

The New Town Hall, Commercial Road, Weymouth, Dorset, DT4 8NG

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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 1st March 2023 at 7.00pm

**PLACE:** Council Chamber, The New Town Hall, Commercial Road, Weymouth,

DT4 8NG

This is a meeting in public, not a public meeting. If you would like to attend and have any special requirements eg access or a copy of the agenda in another format, e.g. large print, please contact us. Agenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

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](mailto:office@weymouthtowncouncil.gov.uk) by 9am on the day prior to the meeting.

Attendees are asked to respect social distancing and are encouraged to wear masks if they wish. Please do not attend the meeting if you feel unwell. Attendees will be asked to sign in to assist with health and safety including fire evacuation.

J L Biscombe, FSLCC, CiLCA

Town Clerk 16th February 2023 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Welcome by the Chair
2. Apologies for Absence
3. Declarations of Interest
4. Minutes of the last meeting
5. Councillor questions and statements
6. Public questions
7. Draft Bench Policy
8. Proposals to Celebrate the King’s Coronation
9. Application for free use of Dorset Council Car Parks
10. Review of Public Toilet Opening Timings
11. Tourist Information Centre Options
12. Sea Swimming PID
13. Information Items

* Resort Update (Standing Item)
* Parks and Open Spaces Update (Standing Item)
* Radipole Park and Gardens Project Update (Standing Item)
* CEE Update (Standing Item)
* Tumbledown Update (Standing Item)
* Actions from previous meetings
* Forward Plan

## Welcome by the Chair

## Apologies for Absence

To note any apologies for absence.

## Declarations of Interest

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

## Minutes of the last meeting

To approve the minutes of the last meeting held on 22nd February 2023 as a true and accurate record.

### Recommendation:

Members are asked to agree the minutes of the last meeting held on 22nd February 2023 as a true and accurate record, and that they be signed as such.

## Councillor Questions and Statements

In accordance with Standing Order 29, one clear day’s notice in writing to the Clerk of the meeting is required. In the case of urgent items permission must be sought from the Chairman and the question submitted to the Clerk of the meeting by 3:00pm on the day of the meeting.

## Public Questions

Members of the public are able to attend the meeting to ask a question 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.

Questions referring to the work of Dorset Council or other external organisations will not be taken at this meeting. The length of time available for public questions will be determined by the Chairman.

## Draft Bench Policy

### Purpose of Report

To bring forward a draft ‘Bench Policy’ for Councillors to consider implementing to bring in line the process for all the benches Weymouth Town Council has responsibility for.

### Background

Currently both the Beach and Parks are processing applications for a memorialisation of a bench differently.

Weymouth Town Council have also just taken over responsibility for a large number of highway benches from Dorset Council which will need a process in place to accommodate these. Requests for the removal, relocation and installation of highway benches were previously undertaken by Dorset Council and this now falls upon Weymouth Town Council.

The Policy will ensure that the process for any bench within Weymouth Town Council wards will be processed in the same manner.

The implementation of a single ‘Bench Policy’ will ensure that residents/customers who have any request regarding a bench will know what the process and costing is and therefore there will be no confusion of the process.

Having a single policy will also help promote a positive image and instil confidence in Weymouth Town Council.

The policy will also clearly outline the following;

* Although WTC have responsibility for Highways benches, Dorset Council still have the overall decision for removal/relocation or installation of a highway bench.
* There will be clear guidance on the process for the above and also that the process is not immediate.
* The cost and guidelines for memorialisation of a bench is clear and there is a definite timescale.

There is also an opportunity to help increase the revenue of the council by having a clear ‘Bench Policy’ in place, which will aid in any repair work that is necessary to existing benches or requests for new benches (highways).

It would make sense that one single officer administers the process which will improve productivity, reduce the risk of errors being made and better management of the process – enabling compliance with the new policy, safety and security of information.

### Impact Assessment

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers. Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| **Rating** | **Impact area** | **Impacts** |
|  | Equalities | * To provide a clear set of guidelines for any bench under our responsibility. * To ensure that all applications under the bench policy are dealt with in line with guidelines and prevent any ‘preferential’ treatment being given to applicants. |
|  | Environment, Ecology and Climate Change | * There are no direct impacts from this report, although any new benches or repairs will be done with sustainable materials where possible. |
|  | Crime and Disorder | * There are no direct impacts from this report. |
|  | Financial | * An increase in the number of benches for memorialisation will provide more income for WTC. * An increase in finance will enable WTC to carry out repairs and installation of new benches. |
|  | Resources | * Existing officer time to help embed the new policy and process. * Administrator support to facilitate the whole process of applications. |
|  | Economic Development | * There are no direct impacts from this report. |
|  | Social Value | * An increase in the service WTC provide to residents will help to improve relations between residents and WTC. * Being able to provide a service which is streamlined will increase residents satisfaction and their perception of WTC |
|  | Risk Management | * Potential reputational damage to the council not seeming to have one streamlined process for benches under the council responsibility. |
|  | Corporate Priorities | * Improve the wellbeing of the people of Weymouth * 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. |

### Recommendation

### That the Committee agrees to recommend the adoption of the draft Bench Policy to Full Council, with implementation from 1st April 2023.

