



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held on **Monday 23rd October 2023** at The Town Hall, Gillingham, commencing at 7.30pm.

Present:

Cllr Barry von Clemens, Mayor
Cllr Roger Weeks, Deputy Mayor
Cllr Graham Bashford
Cllr Fiona Cullen
Cllr Alan Frith
Cllr Paul Harris

Cllr Mick Hill
Cllr Graham Poulter
Cllr John Kilcourse
Cllr Sarah Snook
Cllr Mark Walden

In attendance:

Town Clerk, Julie Hawkins
Assistant Town Clerk, Jill Ezzard

Via MS Teams:

Cllr Ruper Evill

In accordance with legislation, Cllr Evill was not permitted to vote.

Prior to the start of the meeting, there was a presentation by Andrew Galpin, Dorset Council's Infrastructure and Delivery Planning Manager regarding Section 106 developer contributions.

1157. 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.

1158. To receive apologies for absence

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Sharon Cullingford, Cllr Evill, Cllr Potheary, Cllr Toye, Cllr A von Clemens and Cllr David Walsh who were unable to join the meeting for personal reasons.

1159. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests

Cllr Walden declared a personal interest in Agenda Item no. 12 as a Trustee of Gillingham Community Leisure Trust.

1160. To receive questions pertaining to the previous minutes

There were no questions.

1161. To approve the minutes as a true and accurate record of the Full Council held on 25th September 2023 and the Extra-ordinary Full Council meeting held on 11th October 2023

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 25th September 2023 and the Extra-ordinary Full Council meeting held on 11th October 2023 as a true and accurate record. The Chairman signed the minutes.

1162. To receive, consider and adopt the draft minutes of the following standing committees:

a) General Purposes Committee meeting held on Monday 2nd October 2023

It was agreed and **RESOLVED** that the minutes of the General Purposes meeting held on Monday 2nd October 2023 are approved and adopted.

b) Planning Committee meetings held on Monday 25th September 2023 and Monday 9th October 2023

It was agreed and **RESOLVED** that the minutes of the Planning Committee meetings held on Monday 25th September 2023 and Monday 9th October 2023 are approved and adopted.

c) Finance and Policy Committee meeting held on Monday 16th October 2023

It was agreed and **RESOLVED** that the minutes of the Finance and Policy Committee meeting held on Monday 16th October 2023 are approved and adopted.

d) Human Resources Committee meeting held on Monday 16th October 2023

It was agreed and **RESOLVED** that the minutes of the Human resources Committee meeting held on Monday 16th October 2023 are approved and adopted.

1163. To approve payments of £10,000 and over

There were no payments of £10,000 and over.

1164. To receive and consider a Health and Safety Report

A report was received prior to the meeting. The report was noted.

1165. To request an additional Councillor to join the Allotments and Burials Sub-Committee.

It was agreed and **RESOLVED** that Cllr Snook will join the Allotments and Burials Sub-committee.

1166. To receive and consider reports from Sub-committees and Task and Finish groups, as follows:

a) Five Year Action Plan Sub-committee

A report had been circulated prior to the meeting. Please refer to [Appendix A](#).

It was agreed and **RESOLVED** that the Five Year Action Plan Sub-committee should update the Five-Year Action Plan and present it to the next Full Council meeting for consideration and adoption.

b) Sports and Leisure Panel

A report had been circulated prior to the meeting. Please refer to [Appendix B](#).

It was agreed and **RESOLVED** to co-opt the General Manager of the Gillingham Community Leisure Trust as a member of the Task and Finish Group.

Cllr Walden abstained from voting.

1167. To receive and consider reports from outside bodies, if available:

a) Town Meadow Group (Cllr Toye)

There was no report.

b) Chamber of Commerce and Industry (Cllr B von Clemens)

Cllr von Clemens has attended the meeting, it was business as usual and there was nothing to report.

c) Dorset Association of Parish and Town Councils (DAPTC) Larger Town meetings (Cllr B von Clemens)

Cllr von Clemens was unable to attend the meeting.

d) Dorset Association of Parish and Town Councils (DAPTC) Northern Area meetings (Cllr Cullingford)

Cllr Cullingford and Cllr Weeks were unable to attend the meeting.

e) Gillingham Transport Forum (Cllr B von Clemens)

There has been no meeting.

f) Gillingham Youth Centre Management Committee (Cllr B von Clemens)

There has been no meeting.

g) Blackmore Vale Community Rail Partnership (Cllr Walden)

Cllr Walden reported that he had attended the Blackmore Vale Community Rail Partnership, Stations in Bloom awards in Sherbourne on 17th October 2023. He accepted the silver award on behalf of the Friends of Gillingham Station in recognition of Gillingham Station's 'Well Cared for Waiting Room'. Cllr Walden congratulated the Friends of Gillingham Station on their achievement.

