



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

EXTRA-ORDINARY FULL COUNCIL

MINUTES

10th March 2021

The minutes of the Full Council meeting convened on Wednesday, 10th March 2021 at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4th April 2020.

Present:

Cllr Barry von Clemens, Mayor
Cllr Paul Harris, Deputy Mayor
Cllr Alison von Clemens
Cllr Fiona Cullen
Cllr Sharon Cullingford
Cllr Rupert Evill
Cllr Alan Frith
Cllr Mike Gould
Cllr Dennis Griffin

Cllr Mick Hill
Cllr John Kilcourse
Cllr Graham Poulter
Cllr Val Potheary
Cllr John Robinson
Cllr Donna Toye
Cllr Keith Wareham
Cllr Roger Weeks

In attendance:

Town Clerk, Julie Hawkins
Deputy Town Clerk, Clare Ratcliffe
Responsible Financial Officer, Debra Edwards

Press and Public:

Michael Streeter, Gillingham News
Gemma Gibson, Newsquest Media Group Limited
There were 19 members of the public present

445. Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.

Some members of the public present asked to comment on agenda item no. 4, re: the town council's responses to the Dorset Local Plan (DLP).

The Chairman suggested that it would be preferable for comments to be heard during the discussion of agenda item no. 4 rather than under public participation.

446. To receive and accept apologies for absence.

There were no apologies for absence.

447. To receive declarations of interest. Please note; members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.

Cllr Robinson disclosed a pecuniary interest regarding agenda item no. 4 - responses to the Dorset Local Plan. Cllr Robinson owns a property adjoining a site proposed for a housing development.

448. To receive and consider a report from the Dorset Council Local Plan Task and Finish Group regarding recommended responses to the Dorset Council Local Plan consultation.

Cllr Cullingford referred to a report that had been circulated prior to the meeting, including the responses to the Dorset Local Plan (DLP). Please refer to **Appendix A below**. The report contained one recommendation.

The responses to the DLP can be viewed on the town council's web site: www.gillinghamdorset-tc.gov.uk [Here](#)

Members of the public were invited to comment on this item. Those present were in support of the draft responses and commended the town council for all its hard work in formulating a detailed and comprehensive response to the DLP.

It was agreed and **RESOLVED** that the responses to the Dorset Council Local Plan Options Consultation, as presented by the task and finish group, are submitted to Dorset Council.

449. To receive and consider a report from the Workshops Task and Finish Group.

Cllr Harris referred to a report that had been circulated prior to the meeting. Please refer to **Appendix B below**. The report contained three recommendations.

It was agreed and **RESOLVED** that the RFO remove the mezzanine floor from the Asset Register.

It was agreed and **RESOLVED** that the current lease of Units 11 and 12 Old Market Centre Gillingham is surrendered on the 31st March 2021 or such other date as the Workshop Task and Finish group agrees with the landlord.

It was agreed and **RESOLVED** that the Mayor and Town Clerk be authorised to execute the Deed of Surrender in readiness for completion of the surrender of the lease.

It was agreed and **RESOLVED** that Contractor 3 is chosen to deliver the CCTV, Security and Fire Contracts for the sum of £12,865 and funded from the new workshop budget.

- 450. In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of Agenda Item no. 7 as publicity of negotiations is likely to prejudice the commercial position of the council in making its offer.**

It was agreed and **RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public are excluded during the discussion of Agenda Item no. 7 as publicity of negotiations is likely to prejudice the commercial position of the council in making an offer.

The meeting adjourned at 7.59pm and reconvened using a separate ID code to debate agenda item no. 7 at 8.02pm.

- 451. To receive and consider a report from the Estate Management Sub-Committee regarding the transfer of public open space at Lodden Lakes Housing Development Phase One.**

Please refer to the site plan shown at **Appendix C below**.

It was agreed and **RESOLVED** that Gillingham Town Council seeks transfer of the public open space, play areas and River Lodden buffer zone (shown as orange and red on the plan) at Lodden Lakes Phase 1 housing development.

It was agreed and **RESOLVED** that negotiations for amenity contributions commence using the figures for a 25 year time frame.

It was agreed and **RESOLVED** that the Estate Management and Properties Sub-committee is delegated the task of negotiating a fair and realistic amenity contribution for the maintenance of the public open space, play areas and River Lodden buffer zone from the housing developer and reports to Full Council before instructions are issued to a solicitor.

It was agreed and **RESOLVED** that Gillingham Town Council seeks the transfer of the amenity land measuring 2049m² (not part of the 106 agreement) on the periphery of the site, providing that negotiations of the public open space adjoining the amenity land (Phase 1) have been successful.

It was agreed and **RESOLVED** that negotiations to maintain this land will commence at 75% of the figure quoted for a 25 year period maintenance period.

It was agreed and **RESOLVED** that the Estate Management and Properties Sub-committee is delegated the task of negotiating a fair and realistic contribution for the maintenance of amenity land measuring 2049m² (not part of the s106 agreement) from the housing developer and reports to Full Council before instructions are issued to a solicitor.

The meeting closed at 8.25pm

Gillingham Town Council**Response to Dorset Council Local Plan Options Consultation****Author: Dorset Council Local Plan Task and Finish Group**

The Dorset Council Local Plan Options Consultation started in January 2021 and runs until 15th March 2021.