## Proposals to Celebrate the King’s Coronation

### Purpose of Report

To present proposals for special events and community projects to celebrate the King’s Coronation.

### Background

At its meeting in December 2022, Services Committee agreed initial proposals for how the town council could play its part in helping the community celebrate the King’s Coronation across the special bank holiday weekend from 6th to 8th May.

At that meeting members agreed:

* **Tree for local schools** – 11 schools in the Weymouth area have already agreed to take part in this scheme.
* **Small grants available for community celebrations** – This scheme will be launched in March for local charities and organisations to apply for grants of up to £350. Events that could be eligible for this funding include community picnics, flower shows, art projects, exhibitions or displays. This money will not be used to fund street parties in residential streets, however if a community group wished to hold a ‘street party’ event in a community hall/space/outdoor green then this may be considered.

These two initiatives are expected to cost £4,000 and this sum was allocated from the Services Events Reserve, leaving £21,000 available for other projects.

At the December meeting, members stated the following:

*…. a longer lasting event, such as a concert with local artists, would help to prevent traffic problems on the night, as well as increase community engagement. It was also suggested that the Council ask Portland Town Council and Chickerell Town Council for a contribution to the event, from which their residents will also benefit.*

In recent weeks, further details have been issued by Buckingham Palace regarding the national celebrations and events over the Coronation Weekend. These include:

* **Saturday 6th May** - Coronation Service at Westminster Abbey.
* **Sunday 7th May** - Coronation Big Lunch – with communities invited to come together and share food. Also on the Sunday is the Coronation Concert at Windsor Castle which includes *Lighting up the Nation* whereby national landmarks will be illuminated with projections and lasers.
* **Monday 8th May** – The Big Help Out – an initiative to encourage the nation to try out volunteering in their local communities.

Officers have, therefore, developed the following draft proposals for the Coronation Weekend following the Committee’s guidance and reflecting the themes of the national celebration:

**Saturday 6th May** – No events organised by Weymouth Town Council.

**Sunday 7th May:**

### OPTION A: Coronation Community Concert on the Beach:

* Starting from 12 noon and finishing at 10 pm, the concert would include local acts, performance groups and finishing with a local headline band.
* Initial costings indicate that the hire costs will be approximately £4,000 plus VAT for a 8m x 6m covered stage, lighting, PA system and stage manager. Security would be required from when the stage is set until the Tuesday morning although, if possible, the contractor will be asked if the stage can be removed on the Bank Holiday Monday. Security is likely to cost is approx. £15 per hour, however, there may be an enhanced rate on a bank holiday weekend. A security budget of £1,200 plus VAT is likely to be required.
* First Aid provision would be sourced, potentially one ambulance and two crew, with an approximate cost of £500 per evening. Marshalling and stewarding undertaken by seasonal beach staff from existing casual staff budgets.
* Publicity / Marketing:  Creation of marketing material and posters and leaflets at a cost of approximately £500.  Advertising in the Dorset Echo or on Greatest Hits radio would require a budget of c. £1,800.
* Acts / Bands: Approaches will be made to local music youth theatre, dance and performance schools, local college groups and bands, community singers and with popular local headliner to finish the evening. A budget of £1,500 is proposed to cover the groups and bands expenses.
* Miscellaneouscostings will include crowd barriers, PRS licencing, site signage, decorative bunting and banners.
* Instead of a Concert on the Beach – the event could be held at the Lodmoor events area or in park / open space and may require a smaller stage.
* Should members agreed to holding the Community Concert, then a small member working group could be convened to refine the programme and selection of acts.
* The overall budget for the Community Concert on the Beach would need to be £8,200 plus VAT and be derived from the Services Events Reserve.

### OPTION B: Busking on the Prom:

If members choose not to go with the Community Concert on the Beach, then an alternative would be to establish several temporary **busking pitches** on the Promenade at various locations. Local groups / contacts could be approached and messages put out via social media for groups to apply to be part of the weekend programme.  This could be achieved by minimal staff time and costs.

### OPTION C: A seafront firework display on the Sunday evening at 9.30 pm (when sufficiently dark). The expected cost for this display would be in the region of £6,000 – this cost includes the payment to the pyrotechnics company, charter of boats and first aid provision, but excludes casual / seasonal staff costs as these would be met from Events’ salary budget.

**OPTION D:** **Joint Weymouth/Portland Firework Display**. As previous suggested by members, a firework display would be arrange with a firing location in the bay/Portland harbour so as to be visible from both Weymouth and Portland. Initial discussions have taken place with Portland Town Council who will be taking this option to their Committee during March. The likely cost of this display would be similar to displays usually provided by the council (e.g. c. £6,000) although with partnership funding from Portland Town Council then perhaps a longer, more impressive display could be commissioned.

