



## GILLINGHAM TOWN COUNCIL

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

### FULL COUNCIL MINUTES

**22<sup>nd</sup> March 2021**

The minutes of the Full Council meeting convened on Monday 22<sup>nd</sup> 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 4<sup>th</sup> 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 and Shaftesbury News  
There were no 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.**

There was no public participation

**446. To receive and accept apologies for absence.**

There were no apologies for absence.

**447. To approve the minutes as a true and accurate record of the Full Council meeting held on 22nd February 2021 and the Extra-ordinary Full Council meeting held on Wednesday, 10<sup>th</sup> March 2021.**

It was agreed and **RESOLVED** to approve the minutes as a true and accurate record of the meeting held on Monday 22<sup>nd</sup> February 2021 and the Extra-ordinary Full Council meeting held on Wednesday, 10<sup>th</sup> March 2021. The chairman will duly sign the minutes when possible to do so.

**448. To receive any questions pertaining to the previous minutes.**

There were no questions pertaining to the previous minutes.

**449. 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.**

There were no declarations of disclosable pecuniary interests.

**450. To receive and consider written reports from outside bodies, if available, for consideration and approval:**

**a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT)**

There was nothing to report this month.

**b) Town Meadow Group**

Cllr Cullingford referred to a report that had been circulated prior to the meeting. Please refer to **Appendix A below**. There were no further comments. The report contained no recommendations.

**c) Gillingham Chamber of Commerce and Industry**

Cllr B von Clemens gave a verbal report as follows:

The Chamber continues to progress the new ShopAppy initiative. Several events are being planned for members and include a presentation by Simon Hoare, MP, and an event focusing on young and small businesses.

Cllr B von Clemens praised the work of the Chamber, which has grown considerably over the last few years.

**d) Dorset Association of Parish and Town Councils (DAPTC):  
Larger Town meetings and Northern Area meetings**

Cllr B von Clemens reported that the Larger Towns had met virtually this month. The focus of the meeting was about the Model Code of Conduct - Local Government Association (LGA) Model, which the DAPTC hope that all councils in Dorset will adopt.

Cllr Weeks reported that he has volunteered to attend the virtual Northern Area meeting on Wednesday, 24<sup>th</sup> March 2021.

**e) Shaftesbury and District Transport Forum**

Cllr B von Clemens had nothing to report this month.

**f) Gillingham Town Team**

Cllr Gould referred to a report that had been circulated prior to the meeting. Please refer to **Appendix B below**. There were no further comments. The report contained no recommendations.

**g) Gillingham Youth Centre Management Committee**

Gillingham Youth Club will re-open for face-to-face sessions as soon as Covid restrictions allow. Meanwhile, the youth club meets via Zoom. Anthony Nye, the Youth Club Leader, has been revising old policy documents and writing new documents that will be necessary as soon as the lockdown restrictions ease.

**451. To receive, consider and adopt the following standing committee reports:**

**a) General Purposes Committee meeting held on Monday, 1<sup>st</sup> March 2021**

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee held on Monday 1<sup>st</sup> March 2021 are approved and adopted.

**b) Planning Interim Committee meetings held meeting on Monday, 22<sup>nd</sup> February 2021 and the Planning Committee held on Monday, 8<sup>th</sup> March 2021**

It was agreed and **RESOLVED** that the minutes of the Planning Interim Committee held on Monday, 22<sup>nd</sup> February 2021 and the Planning Committee held on Monday, 8<sup>th</sup> March 2021 are approved and adopted.

**c) Finance Committee meeting held on Monday, 15<sup>th</sup> March 2021**

It was agreed and **RESOLVED** that the minutes of the Finance Committee held on Monday, 15<sup>th</sup> March 2021 are approved and adopted.

**452. To receive and consider a report on the review of the current committee structure.**

A report written by The Town Clerk and Deputy Town Clerk had been circulated prior to the meeting. Please refer to **Appendix C below**. There were several comments in support of the proposed changes. The report contained eight recommendations.

It was **RESOLVED** and agreed that the Woodwater Farm Sports Facility Task and Finish Group reports to the General Purposes Committee with immediate effect.

It was **RESOLVED** and agreed that the Council Agreements and Contracts Sub-committee reports to the Finance Committee with immediate effect.

It was **RESOLVED** and agreed that the Five Year Action Plan Sub-committee reports to Full Council.

It was **RESOLVED** and agreed that the Workshop Task and Finish Group reports to the General Purposes Committee with immediate effect.

It was **RESOLVED** and agreed that the Neighbourhood Plan Sub-committee reports to the Planning Committee with immediate effect.

It was **RESOLVED** and agreed that the Finance Sub-committee is disbanded at the end of the current civic year, 24<sup>th</sup> May 2021.

It was **RESOLVED** and agreed that an HR Committee is convened at the start of the next civic year, 24<sup>th</sup> May 2021.

It was **RESOLVED** and agreed that the Finance Committee is renamed to Finance and Policy Committee from 24<sup>th</sup> May 2021.

**453. To approve and authorise any payments over £10,000, if any.**

It was agreed and **RESOLVED** that the payment to Burfitt and Garrett for building work at the new workshop valued at £10,605.12 and the payment to Dorset Council for the landscaping the roundabouts valued at £11,716.92 are approved.

