils Corporate Strategy ensuring a focus of Service delivery that meets the vision and priorities of the Council and the Community. Service Plans will contribute to the following priorities:

* Manage the Council’s assets and resources responsibly and transparently.
* Manage the Council’s services effectively to meet the needs of the communities we serve.
* Strive for continuous improvement and service development.

As well as contributing to others as appropriate.

The plans are being brought before Councillors for consideration. The Committee are asked to comment on the plans; particularly the Service objectives, priorities and the KPI’s/ KPM’s.

The performance indicators within these plans will form part of the Councils Corporate Strategy and be reported to Full Council.

The Community Development Service Plan will be brought to the next meeting of this Committee to consider.

### Impact Assessment

**Equalities –** Services are required to comply with the Equalities Act 2010.

**Environmental –** The Council has declared a Climate Emergency. A Carbon report has been prepared alongside a mitigation report and action plan for the Council to achieve net zero carbon emissions by 2030. These documents detail the measures to be implemented by the Services.

**Crime and Disorder –** as detailed with service plans.

**Financial –** As detailed in the Service plans.

**Resources –** Current levels of resource implications are detailed within the plans.

**Economic –** As detailed in the plans.

**Strategic priorities –** As detailed within the Service plans

### Recommendation

The Committee is asked to:

a)         Agree any comments on the Service plans.

b)         Recommend the Service plans for adoption.

## Revised Events and Festivals Programme 2021 (from Full Council 24.02.21)

### Purpose of Report

To present a revised Events & Festivals Programme that has been amended to take into account national Covid restrictions.

### Background

In December 2020, the Committee agreed the Events & Festivals programme for the town for 2021. This set out a series of events that were either directly organised by the council or which it supported through the use of land or provision of advice. The implementation of the Events Programme is the core activity of the council’s Events Team.

Following the publication of the government’s Roadmap out of Lockdown, the Events team has reviewed all events and festivals and produced a revised Programme (Appendix D) with necessary mitigation measures in order to meet the requirements of national restrictions on events. These proposals were presented to the Tourism, Events, Arts & Festivals working group on 25th March and were supported.

The revised Events & Festivals Programme 2021, incorporating Covid-compliant mitigation measures is, therefore, presented to the Committee for approval.

### Impact Assessment

**Equalities** - The programme seeks to encourage events that are accessible and welcoming to all sections of the community.

**Environmental** - All events should be designed and managed in accordance with the ‘green’ guidelines as set out in the council’s Events & Festivals Policy in order to mitigate any environmental impact.

**Crime and Disorder** - All events must consider community safety issues at an early stage and consult with the Safety Advisory Group for Dorset.

**Financial** - Any events will be undertaken within existing budgets and if organised by a third party on council land then scale of charges as set out in the council’s Events & Festivals Policy will apply.

**Resources** - The administration of requests for events to take place on council property can be accommodated within the existing resources of the council’s Events team.

**Economic** - The events and festivals taking place within the town and which attract visitors, will bring benefits for the local economy.

**Risk Management** - Where events and festivals take place, either organised by the council or third parties, then the organisers will be expected to assess risks and put in place all necessary mitigations measures in consultation with the statutory agencies.

**Strategic Priorities** - The Events Programme seeks to promote opportunities for the economic wellbeing of the area as part of the visitor economy.

### Recommendation

That the committee approves the revised Events & Festivals Programme for 2021 (Appendix D).

## Covid Community Recovery Action Plan

### Purpose of Report

To propose the allocation of the ‘Covid recovery’ budget of the Community Development service.

### Background

In its budget for 2021-21, the council allocated an addition £6,000 to the Community Development service to assist with extra activities to assist Weymouth’s community to recover from the adverse social impacts of Covid-19 restrictions. This is in addition to the recurring £5,000 ‘development initiatives’ budget that is used by the service to undertake its activities on an annual basis.

Officers have met to develop an action plan to assist our communities and the town centre to recover from the pandemic restrictions and this plan will evolve over coming weeks as the government’s Roadmap Out of Lockdown progresses and any long-term restrictions on community activity become clear. The Member Champion for Community Development has also been involved in these discussions.

However, in the short-term, officers from Communications, Town Centre Management and Community Development will work together to this theme making use of the new Covid Recovery budget and existing budgets. It is proposed that the Covid Recovery budget (£6,000) and Development Initiatives budget (£5,000) are allocated as follows:

* £5,000 – Addressing rise in mental health issues: working with Dorset Mind, Dorset Mental Health Forum, Help & Kindness and community groups (e.g. Let’s Make It group) to promote an understanding of the importance of mental health and social gatherings.
* £3,000 – Addressing impact on physical health: working with Primary Care Network and Weymouth Health & Wellbeing Board. Promote the health walks initiative and other activities to address obesity.
* £1,000 – Addressing economic impacts: working with the Town Centre Manager and Weymouth BID and Chamber of Commerce to promote Kickstarter scheme and community schemes that develop skills (e.g. Repair Café).
* £2,000 – Rise in certain types of crime (e.g. domestic violence and cyber-crime): work with the CAB and other services promote information that help those vulnerable to these types of crime to seek support.