**OPTION E: Light Projection Display**. Based on initial discussions with a Dorset-based company, a modest ‘light art’ projections display could be commissioned with images projected on to suitable buildings visible from the seafront.  This project would fit well with the *Lighting Up the Nation* national event on the Sunday evening. A likely budget of £2,000 would be required.

**Monday 8th May – Big Help Out** – The town council could encourage local voluntary groups to help and support current or new local projects in Weymouth. To encourage this, Weymouth Town Council could put in place a small budget of up to £1,000 for groups to apply for a maximum of £100 in support of equipment / material / tools etc to enable these projects to take place.

**Other community events taking place in the town**: Based on an initial consultation with members, local events that are already being planned for the Coronation Weekend include the following:

* Coronation Lunch on the Sunday in the Greenhill Tennis Courts organised by the Friends of Greenhill Gardens. This event is open to the public, however ticketed to control numbers within the courts.
* Community picnic in Westham (perhaps at The Marsh) on the Sunday with organisers planning to apply to the town council grant scheme.
* Volunteer morning and community food & fun day in Southill on the Monday, with perhaps individual streets organising their own gatherings on the Sunday.

Given that there will be a number of neighbourhood events (probably more than listed above, particularly on the Sunday), members will want to consider how the council’s own events can be arranged so as to avoid unnecessary overlap.

### Impact Assessment

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers. Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| **Rating** | **Impact Area** | **Impacts** |
|  | Equalities | The programme seeks to encourage events that are welcoming to all sections of the community, and accessible to those on low incomes. |
|  | Environment, Ecology and Climate Change | All events should be managed in accordance with the ‘green’ guidelines as set out in the council’s Events & Festivals Policy in order to mitigate any environmental impact. However, firework display, fossil fuel vehicles emissions do adversely affect the environment. We will strive to encourage the use of public transport, walking and cycling to events. |
|  | Crime and Disorder | All events must consider community safety issues at an early stage and consult with the Safety Advisory Group for Dorset. It has been reported that events help to reduce anti-social behaviour and help to combat the ‘fear of crime’. |
|  | Financial | No budget available, however, funding of these events could be derived from the Services Committee Events Reserve. |
|  | Resources | Officer time can be met from current staffing levels. |
|  | Economic development | Increased footfall and spend in the Town. Encourage short breaks for bank holiday weekend. Holding events keeps spend within the town, making it a desirable place to live and work. |
|  | Social Value | Enabling local community groups to come together to share this unique occasion can contribute to social cohesion. |
|  | Risk Management | For all events and festivals delivered by the Town Council, the Council will be expected to assess risks and put in place the necessary mitigations measures in consultation with the statutory agencies. Reputation risk should the Council choose to not celebrate this national occasion. |
|  | Corporate Priorities | Improve the wellbeing of the people of Weymouth.  Promote opportunities for economic success in the area.  Manage the Council’s services to meet the needs of the community. |

**Ratings:**

Red indicates that:

* there are negative impacts

Yellow indicates that:

* there is an issue that Councillors may wish to consider in more depth
* there are unanswered questions

Green indicates that:

* There are identified benefits from this decision

No colour indicates that:

* There are no direct impacts from this report

### Recommendations:

It is recommended that Members consider the following options:

1. **Option A**: Coronation Concert on Sunday 7th May with a budget requirement of £8,200 on either of the following locations:

* Weymouth Beach

OR

* Lodmoor events area or in a town council park.

1. **Option B**: Busking on the Promenade.
2. **Option C**: Seafront firework display on Sunday 7th May with a budget requirement of £6,000.
3. **Option D**: Joint firework display in Portland Harbour in partnership with Portland Town Council with a budget requirement of £6,000.
4. **Option E:** Light Projection Display on Weymouth Promenade or nearby location with a budget requirement of £2,000.
5. **Monday 8th** Coronation Big Help Out / Clean up grants with a budget requirement of £1,000.

It is recommended that the required budget for any of the above options which are agreed by the committee is derived from the Services Events Reserve of £21,000.

## Application for Free Use of Dorset Council Car Parks

### Purpose of Report

To agree which events will benefit from the free use of car parks as allowed by Dorset Council.

### Background

At the December meeting of the Services Committee, it was agreed that the Council would invite the public and event organisers to apply to make use of one of the four free days, granted by Dorset Council for free use of its town centre car parks, in order to support events.

As a result of the open application process, the Town Council received **9** requests to consider. These are listed in date order below and a copy of the full application attached at Appendix B.

To recap, Dorset Council’s Parking Policy aims to help to support local business and events by providing the following opportunities to town councils:

1. **Four days** each year when town councils can use the Dorset Council public car parks free of charge for events which generate valuable footfall for businesses. The four days cannot be used during weekends in December.