**454. To receive and confirm nominations for the appointment of the Mayor and Deputy Mayor for Gillingham for the Council Year 2021/2.**

The following nominations were received:

**Town Mayor**

Cllr Paul Harris proposed by Cllr Graham Poulter seconded by Cllr John Kilcourse.

**Deputy Mayor**

Cllr Sharon Cullingford, proposed by Cllr Graham Poulter by seconded by Cllr Mick Hill.

**455. To receive and consider the calendar of meeting for Civic Year 2021/22.**

A calendar of meetings for Civic Year 2021/22 was circulated prior to the meeting.

It was agreed and **RESOLVED** that the calendar of meetings for the Civic Year 2021/22 is approved.

**456. To receive and consider applications for Free Room Hire, if any.**

There were no applications for free room hire this month.

**457. To receive a request from a local Tae Kwon Do group to use the MUGA/Recreation Area at Hardings Park on Monday evenings from Monday, 29<sup>th</sup> March until Monday, 17<sup>th</sup> May 2021, 6.45pm until 7.30pm, due to current Covid regulations which restrict inside meetings.**

A request from a local Tae Kwon Do group had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the Tae Kwon Do group is granted a licence to use the MUGA/Recreation Area at Hardings Park on Monday evenings from Monday, 29<sup>th</sup> March until Monday, 17<sup>th</sup> May 2021, 6.45pm until 7.30pm, whilst Covid regulations restrict inside meetings.

**458. To review and agree the following documents:**

**a) Local Council Risk Management**

A copy of the Local Council Risk Management was circulated prior to the meeting. Members were supportive of the document and its proposed revisions.

Cllr Harris requested that the abbreviation "ditto" was removed, and the full sentence inserted instead.

It was agreed and **RESOLVED** that the amended Local Council Risk Management as presented and with the abbreviation "ditto" removed is approved and adopted.

**b) Health and Safety Policy**

A copy of the Health and Safety Policy had been reviewed by Cllr Robinson. Apart from revising the date of the document and its revision number, there were no amendments to the body of the document.

It was agreed and **RESOLVED** that the Health and Safety policy is approved and adopted.

**459. To receive and consider information on the Dorset Council Community Governance Review (Lead: Cllr Barry von Clemens).**

Cllr B von Clemens had circulated a report prior to the meeting. Please refer to **Appendix D below**. The report contained one recommendation.

It was agreed and **RESOLVED** that a task and finish group is convened to consider Dorset Council Community Governance Review and to draft submissions.

The following councillors volunteered to be part of the Dorset Council Community Governance Review (DCCGR) task and finish group:

Cllr B von Clemens, Cllr Harris, Cllr Potheary and Cllr Toye.

This task and finish group will be reporting to Full Council.

**460. To receive and consider information from the Rural Market Towns Group part of the Rural Services Network.**

Information on the Rural Market Towns Group was circulated to members for consideration.

It was agreed and **RESOLVED** that Gillingham Town Council join the Rural Market Towns Group for an initial membership of one year and financed from FY 2021/22, budget no. 7607.

The following councillor volunteered to attend the meetings:  
Cllr Cullingford.

Cllr Cullingford will be reporting on the activities of this group to Full Council.

**461. To receive and consider reports from the following task and finish groups:**

**a) Workshops Task and Finish Group**

Cllr Harris had circulated a report prior to the meeting. Please refer to **Appendix E below**. There were no further comments. The report contained no recommendations.

This task and finish group will be reporting to the General Purposes Committee from April 2021.

**b) Gillingham Neighbourhood Plan Review Sub-committee**

Cllr Poulter had circulated a report prior to the meeting. Please refer to **Appendix F below**. Cllr Poulter summarised the reasons why three task and finish groups were needed to help with the review of the Neighbourhood Plan.

It was agreed and **RESOLVED** that a task and finish group, reporting to the Planning Committee, is convened to deal with a masterplan for the Station Road Mixed Use Area.

The following councillors volunteered to participate in task and finish group to produce a plan for the Station Road Mixed Use Area:

Cllr Poulter, Cllr Kilcourse, Cllr Harris, Cllr Cullingford and Cllr Gould. Supported by the Town Clerk / Deputy Town Clerk.

It was agreed and **RESOLVED** that a task and finish group, reporting to the Planning Committee, is convened to deal with a masterplan for the employment areas of the Southern Extension.

The following councillors volunteered to participate in the task and finish group to produce a Masterplan for the Employment Areas of the Southern Extension:

Cllr Poulter, Cllr Kilcourse, Cllr Harris, Cllr Cullingford, Cllr Hill and Cllr Weeks. Supported by the Town Clerk / Deputy Town Clerk.

It was agreed and **RESOLVED** that a task and finish group, reporting to the Planning Committee, be convened to produce a Conservation Area Enhancement Plan

The following councillors volunteered to participate in a task and finish group to produce a Conservation Area Enhancement Plan:

Cllr Cullingford, Cllr B von Clemens, Cllr Wareham, Cllr Toye, Cllr Kilcourse supported by the Town Clerk / Deputy Town Clerk.