The exact details for implementing the above areas of action will be agreed via regular liaison with the Community Development Member Champion.

### Impact Assessment

**Equalities –** The plan of action seeks to focus on those sections of the community most in need of support and assistance in accessing services.

**Environmental –** No implications.

**Financial –** The budget has been agreed.

**Economic –** The plan of action will seek to support those in need of assistance with skills and seeking employment.

**Risk Management –** The implementation of the plan of action will help to mitigate against the risks that the local community is particularly disadvantaged by the effects of Covid-related restrictions.

**Strategic Priorities -** The actions set out in this report will help to address the council’s priorities of promoting the wellbeing of the local community and help council services to meet the needs of the community.

### Recommendation

That members agree the allocation of the Community Development budget as set out in the above report.

## Tree Management Policy

### Purpose of Report

To consider the adoption of the draft Tree Management Policy (Appendix E).

### Background

The Tree Management Policy is a document that sets out the maintenance and management of Weymouth’s trees.

This policy will lead to a clear view of the role that trees play and the implications of tree ownership and management, demonstrating that Weymouth Town Council is committed to preserving and managing its tree stock effectively.

### Impact Assessment

**Equalities –** N/A

**Environmental –** As described in the report.

**Crime and Disorder –** If trees are felled without permission of the Town Council, the criminal damage will be reported to the Police for further action. The trees in our landscape are well managed and this helps to improve the civic appearance and in turn reduces the fear of crime.

**Financial –** No change - existing budgets in place.

**Resources –** No change - existing staff in place.

**Economic –** Well managed trees within the natural environment makes it a desirable place to live and work. In turn it helps to reduce anti-social behaviour and contributes to the development of health and wellbeing. It also makes the town attractive as a location to move to or relocate business to.

**Risk Management -** Failure to implement and adhere to a tree management policy would leave the council at risk of insurance claims for personal injury or damage to property. Failure to implement and adhere to the policy or failure to carry out the works appropriately could lead to reputational damage to the council. Failure to undertake a tri-annual tree survey and to act on any recommendations received would leave the council at risk of financial losses and potential legal action.

### Recommendation

That Councillors agree to the adoption of the draft Tree Management Policy.

## Harbour Briefing from Cllr Gray

A verbal briefing will be provided by Cllr Gray. It is envisaged that the briefing will include consultation results, a finance update, actions and future works. Cllr Gray will also take questions from Members regarding the briefing.

## Information Items

### Town Centre Management Update

Over recent weeks main, the main activities of the Town Centre Manager have been as follows:

* Covid-19 safety messaging, banners and lamppost signage has been installed to encourage social distancing. Further stencilling will be undertaken in coming weeks.
* Support your local high street messaging with the Weymouth Area Development Trust and BID.
* Gathering of Purple Flag data for the accreditation due 25th June.
* Situation Reporting to Dorset Council’s Emergency Planning for the management of the town centre during the easter period at weekend. Reports were submitted twice daily (11:00hrs and 15:30hrs).
* Enabling a community group to undertake the maintenance and planting of the seating and planters at Brewers Quay. Press release to be issued later in April.
* General business engagement when possible.
* Working with the BID’s Improvement Sub-committee to develop new projects.
* Maintenance of the public realm (cleaning and painting).
* Developing the action plan for the Town Centre Multi-Agency Management Group.

In undertaking these activities, the Town Centre Manager commissions work from contractors and draws upon support from the council’s Maintenance Officer and Caretaker.

### Relocation of WTC Nursery Activities to Tumbledown

During September 2020, the Service Committee considered the Relocation of WTC Nursery Activities to Tumbledown - project Initiation document (PID) and agreed to the production of a project plan (business case).

The project is progressing well, information is being researched and gathered to write a business case which will contain a number of potential options to allow members to make an informed decision on the projects feasibility and to decide on a preferred option to progress.

**Lynch Lane Lease**

Members may recall that the current Nursery, Lynch Lane, lease includes a break clause requiring notice in June 2021 to leave the site in April 2022. However due to there being too many unknown parameters (including scale of future operations, planning consent, financial implications etc.) to be able to act in such a short space of time members of the Clean and Green Working Group and Tumbledown Project Board are supportive of seeing out the remaining term of the lease at Lynch Lane and if the project is approved leaving the site by 30th April 2024.

**Assessments required during 2021**

To ensure that members can make informed decisions the time during 2021 will now be used to conduct the tasks below to provide accurate information which will inform the minimum size of the nursery buildings needed to produce the required number of flowers/plants. Due to a reduction in the number of plants being grown this work is vital to inform the actual structure size required.