1. Free parking in all Dorset Council town centre car parks on Small Business Saturday (typically in December).

1. Free parking in all Dorset Council town centre car parks on one weekday in December – to be allocated in consultation with town councils.

Dorset Council’s policy allows for the free use of specific car parks to support an event.  However, the policy does also state that ‘it is the decision of Parking Services Manager whether to include free parking in all Dorset Council car parks in area or in specific car parks only’.

In 2022, the four days were allocated to the following events:

* Armed Forces Service and Parade,
* Beach Motocross,
* Remembrance Sunday Service & Parade
* Christmas Lights Switch-On event

The 9 applications that have been received for the use of the four free days in 2023 can be summarised as follows:

|  |  |  |
| --- | --- | --- |
| **Date and Times** | **Name of Event** | **Car parks required?** |
| 11th June | England Coast Path Celebration | Nothe |
| 18th June | Armed Forces Service & Parade | Pavilion, Pavilion Forecourt and  Lodmoor |
| 25th – 30th June | National Squib Sailing Championships | Nothe and Pavilion |
| 29th – 30th July | Weymouth Food & Family Festival | Lodmoor |
| 27th August | Rugbytots Beach Tournament | Pavilion |
| 9th & 10th Sept. | Seafeast – Dorset Seafood Festival | Pavilion |
| 25th March – 20th September | Helter Skelter fun park | Pavilion |
| 15th October | Weymouth Beach Motocross | Pavilion and Pavilion Forecourt |
| 25th November | Weymouth Christmas Lights Switch-On Event | All town centre car parks |

Of the above applications, only the Armed Forces event, Beach Motocross and Seafood Festival appear to want to use the car parks to host a part of the event. Whereas the other applications are requesting ‘free parking’ for attendees in order to support the event.

Another factor to be consider is whether the applications are from profit-making events. The application form did not request this information, however it would seem likely that the Weymouth Food & Family Festival, Rugbytots and Helter Skelter fun park are primarily income generating activities for the organisers. The Seafeast festival, although a commercial event, does claim to also be raising funds for the Fishermen’s Mission.

As any requests for free use of car parks must be agreed with Dorset Council, and need to comply with its policy, officers have already consulted with Parking Services with regards to the general acceptability of above applications. As a result of this consultation, **Dorset Council has stated the following:**

*We consider that the following events fall into the scope of the Free Day Parking Policy by encouraging more footfall into the town centre to help vitalise the economy of the town:*

* *Armed Forces Parade (this also falls under a DC policy)*
* *RugbyTots (although this is a niche event)*
* *SeaFeast*
* *Weymouth Beach Motocross*
* *Christmas Lights*

*The other events, due to location or size, do not sit so readily under the Dorset Council Policy*

On the basis of the above assessment from Dorset Council, and considering the other factors considered above, the Helter Skelter attractions, National Squib Sailing Championships, Weymouth Food & Family Festival, and the England Coast Path Celebration event are **not**, therefore, included in the short-list of events included in the recommendations at the end of this report.

Where the free use of Dorset Council’s car parks is agreed, it is then the responsibility of Town Council officers to undertake and remove all necessary signage and promotion.

### Impact Assessment

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers. Councillors may wish to take specialist advice on certain aspects.

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| --- | --- | --- |
| Rating | Impact area | Impacts |
|  | Equalities | The provision of free use of car parks can assist those on low incomes. |
|  | Environment, Ecology and Climate Change | Fossil fuel vehicles create carbon emissions impacting on the environment. Inevitably, the offer of free parking will stimulate the use of cars although if the Council is organising an event it will also encourage the use of public transport, walking and cycling. |
|  | Crime and Disorder | The proposed scheme will make a positive contribution to community cohesion. |
|  | Financial | The scheme does not incur any costs for the Council but there would be significant financial implications for the Council if it had to hire car parks in support of the Armed Forces Service and Parade. |
|  | Resources | The scheme can be implemented with minimal demand on officer time. |
|  | Economic development | Free use of car parks, particularly for the Christmas lights switch-on event can increase both footfall and spend in the town. |
|  | Social Value | The opportunity to park for free can be a significant benefit to those on low incomes. |
|  | Risk Management | If members were not to agree free parking in connection with the Armed Forces Service and Parade then there may be a reputational risk for the Council. |
|  | Corporate Priorities | Improve the wellbeing of the people of Weymouth.  Promote opportunities for economic success in the area. |

Ratings:

Red indicates that:

* there are negative impacts

Yellow indicates that:

* there is an issue that Councillors may wish to consider in more depth
* there are unanswered questions
* there are conflicting impacts

Green indicates that:

* There are identified benefits from this decision

No colour indicates that:

* There are no direct impacts from this report

### Recommendation

That the Committee selects **four** **days** from the following requests for free use of Dorset Council car parks in 2023 and that the four selected days and locations are submitted to Dorset Council for approval:

1. 18th June - Armed Forces Service Parade - Pavilion, Pavilion Forecourt and Lodmoor car parks.
2. 27th August - Rugbytots Beach Tournament – Pavilion car park.
3. 9th & 10th September - Seafeast – Dorset Seafood Festival – Pavilion car park.
4. 15th October - Weymouth Beach Motocross - Pavilion and Pavilion Forecourt car parks.
5. 25th November - Weymouth Christmas Lights Switch-On Event - All town centre car parks.