#### **c) Dorset Council Local Plan Consultation Task and Finish Group**

Cllr Cullingford presented a verbal report, as follows:

Cllr Cullingford thanked all the hard work of those involved in submitting a comprehensive response to the Dorset Local Plan. The work of the task and finish group is now complete.

Cllr B von Clemens and fellow councillors praised the group for all its hard work over the recent weeks.

It was agreed and **RESOLVED** that the DCLP consultation task and finish group is disbanded with immediate effect.

#### **d) Council Agreements and Contracts Sub-committee**

Cllr Poulter reported that there was no report this month.

This sub-committee will be reporting to the Finance Committee from April.

#### **e) Five Year Action Plan Sub-committee**

The Town Clerk report that the sub-committee has yet to hold its inaugural meeting.



**462. To receive a report on the Mayor's and Deputy Mayor's civic activities.**

Cllr B von Clemens had attended the virtual Hall and Woodhouse Community Chest launch and had also attended a Covid secure event on the Town Meadow, where he had helped volunteers to receive hundreds of knitted blanket squares for Comic Relief.

Cllr B von Clemens was delighted to receive the High Sheriffs Award on behalf of the Town Council on 18<sup>th</sup> March 2021.





**463. To receive and note reports from Dorset Councillors, if available. Dorset Council agenda and minutes are available to view [here](#).**

Dorset Council Ward Councillor, Belinda Ridout, was not present at the meeting but a full report had been submitted prior to the meeting. Please refer to **Appendix G below**.

Dorset Council Ward Councillor, Val Potheary, was present at the meeting and whilst she had nothing more to add to Cllr Ridout's report, she did report that three planning applications for Gillingham were being considered by the Dorset Council Northern Planning Committee on Tuesday, 23<sup>rd</sup> March 2021, as follows:

- 2/2018/1437/FUL - St Martins, Queen Street, Gillingham - Proposal: Erect extra care residential building comprising 55 No. residential units, shared communal areas and ancillary facilities. Modify vehicular accesses, form pedestrian accesses, parking, servicing, courtyard, and landscaping, carry out associated works.
- P/FUL/2020/00282 - Land at E 382085 N 125405, Shaftesbury Road, Gillingham – Proposal: Form a temporary access for the construction of Gillingham Principal Street.
- P/FUL/2021/0063 - Land East of B3092, South of the River Lodden, Madjeston, Gillingham - Proposal: Form a floodplain compensation area on land adjacent to Gillingham Principal Street.

**464. To receive matters pertinent to this meeting. Please note: Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).**

Cllr Cullingford queried why the word Museum had not been included in the new signage on the front of the library building and why the brown tourist sign for the town museum had also been removed.

Response: An enquiry will be made with Dorset Council.

The meeting closed at 8.48pm

Full Council – 22<sup>nd</sup> March 2021

Minute no. 450(b)

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**Gillingham Town Council**

**Gillingham Town Meadow Report**

**March 2021 Meeting**

**Author: Cllr Sharon Cullingford**

Although many events like Gillingham in Gear and Hot Rock Carnival Fete have cancelled, the Town Meadow Group still have an increasing number of large and small events planned although they are all dependent on steady progress of Covid restrictions.

The first Booking of the year being Community Kindness with their Red Nose Day Event. Hidden Pizza will continue with coffee and pizzas sales most Friday and Saturdays for the foreseeable future; this has been very popular with town residents during the pandemic and raised much needed funds to support the meadow.

Despite the curtailment of 2020 fundraising the Town Meadow Group have plans to add more fertilizer to the grass, renovate the footpath, paint the railings and add to the flowers. The Town Meadow Group also propose to mend the damage done by vandals' and badgers to the Netplay wall.

The Town Meadow Group are hopeful during 2021 to lay on a supply of drinking water for refreshment stalls during events.

The Town Meadow Group wish to extend thanks to Gillingham Town Council for mending the vandalised bench so beautifully.

The Town Meadow Group would like to request help from GTC to improve the following:

- CCTV coverage at the far end of the Meadow, due to continued Vandalism.
- To seek a removal of the collapsed outbuilding which fell from the Scope garden onto Town Meadow land.
- The new pavement looks good, the Town Meadow Group hope the difference in height with the old pavement is finished off with the same professionalism. The Town Meadow Group trust that what is seen now is a temporary measure, where the new pavement butts up to the pavement outside the Chinese Restaurant.
- It is requested if the first mow could be the in the middle of May for the next booking on the 29<sup>th</sup> May 2021.

Full Council – 22<sup>nd</sup> March 2021

Minute no. 450 (f)

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**Gillingham Town Council**

**Gillingham Town Team Report**

**Authors: Cllr Mike Gould and  
Ian Day, Chairman Gillingham Town Team**

- Feasibility Study Group for South Station Road funded jointly by Gillingham Town Council and Dorset Council and with the active support of Dorset Council Planning Department and Hugh de longh, Dorset Council Community Led Development Officer. This has been paused awaiting the possibility of a contribution from South Western Railway in response to their suggestion to include Station parking (including a site on Brickyard Lane) in the Study.
- White Hart Market will resume on Sunday May 9th following the publication of the Lockdown road map.
- Business Improvement District (BID) feasibility work has been resumed – specifically to establish the appetite for progressing it from members of the Steering Group.
- Gillingham Art Trail has been welcomed by at least 15 High Street businesses and to date 5 artists have agreed to participate. Gillingham School have also expressed an interest in participating. Work on adverts etc is underway. The art trail will take place between 12<sup>th</sup> May and 6<sup>th</sup> June 2021.