* Conduct a growing space utilisation analysis.
* Review the prices charged for commercial plants grown.
* Investigate the potential markets/contracts to grow more flowers commercially.
* Allow Tumbledown to utilise redundant growing space at Lynch Lane.

Additionally, the Parks & Open Spaces Strategy – detailing future practices and procedures will be a primary influence on the business case.

**Project Timescale**

Below is the timescale for the delivery of the project business case:

* **01/01/21 – 30/06/21** - Current space utilisation plan produced based on actual space used at Lynch Lane (May/June will be the month requiring most growing space in the year at the nursery). This will inform the minimum size of both glasshouse and polytunnel structures.
* **01/04/21 – 30/09/21 -** Review of the Parks & Open Spaces strategy (which will include future flower planting plans/requirements which will inform the size and type of nursery structure required to grow those specific plants).
* **October 2021 -** Nursery Business Case to be completed to allow for decisions regarding the feasibility of the project to be discussed and included in the budget planning for the following year/s.

It is intended that the final Nursery relocation plan is presented to the October Services Committee, alongside the Strategy - these documents will progress to the Finance & Governance Committee (December 2021) and onto Full Council (January 2022) for decision.

### Actions from previous meetings

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| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 10/03/21 | MR | At such time that a press release goes out regarding the lighting up of the Jubilee Clock, it should be stated why those particular charities were chosen and provide information regarding the work of those charities. | To be actioned by the Marketing & Communications Officer |
| 10/03/21 | MR | Speak to Clive Tuck regarding any potential impact from changes to volunteer group insurance. | In progress |
| 10/03/21 | MR | For service plans where risks have been identified, a column to be added for risk mitigation measures. | To be included into future plans. |
| 10/03/21 | KG | Explore the possibility of installing a weather/temperature monitoring station at the new beach office. | In progress |
| 10/03/21 | KG | Circulate to members a document outlining projects that it is hoped will be initiated this year. | In progress |
| 10/03/21 | TW | Explore whether it is possible to capture visitor numbers to WTC’s parks and open spaces | A cost for counters has been obtained and a report will come to a future Committee meeting. Counters are currently installed at the entranceways to Radipole Park & Gardens, which have been collecting data over the last couple of years. |
| 27/01/21 | TH/BH | Mural Trail Project – project plan to include seeking potential sponsorship from local businesses to sponsor a work of art. | Once the outcome of bids for external funding is clear, then opportunities for additional sponsorship will be explored. |
| 27/01/21 | TH/BH | Mural Trail Project – Officers to continue to apply for grants in order to offset the Council budget. | Funding is currently being sought from other organisations although council has yet to allocate a budget to this project. |
| 27/01/21 | TH | Members to be notified of the number of benches and bike shelters/stands WTC will be taking on. | Survey work completed – list circulated to members. |
| 28/10/20 | JB | Complaints Policy to be amended, as agreed at the last meeting, before going to Full Council. | In progress |
| 28/10/20 | JB | Further information to be provided regarding exact costings related to the provision of public litter bins, and a bin allocation policy be drafted to go to the Green and Clean Working Group and an appropriate budget explored. | Draft policy presented to Green & Clean Group for review. |
| 08/07/20 | CS | Data from previous events to be provided to this Committee i.e. who attends specific events. | Being collated |

### Forward Plan

WTC Forward Plan – this is not a definitive list and is subject to regular change.

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| --- | --- | --- |
| Date | Meeting | Items for consideration |
| 05/05/21 | Full Council (TBC) | Election of Mayor, Deputy Mayor and Mayor Elect  Decision making by the Council after 6th May 2021 |
| 12/05/21 | F&G | Grant Applications  Community Emergency Plan?  Mural Trail Project Plan?  Bad Debt Provision/Process? |
| 19/05/21 | Full Council | Annual Meeting  Election of Leader and Deputy Leader  Nominations to Committees  Nomination of Champion roles  Nominations to outside bodies  Confirmation of Working Group membership  Updated Code of Conduct  Ironman Host Venue Agreement (HVA)  Amendment to Standing Orders |
| 02/06/21 | Services | Beach Management update  Review of Allotment Notice to Quit Period  Provision of Public Litter Bins Policy |
| 09/06/21 | HR | Town Clerks appraisal date (Early September)  Union recognition agreement |
| 16/06/21 | F&G | Grant Applications  Approve Governance Statement  Financial outturn 19/20  Updated Standing Orders  Updated Financial Regulations  Recommended policy updates to Full Council  Petitions Policy  Member attendance recording |
| 23/06/21 | Full Council | Approve Governance Statement  Financial outturn 19/20  Updated Standing Orders  Updated Financial Regulations  Bin Policy  Recommended policy updates  Petitions Policy  Member attendance recording |
| 07/07/21 | Services |  |
| 21/07/21 | F&G | Grant Applications  Q1 Budget monitoring  Consultations Policy |

### Recommendation

That Members note the information items.