## Review of Public Toilet Opening Times

### Purpose of Report

To propose opening times for the council’s public toilets for 2023-24 based on the recommendations of the member working group.

### Background

The council operates the following ten public conveniences at sites across the resort:

|  |  |
| --- | --- |
| **Site** | **Facilities** |
| Overcombe | Individual unisex and accessible cubicles |
| Lodmoor | Individual unisex and accessible cubicles and urinal |
| Greenhill | Above ground individual unisex and accessible cubicles and underground male and female toilets. |
| Pier Bandstand | Male and female toilet areas and accessible cubicle. |
| Swannery | Male and female toilet areas and accessible and parent/child cubicles. |
| Kings Statue | Individual unisex and accessible cubicles and parent/child cubicles.  Underground male and female toilets areas. |
| Maiden Street | Male and female toilet areas, each including an accessible cubicle. |
| Cove Street | Male and female toilet areas and an accessible cubicle. |
| Nothe Gardens | Male and female toilet areas and an accessible cubicle. |
| The Marsh – ladies and gents | Male and female toilet areas. |

In October 2022, the committee instigated a review of its public convenience service, with a focusing on: standards of cleanliness, budget, temporary toilet provision for the summer, and opening times. This review is being undertaken by a member working group comprising Cllrs Toft, Fuhrmann, Wakeling and Brookes.

Although the working group is still considering the majority of the key issues, this report sets out the group’s proposals for changes to public toilet opening times which, if agreed by committee, would take effect from 1st April 2023.

Appendix C sets out the proposed new opening times and provides the 2022-23 times for comparison. The key features of the proposed times are as follows:

* The 9 main facilities are in two groups, with just three facilities in the priority group for earlier opening and later closing. These priority facilities are those in the centre of the town, Kings Statue and the main beach car park (the Swannery) and are thought to have higher demand.
* Opening times are staggered to enable staff to start work later in the morning and then lock-up all toilets at the end of their shift.
* The staggered closing times avoid the cleansing team needing to work later in the evening.
* All of the above measures help to reduce the need for casual staff / contractors to meet the demands of longer shifts and thereby keep within budget.
* In addition, the proposed times reflect the likely low demand for the facilities in the ‘outlying’ areas of the resort later in the evening.

Further work is being undertaken with the public convenience working group regarding upskilling the workforce, cleansing standards, refurbishment programme, tracking water consumption. The outcome of this work will be reported back to the next services meeting with recommendations for the coming year.

Dorset Council licensing, community safety, Weymouth BID and Dorset Police have all be informed of the proposed time changes.

### Impact Assessment

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers and Councillors may wish to take specialist advice on certain aspects.

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| --- | --- | --- |
| **Rating** | **Impact area** | **Impacts** |
|  | Equalities | The provision of public toilets, including accessible units, in various locations across the town is an important service for both the community and visitors. The changes to the toilet opening times will restrict public access to toilets to toilets very late in the evening but these are times when demand is low. |
|  | Environment, Ecology and Climate Change | The council is working to reduce energy and water consumption in its public toilets through efficiency measures and monitoring of consumption. |
|  | Crime and Disorder | The public toilets are often subject to low levels of vandalism and misuse. Also, the safety of the cleansing team, when working late in the evening, is of prime importance to the delivery of the service. |
|  | Financial | The key aim for the proposed changes to opening times is to ensure the service keeps within its staffing budget.. |
|  | Resources | The changes to the opening times will be managed by the Resort Manager with the support of the Communications Officer. |
|  | Economic development | The provision of good quality public toilets is important to the visitor economy. |
|  | Social Value | Public toilets are key to ensuring that the community can enjoy the seafront environment for physical exercise and general recreation. |
|  | Risk Management | Any failure of the service to meet customer expectations can pose a reputational risk for the council. However, the proposed changes to opening times are considered a balance between the use of staff resources and meeting customer demand. |
|  | Corporate priorities | * Improve the wellbeing of the people of Weymouth. |

**Ratings:**

Red indicates that:

* there are negative impacts

Yellow indicates that:

* there is an issue that Councillors may wish to consider in more depth
* there are unanswered questions

Green indicates that:

* There are identified benefits from this decision

No colour indicates that:

* There are no direct impacts from this report

### Recommendations

1. That the committee approved proposed opening times as set out in Appendix C with effect from 1st April 2023.
2. That a report on the effectiveness of the proposed opening time, if agreed, is presented to the committee in January 2024 for consideration.