**Gillingham Town Council****Review of the Current Committee Structure****Authors: Town Clerk and Deputy Town Clerk**

The purpose of this report is to consider the current committee structure and its effectiveness.

**1. Introduction**

A standing committee of a council is a committee with ongoing responsibilities concerning the performance of the statutory powers and functions of the council and related work.

Gillingham Town Council currently has the following standing committees:

- General Purposes Committee
- Planning Committee
- Finance Committee

A committee has the powers and other legal responsibilities of a council on the council's behalf; however, the legal responsibility for the matters that are delegated to a committee of a council remains with the council as the corporate body.

There are no rules about the number of committees a council needs to have. The number of committees will be influenced by the number of councillors, staff resources, and how active a council is.

A committee may appoint a sub-committee to advise on some of the matters that it is advising the council about. The job of a sub-committee is to advise and influence the decisions made by the appointing body.

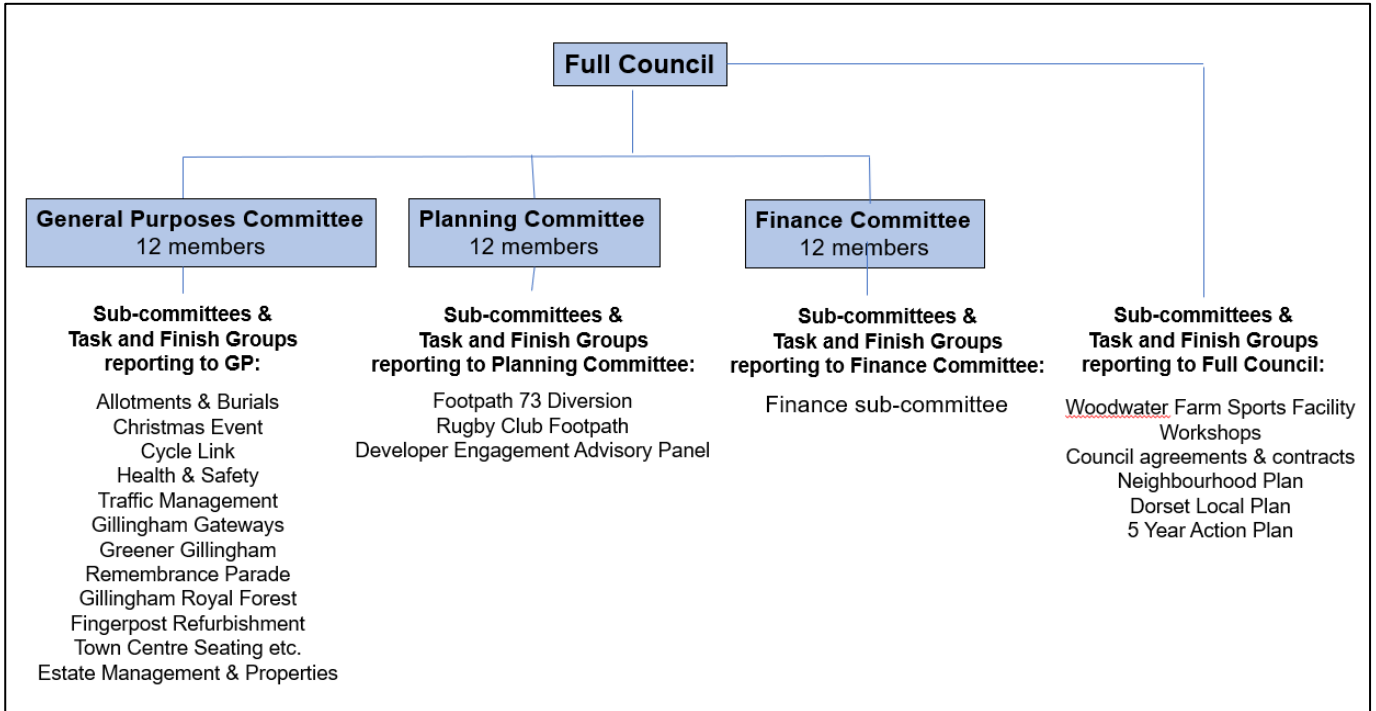
A committee may also appoint a task and finish group to deal with short-term responsibilities, for example, the purchase of a building or the organisation of an event.

The current committee structure became effective in May 2019 and is similar to the model used for many years prior to this date.

Concerns have been raised by members and staff regarding the current committee structure for the following reasons:

- The current model does not allow for staffing matters to be dealt with efficiently and, on occasions, confidentiality has been queried.
- Full Council agendas are long and meeting times lengthy.
- Consideration should be given to the interim Planning Committee that usually follows Full Council.