The papers and plan can be viewed on the Dorset Council website [HERE](#)

The local plan will outline the strategy for ensuring the growth that the area needs happens in the right places, and is of the right character and quality, while protecting Dorset's natural environment and acting on climate change. It will also ensure that the right level of community services is provided, including schools, as well as retail, leisure, and other community facilities.

Once adopted, the Local Plan, alongside any Neighbourhood Plans, will be the legal starting point in determining planning applications for the area.

During the consultation period there has been a series of podcasts and webinars available to help people understand key local plan topics. The task and finish group also arranged an online meeting with Dorset Council representatives, where Gillingham residents were given the opportunity to ask questions and raise concerns.

Following the public meeting, the task and finish group put in many hours of work to formulate responses to the consultation.

Responses to the consultation are attached to this report for consideration by Full Council.

Recommendation

- **That the responses to the Dorset Council Local Plan Options Consultation, as presented by the task and finish group, are submitted to Dorset Council.**

Gillingham Town Council**Workshop Task and Finish Group****Lead: Councillor Paul Harris, Deputy Mayor****1. Current Progress**

The task and finish group held an MS Teams meeting held on 10 March 2021 at 12 noon and noted that:

- SGN acknowledged receipt of contract payment and that the gas disconnection work was currently programmed for 8 June 2021. Cllr Kilcourse had made contact an SGN had agreed that GTC work would be done earlier if a gap appeared in SGNs work schedule.
- The pedestrian doors to Units 1d and 2c have now been fitted. The remainder will be fitted once the gas disconnection had taken place. Floors and ceilings have been laid in Units 1d and 2c. Building and electrical work was on schedule for completion by 31 March.
- The mezzanine floor in the Old Market Square Unit had been dealt with and the related electrics completed. It was recommended that the RFO remove this item from the Asset Register.
- The fence and gate planning permission submission is in hand.
- GTC Solicitors had been instructed in relation to lease surrender. They are in contact with the landlord's solicitors.
- The current lease surrender should now be confirmed with the landlord. Cllr Poulter has been the lead for this.
- The Deed of Surrender will require formal signatures.
- The budget was reviewed. Works Manager indicated that funding required earmarking for floor coverings and two water heaters (for toilets in Units 2a and b).
- The RFO noted that additional works funding to the value of £555.91 in respect of work completed by the building contracts required earmarking.
- Cllr Kilcourse outlined potential options for heating. Cllr Harris and Cllr Kilcourse arranged a separate meeting for 11 March to start a business case in support of potential grant funding submissions.

2. Tender Board

Schedules of work, with appropriate diagrams, to install CCTV, security and fire alarms for the site were drawn up. The specification was compiled with input from the works manager, staff and experienced members of the task and finish group. The schedules were distributed to five companies who were chosen to supply a formal quotation, having either previously supplied services to the town council or been recommended to the

council to supply services. Subsequently a sixth company asked to be permitted to submit a tender, but their submission arrived after the Tender Board sat and was not considered. It should be noted that whilst their tender for the security alarm was the lowest, their total cost for all three tenders was not competitive. Two declined to tender as one did not have capacity in the timeframe GTC requires and the other provided subcontract work to a contractor who did tender. Three responded as shown below.

	Contractor 1	Contractor 2	Contractor 3
CCTV	£14,792.44	£4,468.00	£4,550.00
Security	£9,188.88	£2,689.00	£2,750.00
Fire	£12,646.69	£7,885.00	£5,570.00
Total	£36,628.01	£15,042.00	£12,865.00

The Tender Board consisted of three councillors from the Workshop task and finish group, supported by specialist knowledge from the Deputy Works Manager (the Works Manager being unavailable at the time). The Board took place at on 10 March 2021 at 1.15pm via MS Teams. The Board thanked Cllr Kilcourse for providing an analysis of tender responses against the various schedules and for the summary of costs. This analysis is available to councillors on request.

The Board decided that the three contracts would all be awarded to one company as there was a need to link the north and south units for each of the three schedules and, therefore, there was a synergy across all three contracts. The board looked for value for money, cost, early availability to complete the task, local company, familiarity with the company, its services and standards.

Preferred Choice

The tender boards' preferred choice is Contractor 3 for the following reasons:

- Value for money
- Early availability
- Knowledge of the company having used it previously and been satisfied with the high service delivered
- Local company
- Competitive quotation

The full information submitted by each company is available to councillors on request.

3. Recommendations

- a. That the RFO remove the mezzanine floor from the Asset Register.
- b. That the current lease of Units 11 and 12 Old Market Centre Gillingham is surrendered on the 31st March 2021 or such other date as the Workshop task and finish group agrees with the landlord.
- c. That the Mayor and Town Clerk be authorised to execute the Deed of Surrender in readiness for completion of the surrender of the lease.
- d. That Contractor 3 is chosen to deliver the CCTV, Security and Fire Contracts for the sum of £12,865 and funded from the new workshop budget.

Minute no. 451

Lodden Lakes – Phase 1

Map showing of Lodden Lakes housing development, Phase 1 (90 dwellings)

Public open space (marked in orange)

Play areas (marked in red)

Amenity land (marked in yellow)