## Tourist Information Centre Options

### Purpose of Report

To provide councillors with further information on the current provision of tourist information in Weymouth and bring forward further options regarding what the council could provide.

### Background

Weymouth has not had a dedicated Tourist Information Centre for a number of years and since the closure of the last centre there has been an increase in the amount of online information available for people to access on Weymouth and what it has to offer.

An initial TIC report was taken to Services Committee on 18th January where the committee recommended that a councillor and officer steering group was set up to investigate further the options of a mobile unit and a co-located building. Since the committee meeting the working group (Cllr Gray, Cllr Wakeling, Cllr James and Michele Williams – Project Officer) have met and looked at these options further.

Below is a table of what is already being provided by multiple organisations:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Source of Information | Physical or Online | Places to Stay | Food & Drink | Attractions | Latest News & What’s On | Travel Info | Social Media |
| We are Weymouth  [https://weareweymouth.co.uk](https://weareweymouth.co.uk/) | Both | ü | ü | ü | ü | ü | ü |
| Visit Dorset  <https://www.visit-dorset.com/explore/areas-to-visit/weymouth/> | Online | ü | ü | ü |  | ü | ü |
| Weymouth Information Shop  [https://www.weymouthinformationshop.co.uk](https://www.weymouthinformationshop.co.uk/) | Both | ü | ü | ü | ü | ü | ü |
| Love Weymouth  [https://www.love-weymouth.co.uk](https://www.love-weymouth.co.uk/) | Online | ü | ü | ü | ü | ü | ü |
| Dorset Guide  <https://www.dorsets.co.uk/weymouth> | Online | ü |  | ü | ü |  | ü |
| Dorset Travel Guide  [https://dorsettravelguide.com/weymouth-dorset-travel-guide](https://dorsettravelguide.com/weymouth-dorset-travel-guide/) | Online | ü | ü | ü | ü | ü | ü |
| Wonderful Weymouth  <https://wonderfulweymouth.co.uk/> | Online | ü |  |  | ü |  | ü |
| Resort Dorset  <https://www.resortdorset.com/Weymouth/> | Online | ü | ü | ü | ü | ü | ü |
| Weymouth Library  [https://www.dorsetcouncil.gov.uk/libraries-history-culture/libraries/find-your-local-library/dorset-libraries](https://www.dorsetcouncil.gov.uk/libraries-history-culture/libraries/find-your-local-library/dorset-libraries/-/ddl_display/ddl/279470/432951/maximized) | Both | ü | ü | ü | ü | ü | ü |
| Weymouth Pavilion  <https://weymouthpavilion.com/> | Both |  |  | ü |  |  |  |

As can be seen from the table provided above there are multiple organisations already providing a wide range of tourist information in Weymouth. Therefore, the TIC working group would like to ask the Services Committee for further guidance on the following questions to allow the project to be progressed in the correct direction.

* With the amount of current TIC information services already being provided in Weymouth, what additional TIC services do the committee want the council TIC to provide?
* As part of this project does the committee see the council working on promoting Weymouth as a destination? And if so, what types of external promotion would they like to see?
* If a physical solution is delivered what type of staffing model would the committee like to consider, a volunteer service supported by WTC, a fully WTC staffed model, or something else?

### Further Potential Option

An additional option that the council could trial that would cost a lower amount of funding is a bicycle station (see appendix D). This option could be operated from April – October and would enable the council to trial a physical site. It could be mobile if needed and would be easy to store and operate.

This will meet most of our outputs of the original project;

* Provide a high quality and professional face to face information service to customers.
* Create and promote a positive image of Weymouth as a welcoming place with a sense of belonging and renewing a sense of pride and confidence in local people.
* Raise the profile of Weymouth internally and externally – A holistic picture and offer.
* To enhance visitor enjoyment and encourage repeat visits and longer stays.
* Improve the local economy.
* Improvement of the visitor experience.
* Increase the number of positive recommendations and posting by visitors across online platforms and social media.
* Promotion of local events, activities and services.
* Help us decrease our carbon footprint.