The current committee structure of Gillingham Town Council is shown below:



## 2. Full Council

Gillingham Town Council is a hard-working, active council with increasing responsibilities. Over the past two years Full Council has dealt with several large issues, which has increased the number of items on the agenda and the duration of the meetings.

In addition, the interim planning committee that follows Full Council, often starts late. This can cause councillors and clerks to be working for up to four hours in the evening after a day's work. This does not make for effective decision making.

Full Council meetings can be made shorter by undertaking the following:

- Removing the sub-committees and task and finish groups currently reporting to Full Council to standing committees.
- Policy documents to be reviewed by a standing committee (except for, but not exclusive to, the Model Code of Conduct, Standing Orders and Financial Regulations).

### **3. Finance sub-committee**

As an employer, the council must make decisions about the recruitment, management and dismissal of staff.

Currently, staffing matters are dealt with by the Finance sub-committee, which is restrictive as decisions can only be agreed by the approval of the Finance Committee.

A dedicated standing committee to deal with staffing and personnel matters would be able to deal with these matters promptly and efficiently.

### **4. Members of Committee and Sub-committees**

A councillor may be nominated and appointed to a committee or sub-committee because they have a special interest, or expertise to offer, in respect of the work of the committee.

A committee and sub-committee may include non-members of a council, except for a committee that deals with finance.

There should be no less than three members appointed to a committee or sub-committee as per Standing Orders, Para 4viii: "... that the quorum for a meeting of a committee and a sub-committee, shall be no less than three."

Standing committees currently consist of twelve members but the proposed committee to deal with staffing and personnel would be limited to five members for reasons of confidentiality. Members should ideally be those who have an interest in personnel or have specialist knowledge of the subject.

### **5. Current and Proposed Standing Committees**

#### **5.1 General Purposes, 12 members**

This committee is the backbone of the committee structure and oversees the work of the council. It reviews policy documents that pertain to its area of work.

The committee meets on the first Monday of each month except for December.

#### **5.2 Planning Committee, 12 members**

This committee deals with all matters to do with planning and Public Rights of Way. It will review policy documents that pertain to its area of work.

The committee meets on the second Monday in the month with a shorter interim meeting on the fourth Monday of the month after the meeting of Full Council.



**5.3 Finance Committee – title change to Finance and Policy – 12 members**

This committee oversees the finances of the council and reviews and/or oversees policy documents. It does not decide on a budget nor does it set a precept. This can only be done by Full Council.

The title change reflects this committees' responsibilities and the work that it does. This title can be understood by all.

This committee meets on the third Monday of the month.

**5.4 Proposed Human Resources Committee, 5 members only**

This committee deals with staffing and confidential items and will review policy documents pertaining to its area of work.

It is proposed that this standing committee will convene as and when necessary.

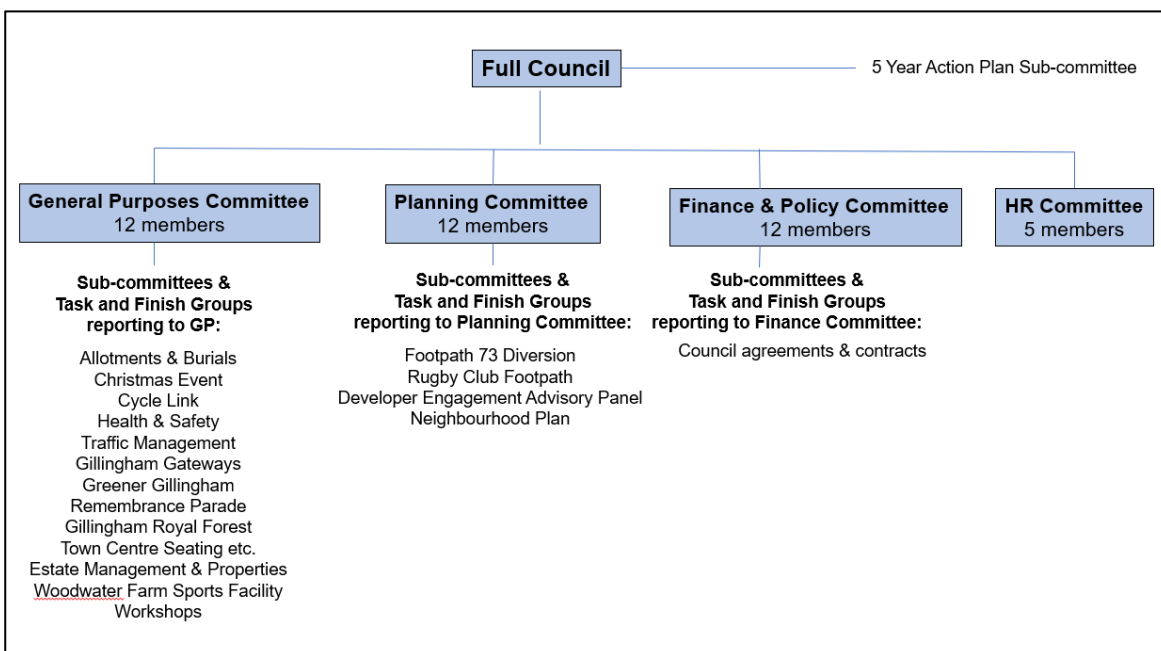
**6. Conclusion**

To reduce the pressure on Full Council meetings, the current sub-committees/task and finish groups should be re-directed and report to the appropriate standing committees.

Policy matters should be overseen or instigated by a Finance and Policy Committee.

The Finance sub-committee is inefficient and should be disbanded. Staffing matters and personnel matters can be dealt with more effectively and efficiently by a Human Resources standing committee.

The proposed committee structure of Gillingham Town Council is shown below:



## **7. Recommendations**

- **That the Woodwater Farm Sports Facility Task and Finish Group reports to the General Purposes Committee with immediate effect.**
- **That the Council Agreements and Contracts Sub-committee reports to the Finance Committee with immediate effect.**
- **That the Five Year Action Plan Sub-committee reports to Full Council.**
- **That the Workshop Task and Finish Group reports to the General Purposes Committee with immediate effect.**
- **That the Neighbourhood Plan Sub-committee reports to the Planning Committee with immediate effect.**
- **That the Finance Sub-committee is disbanded at the end of the current civic year, 24<sup>th</sup> May 2021.**
- **That an HR Committee is convened at the start of the next civic year, 24<sup>th</sup> May 2021.**
- **That the Finance Committee is renamed to Finance and Policy Committee from 24<sup>th</sup> May 2021.**

Full Council – 22<sup>nd</sup> March 2021

Minute no. 459

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## **Gillingham Town Council**

### **Dorset Council Community Governance Review**

#### **Lead: Cllr Barry von Clemens**

Information on the Dorset Council Community Governance Review has been received from the Dorset Association of Parish and Town Councils (DAPTC), as follows:

Dear Clerks and Chairs,

We have been asked by Dorset Council to share the following information with all our members. This email follows up one issued by Dorset Council on the same topic and we are keen to ensure you haven't missed this important announcement as CGRs happen once every 10/15 years.

#### **Introduction**

Over the past few months Dorset Council have received several queries from parish councils asking how they can change their governance arrangements, all of which can be considered as part of a Community Governance Review (CGR).

The CGR will include looking at all the following subjects:

- Creating, merging, altering or abolishing parishes (grouping or de-grouping parishes)
- Increasing or decreasing the number of Councillors
- Creating ward boundaries or changing existing Warding arrangements
- Changes to parish names
- Correcting minor boundary anomalies.
- Changing a parish council into a parish meeting

#### **The Process**

The responsibility of undertaking a Community Governance Review falls to the principal council (Dorset Council in this case) and can be triggered in a number of ways including a request from a parish, a community petition or, as in this case, at the principal council's volition. As a principal council, Dorset Council are required to undertake a review of governance arrangements of all parishes every 10-15 years, and as several tentative enquiries have been made, now seems the right time to carry out a council-wide review. The various predecessor councils had undertaken reviews but, for some, this was many years ago so now seems the right time to undertake this piece of work.

The legislation that covers Community Governance Reviews requires any Review to be completed within 12 months of Dorset Council publishing its Terms of Reference which is the document that sets the process running. It's a very tight timescale so Dorset Council want to put you on notice that they propose to "formally" start this piece of work in July this year. Please note, any changes to governance arrangements agreed as part of the Review cannot take effect until the next scheduled elections in May 2024.

The process that Dorset Council will follow will be:

- Publication of Terms of reference that sets out what will be covered – in this case it will be a review of all parishes that sit within the Dorset Council area (July 2021).
- Public consultation for 12 weeks seeking proposals/initial submissions. (5 August to 28 October 2021)
- Consideration of consultation responses and preparation of draft recommendations. (to be agreed at Full Council - December 2021)
- Public consultation on draft recommendations. (20 December 2021 – 28 February 2022)
- Consideration of further responses and then publication of final recommendations. (to be agreed at Full Council – April 2022)

## Considerations

When preparing any submissions, Dorset Council recommend that you take into account the considerations that they will need to apply that are set out in the Local Government Boundary Commission for England (LGBCE) Guidance - a link to the Guidance can be found [here](#). The considerations include:

- The need to secure that community governance within the area under review:
  - reflects the identities and interests of the community in that area.
  - is effective and convenient.
- The impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.
- The impact on electorate size of future development within the next 5 years.

Dorset Council will be able to assist by providing street lists with elector numbers and they will also be able to provide figures for projected future developments. Dorset Council are currently looking at options for mapping facilities and will advise in due course if we are able to provide any assistance with this.

Any changes will be set out in a Reorganisation Order – the Order will include a detailed map of any boundary changes with any changes taking effect at the next scheduled elections i.e. May 2024.

Obviously, if your parish is content that the governance arrangements are working well then you do not need to make any submission.

**What Dorset Council are recommending to Parishes prior to the formal start of the process:**

Whilst the process will not start formally until July, Dorset Council recommends that parish councils start talking with their parish at an early stage. Whilst the 12 week consultation period may sound like a long time, this will pass very quickly.

It is important that any submissions you make to Dorset Council must achieve electoral equality – i.e. each Councillor will represent roughly the same number of electors.