### Impact Assessment

The impact assessment is designed to give a high-level overview of the possible impacts of the decision before Councillors. The impact assessment is undertaken by Officers and Councillors may wish to take specialist advice on certain aspects.

|  |  |  |
| --- | --- | --- |
| **Rating** | **Impact area** | **Impacts** |
|  | Equalities | * To provide a range of information to visitors and resident on the local area. * To provide a wide range of information to visitors and residents on facilities and activities for all. |
|  | Environment, Ecology and Climate Change | * The project will increase the footfall in our town, beaches, parks and gardens. * Increased footfall could impact the amount of noise, air emissions and litter. |
|  | Crime and Disorder | None identified |
|  | Financial | * CIL funding will enable the provision of a TIC. * Increased footfall with help the economic growth of Weymouth and increase employment opportunities. * Cost of employing staff to man a visible TIC. |
|  | Resources | * Existing officer time. |
|  | Economic Development | * A TIC will help support the local economy |
|  | Social Value | A visible TIC will provide and promote:   * Access and accessibility. * Culture & heritage. * Physical health. * Wellbeing & quality of life. |
|  | Risk Management | * Waste money on setting up something that is already being provided. |
|  | Corporate Priorities | * Improve the Well-Being of People of Weymouth * Promote opportunities for Economic Success in the area. * Manage the Council’s Services to Meet the Needs of the Community. * Work with partners to deliver our Core Values and Strategy. |

### Recommendations:

1. For the Services committee to provide the TIC working group with further direction on how they would like the project to be progressed.
2. Now that further information has been provided, if the Services committee feel there is already sufficient TIC provision in Weymouth then to not progress this project further.

## Sea Swimming PID

Proposer: Cllr James

Members are asked to consider the following Project initiation Document (PID) – Sea Swimming and open water festival (Appendix E).

### Recommendations:

That the Committee agrees to recommend that the Events Manager and Resort Manager produce a draft project plan and determine the costs associated with this PID and to bring these back to the Services Committee.

## Information Items

### Resort Update (Standing Item)

The Resort Management team have been working closely with partners from the Environment Agency, Dorset Coast Forum, Dorset Council and the wider community in the development of a Community Flood Warden scheme. The team have attended a number of training sessions, and are reviewing the Council’s draft community emergency plan.

Beach levelling took place on the week commencing 20th February. The Resort team worked with the Parks and Property team to ensure the beach is ready for the summer season.

An in-house training session has been arranged for our catering team, to assist with developing the standards of the café in different areas. The team have been sent a pre-training questionnaire to help us identify any knowledge gaps to tailor the session to their needs.

The quality assurance system is now in operation within the cleansing team, and has already been valuable in identifying service performance. The team have also started working on improving the Control of Substances Hazardous to Health (COSHH) and implementing actions from the Cleaning Review Group.

### Parks and Open Spaces (Including cemeteries and allotments) (Standing Item)

**Floral Clock at Greenhill Gardens**

A generous donor has kindly offered to fund the floral clock house improvement project. The Friends of Greenhill Gardens have obtained quotes for the works and Jaic Ltd, a Portland based business, will be appointed. It is anticipated that the work will commence in May with a grand opening in September.

**Developing Wildlife on Allotments**

Fruit trees have been planted on an allotment plot that is unsuitable for growing vegetables at the White Roughet site. This follows the implementation of the Council’s Biodiversity Policy, where unusable allotment plots are being enhanced for wildlife. The fruit trees include cherry, apple and pear and will provide nectar for pollinating insects, habitat for birds and bugs and fruit for wildlife.

**Implementation of the Tree Management Policy Action Plan**

A community tree planting event took place at Louviers Road whereby 125 native trees, supplied by the Woodland Trust, were planted in February. This is in addition to 100 native trees that were planted in winter 2022 and creates the Queen’s Green Canopy.

The Mayor helped plant an Oak tree and a Queen’s Green Canopy plaque was installed to recognise that the trees at Louviers Road have been planted to remember Queen Elizabeth II who reigned for 70 years.

In line with the Tree Management Policy, a number of trees across open spaces were planted to replace those that have been damaged or died during 2022.

**Replacement of bridge in Sandsfoot Gardens**

Scheduled Ancient Monument Consent to excavate trial pits on the castle embankment at Sandsfoot Gardens has been agreed by Historic England.

To determine ground conditions and existing footing arrangements, trial pits will be dug to enable a structural engineer to assess and finalise a design. Whilst the trial pits on the embankment are being dug, an archaeologist will be on site to do a watching brief.

A quantity surveyor will be appointed to establish initial estimate costs for a replacement bridge or a viewing platform. Once guide costs have been established, an options report will be presented to Services Committee.

A planning application will then be prepared and submitted to Dorset Council.

### Radipole Park and Gardens Update (Standing Item)

Officers submitted the revised Radipole Park scheme information to the Lottery on 25/1/23 to seek their approval and confirmation of the £1m funding. The Lottery are now processing the information and the council is awaiting their decision. Officers have a meeting booked with the Lottery on 23/2/23.

A decision on the submitted revised planning application is expected before the end of February.

Officers are still meeting with the Lawn Tennis Association to discuss grant funding to refurbish the 4 public tennis courts. The outcome of these discussions will be known by the end of February.

Officers continue to work closely with the Friends of Radipole Park and supported them on their table top sale raising funds towards the Sensory Garden and in delivering their AGM meeting on 28/1/23, both of which went well.