If parishes are proposing changes, Dorset Council will ask that you provide information about how this will ensure community cohesion e.g. what are the links within the community that leads you to recommend that certain areas should be linked together e.g. in the same ward or parish.

If parishes are seeking a change to the boundaries of the parish, Dorset Council suggests that you start talking to the other parishes affected. Decisions are much more straight forward if there is community agreement, rather than aggressively pursuing a change in boundaries with neighbouring parishes.

Dorset Councils asks that queries are kept to a minimum between **March 2021 and 11 May 2021** as the Legal and Democratic Services Team will be busy administering the Police and Crime Commission election, and several parish by-elections and Neighbourhood Plan referenda. However, they will be happy to help outside of this period. If, in the unlikely event that the May 2021 election should be postponed, Dorset Council will advise you of a revised timetable once they are able to produce this.

If you have any queries in respect of the proposal, please do not hesitate to contact the Legal and Democratic Services Team at [cgr@dorsetcouncil.gov.uk](mailto:cgr@dorsetcouncil.gov.uk)

Neil Wedge  
Chief Executive, DAPTC

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**Recommendation**

**That a task and finish group is convened to consider Dorset Council's Community Governance Review and to draft submissions.**

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

The Workshop task and finish heating sub-group held an MS Teams meeting 11<sup>th</sup> March and identified that there were two simultaneous development streams: immediate heating needs and a long term heating solution.

- The short term solution for the office spaces and mess room was oil filled radiators. The locker room needs a dehumidifier. The short term solution for the workshop Units is to use Propane space heaters. Costs were identified. A virement request for £1,800 was submitted to the Finance Committee on 15 March. It was supported.
- Long term, the solution is air sourced heat pumps across the site. Further work to identify air source heat pump requirements and costs will follow.
- The radiators and space heaters will then be used as backup heating across the GTC buildings estate.

On 17<sup>th</sup> March, the Works Manager and Deputy Manager provided an on-site tour and update to the task and finish group lead highlighting:

- On 12<sup>th</sup> March, the alarm contractor had an initial on site meeting with the works manager and Cllr Kilcourse. Details were confirmed. The contractor will meet the deadlines required.
- The door contractor will be on site after the gas disconnection in June to finalise the work on the doors.
- The building contractor and electrical contractors are on schedule
- The Works Manager will determine where the air conditioner will be reinstated in unit 1d. This work will be complete prior to the electrician departing site.
- A path to the rear of units 1a-d will need to be enhanced. It is currently soil based. It will need to be paving slabs or concrete. This will need funding.

Communication with the landlord's agent about the old workshop lease surrender continues.

**2. Recommendations**

There are no recommendations this month



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## **Gillingham Town Council**

### **Gillingham Neighbourhood Plan Sub-Committee**

**Author: Cllr Graham Poulter**

A lengthy meeting of the Sub-Committee was held on the 12<sup>th</sup> March and it was agreed that it should consider its review of the Neighbourhood Plan (NP) in two parts. The first to deal with those policies which should be given priority prior to the making of the Dorset Local Plan (DLP), the consultation of which was concluded on the 15<sup>th</sup> March 2021 and the second review to be undertaken when the full impact of the completed DLP could be considered. It was agreed that several policies should be considered for inclusion in the first review and that these should be discussed with Jo Witherden, our Planning Consultant.

Another lengthy meeting took place this afternoon, 22<sup>nd</sup> March, this time between the Sub-Committee and Jo Witherden, at which it was concluded that evidence needed to be gathered and enquiries made of various persons and outside bodies before further progress. Another meeting is being scheduled for the week commencing 5<sup>th</sup> April by which time it is hoped that at least most of the requisite evidence and enquiries will have been completed.

During the Sub-Committees deliberations, it was agreed that further investigation should be made into the preparation of the masterplan relating to the Station Road Mixed Use Area. Policy 8 of the NP stated that such a plan be prepared, involving the Town Council and others. No such action has been taken and it was agreed that this should be a Task and Finish Group be set up to investigate the progression of such a Masterplan.

It was further apparent that the Masterplan for the Southern Extension did not include the employment areas identified as being within the Southern Extension. It was felt that the review should deal with this, if possible, prior to the completion of the DLP. Finally, the NP refers to the making of a Conservation Enhancement Plan (Policy 26) but this Plan was never concluded. It was agreed that to give force to the Policy, it should be.

### **Recommendations**

- 1. That a task and finish group is convened to deal with a masterplan for the Station Road Mixed Use Area.**
- 2. That a task and finish group is convened to deal with a masterplan for the employment areas of the Southern Extension.**
- 3. That a task and finish group be convened to produce a Conservation Enhancement Plan**

Full Council – 22<sup>nd</sup> March 2021

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**Dorset Local Plan Consultation finishes on 15<sup>th</sup> March 2021.** As at 8<sup>th</sup> March, Dorset Council has received over 1,700 responses, equating to over 10,000 comments. Many comments around housing figures (Standard Methodology) and making developers build carbon neutral homes. Dorset Council can only encourage and support carbon neutral development at this current time, it cannot be mandated. Change in the Standard Methodology and building regulations has to come from central government. Still awaiting details of the government's new 'Homes Standard' policy.