There will be a project update for councillors in the Project Consultation Group on 24/2/23 and as soon as the council have received Lottery approval, the project team will communicate the revised project scheme, schedule and project delivery information to all stakeholders.

### CEE Update (Standing Item)

This is an update report from the Climate & Ecological Emergency working group providing an update on key items that the group are currently working on.

**CEE Priorities for 2023/24**

Working group members have started to outline the CEE working group priorities for 2023/24, this will be discussed further at the next meeting on 20/2/23. Initial items on the list are Tumbledown, Solar PV, Relocation of the Nursery, Electric vehicle replacement, WTC Shuttle Bus Service, Open Spaces Review, Waste Review. Once finalised it will be circulated to all councillors.

**Electric at the Jubilee Clock location**

Although a separate electric power supply is not being installed at this time it has been confirmed that there an existing double socket power supply that can be accessed at the base of the Jubilee clock when needed for events in this location.

**Nature Rambles Walking Project**

This project is progressing well and further meetings with Dorset Wildlife Trust and RSPB have taken place. A mini website will be used to store all the information and will be in development over the next few months.

### Tumbledown Farm Update

Officers are continuing with the review of the whole Tumbledown operation which will help to produce a new business plan for the immediate future and realign the priority activities to continue to build on the successes of the project.

Alan and Lara will be working with groups and volunteers to prepare the growing areas ready for planting in the coming weeks.

Westfield School have been working with Alan and Lara to develop a programme of activities for their learners who will be starting on site from February onwards. The school will be paying for the sessions from April 2023 onwards which will provide a good source of income for Tumbledown.

In January Alan took some Tumbledown volunteers to help Eucan remove some silver birch trees from an area of heathland, this was great partnership working as Tumbledown was able to retain a good amount of trees from the day which have been planted on site and helps deliver the biodiversity mitigation actions required from the planning permission.

Alan is busy building the raised beds growing space to allow a Muntsy’s to attend with learners with mobility issues including some wheelchair users. The materials for the beds have been grant funded.

Plans are being finalised to be able to remove the old unsafe building D and replace it with a small temporary building to provide storage and workshop space for activities like woodworking that are delivered with the groups attending. The cost of this work will be cover by the £10,000 Transition Towns grant secured by Councillor Orrell.

Unfortunately, the council was not successful in applying to the DC Capital Leverage fund.

### Actions from previous meetings

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 18/01/23 | CD/IGG | Investigate ways to generate income from the currently unutilised space at the Lynch Lane Nursery | To be discussed by the Income Generation Group on 01/03/23 |
| 18/01/23 | WH | To provide regular updates on the cashless beach equipment hire trial, including a return on investments in the next report. | In Progress |

### Forward Plan

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

|  |  |  |
| --- | --- | --- |
| 15/03/23 | F&G | Asset Maintenance Programme.  Information Item – Chapels Update  Information item – Attraction Site A6  Draft Bench Policy – Information item only following Services on 1/3/23  Weymouth Business Improvement District (We Are Weymouth) Ballot |
| 29/03/23 | Full Council | Endorsement of Release of Draft Weymouth Neighbourhood Plan (Reg 14 Consultation)  Armed Forces Covenant update from Cllr James (following event on 23/02)  Draft Bench Policy  Nursery Relocation Business Case  Events Programme 23 – including Coronation events |
| 05/04/23 | HR | HR Support Review |
| 12/04/23 | Services | Purple Flag – promotion and future options  Review of public toilets – final report  Seafront lighting (including lasers) - future options  Seafront Strategy Consultation Results  Request to remove bench on Westbourne Road  TIC Options paper  Review from Development Board (info prior to FC)  Grit Bins |
| 26/04/23 | F&G | Louviers twinning report.  Seafront digital advertising screens procurement |
| 10/05/23 | Full Council | Annual Meeting  Election of Mayor, Deputy Mayor and Mayor Elect  Election of Leader and Deputy Leader  Nominations to Committees  Nomination of Champion roles  Nominations to outside bodies  Confirmation of Working Group membership |
| 24/05/23 | Services | CSAS annual report |
| 07/06/23 | F&G | Approve Governance Statement  Financial outturn 22/23  Updated Standing Orders  Updated Financial Regulations  Annual review of Strategic Plan  Asset maintenance plan (every 6m) |
| 14/06/23 | HR | Town Clerks Appraisal |
| 21/06/23 | Full Council | Review from Development Board (info)  Approve Governance Statement  Financial outturn 22/23  Updated Standing Orders  Updated Financial Regulations  Annual review of Strategic Plan  Boot Hill monitoring (Jane to check with Janet Moore at DC) |
| 15/03/23 | F&G | Asset Maintenance Programme.  Information Item – Chapels Update  Information item – Attraction Site A6  Draft Bench Policy – Information item only following Services on 1/3/23  Weymouth Business Improvement District (We Are Weymouth) Ballot |
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### Recommendation

That Members note the information items.