### **Household Recycling Centres (HRC's)**

DC has made the plea for residents **not** to visit a household recycling centre right now unless waste cannot be stored safely at home. This is due to rising visitor numbers following recent warm weather, as visitors drop off their items, primarily garden waste and wood, which is starting to cause long queues, creating access problems for residents, businesses and kerbside collection vehicles. England is still very much in lockdown and social distancing measures are important to help contain the virus. Public health guidance states we should all be avoiding unnecessary travel right now, including the local HRC.

### **COVID update**

As at 19<sup>th</sup> March, the case rate for the Dorset Council area is 29.3 per 100,000 population and for BCP, 33.4 per 100,000 population. Covid-19 cases across Dorset have started to level off this week, in line with the national picture. However, the decrease in Covid-related hospital admissions and deaths has continued. Current Covid-19 patients in hospital beds in Dorset: 21, compared to 33 on 12<sup>th</sup> March. Over 370,000 doses of the Covid vaccine have been administered across the county.

We must all continue to play our part and strictly follow the lockdown rules to prevent spread of the virus.

### **Climate Change Consultation update**

A Climate Change & Ecological Executive Advisory Panel meeting took place on Friday, 26<sup>th</sup> February to receive a briefing on the consultations, (the main consultation and the Youth Survey), and to agree amendments to the Strategy and Action Plan documents.

### **Main Consultation**

A total of 1519 responses were received from all over Dorset, equating to over 12,000 comments received. A breakdown of the individual responses showed that the 45-64 and 65+ age groups were the main responders. Broken down into categories: 1359 members of the public, followed by organisations, 53 (which included Extinction Rebellion, RSPB, CPRE, National Trust, and community groups), Businesses 16 and Parish Councils 40. The amended Strategy document and Action Plan will be scrutinised at the Scrutiny and Overview committees on 25<sup>th</sup> March.

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Results indicated an overall broad agreement with the approach of the Strategy Document and Action Plan. The main negative comments related to the Carbon targets set for Dorset Council itself at 2040 and the Dorset Council area at 2050 (which would require the support of central Government and everyone in Dorset taking action. Members were reminded that these targets are not fixed, that Dorset Council's aim is to reduce its carbon footprint before these deadlines. Note: Dorset Council is responsible for only 1% of Dorset's carbon footprint.

Proposed changes to the strategy as a result of the consultation:

- Continue to lobby central government over changes to national policy to encourage and enforce carbon-neutral planning and development.
- Council-owned tree management policy will include replacing every felled tree with two new ones and create tree planting programmes to prevent flood risks and water pollution.
- Implementing Electric Vehicle and Hydrogen infrastructure everywhere possible, both rural and urban.
- Investigate the reintroduction of beaver colonies to facilitate flood prevention and to improve water quality and enhance biodiversity.
- Working with internal and external partners to identify opportunities for Large scale Rewilding.
- Develop plan to encourage adoption of more climate and ecological friendly practices and greater protection of soils and share best practice with the wider farming community.
- Lobby central government over the amount of plastic packaging and lack of action by retailers and supermarkets.

### **Climate Change Youth Survey**

This has been a great success. **It is still live until the end of March.** 1495 responses so far. 87.3% of respondents felt that tackling climate change is vitally important. 92% felt that Dorset Council's target to be carbon neutral by 2040 is very important.

### **New Trees Policy**

This will be going to Cabinet shortly. This document outlines the approach taken in the management of Council owned trees, covering replacement of trees felled, climate change tree planting, large scale tree planting linking into Climate Change policy, nitrate mitigation, bio-diversity, long term sustainable tree works.

### **Dorset Council Plans for Summer**

To tackle some of the more anti-social behaviours seen across Dorset last summer, the council has announced robust plans to help manage visitors this coming season. Using Government funding provided for this very purpose, Dorset Council will be employing more parking wardens, putting more waste bins and collections in place, installing improved signage at beauty spot entry points and is considering imposing a possible ban on beach camping. The council is also looking at creating tow away areas to deter irresponsible 'fly parking' and investigating the use of electric hot plates at some of our beaches so visitors can use these instead of bringing disposable BBQ's.

### **Car Parking Charges**

Official notices are being displayed in Dorset Council car parks advising drivers of changes to parking charges from 1<sup>st</sup> April including the implementation of Sunday charging, where this isn't already in place.

### **South Walks House**

Dorset Council proposes reducing its office space in Dorchester to save money. DC's Scrutiny Committee will meet on 25<sup>th</sup> March to discuss recommendations to reduce the number of council-owned offices in Dorchester by using buildings more efficiently, offering annual savings of over half a million pounds. The proposals are the culmination of extensive work that began shortly after DC was formed, reviewing the council's office estate to identify opportunities to save money and generate income. The Covid pandemic has accelerated changes in working arrangements, with employees making greater use of technology and able to work remotely rather than always from an office.

A proposal is to consolidate all office space requirements for council employees into County Hall, Colliton Park and seek planning permission to repurpose South Walks House and South Annexe, Colliton Park for residential use.