Cllr B von Clemens informed members that there will be line closures along the West of England line over the coming months including:

- Sunday 29 October: Gillingham to Andover until mid-morning
- Saturday 18 November: Yeovil Junction to Salisbury
- Saturday 24 November to Sunday 10 December – Salisbury to Yeovil Junction.

Due to a national shortage of buses, rail replacement buses may not be running as regularly as planned. The latest travel advice from SWR is available at www.southwesternrailway.com/plan-my-journey

1168. To consider and approve a draft lease between Gillingham Town Council and Gillingham Community Leisure Trust for Hardings Lane car park.

It was agreed and **RESOLVED** to defer this item to the November Full Council meeting.

1169. To receive and consider an amendment to the Schedule of Meetings.

A report had been circulated prior to the meeting. Please refer to [Appendix C](#).

It was agreed and **RESOLVED** that the scheduled Annual Town Assembly meeting is changed from Wednesday 13 March 2024 to Wednesday 6th March 2024.

1170. To receive and consider an application for free room hire in the Town Bridge Office.

It was agreed and **RESOLVED** to refuse the request for free room hire made by Immense Life Coaching.

1171. To receive a report on the Mayor and Deputy Mayor's civic activities

A report had been circulated prior to the meeting. Please refer to [Appendix D](#)

The report was noted.

1172. To receive and note reports from Dorset Councillors, if available

A report from Cllr Belinda Ridout was circulated prior to the meeting. Please refer to [Appendix E](#).

The report was noted.

1173. To receive matters pertinent to this meeting

- a) Dorset Council, as the Licensing Authority under the Licensing Act 2003, is required to publish a Licensing Policy at least every five years and is seeking views on a proposal to retain the Weymouth Cumulative Impact Area. The draft proposal has been prepared by officers and has now been published for public consultation, for a period of 4 weeks, starting on 12 October and closing on 9th November 2023 at midnight. The draft proposal and consultation survey can be found by visiting <https://consultation.dorsetcouncil.gov.uk/c-e/dorset-council-licensing-policy-consultation>
- b) Dorset Council, as the Licensing Authority under the Gambling Act 2005, is required to publish a Statement of Gambling Licensing Policy at least every three years. A draft policy has been prepared by officers and has now been published for public consultation, for a period of 4 weeks, starting on 12th October and closing on 9th November 2023 at midnight. The draft policy and consultation survey can be found by visiting <https://consultation.dorsetcouncil.gov.uk/c-e/dorset-council-gambling-policy-consultation>
- c) A Budget Workshop is being held on Wednesday 1st November at 7pm and members are encouraged to attend.
- d) The official council photograph will be taken at 6.50pm on Monday 27th November.
- e) Prior to the meeting of Full Council on Monday 27th November, Kevin Moore, Dorset Council Armed Forces Programme Co-ordinator will be giving a presentation regarding the Armed Forces Covenant.

The meeting closed at 7.53 pm.

Full Council – 23 October 2023

Minute no. 1166a

Gillingham Town Council

5 Year Action Plan Sub-Committee Report

Author: Julie Hawkins, Town Clerk

Members: Cllr Harris (Lead), Cllr Kilcourse, Cllr B Von Clemens, Town Clerk, Assistant Town Clerk, Works Manager, RFO.

The purpose of this report is to update members on the current status of actions included in the Town Council's Five Year Action Plan.

The current Five Year Action Plan can be viewed on the town council website [HERE](#)

REVIEW OF CURRENT FIVE YEAR ACTION PLAN

1. CEMETERY

1.1 Line No: 1.1 – Purchase of a new burial ground

1.2 Line No. 1.2 – Creation of a new burial ground

Investigations into the purchase of a new burial ground are ongoing. Funding in the region of £205,000 will be required for the purchase of land and associated work.

At the meeting of Full Council held on 25 September 2023 it was agreed that the Mayor and Town Clerk are delegated the authority to engage with any landowner regarding the possible purchase of land not exceeding £150K to be funded from the general reserve, for the purposes of a cemetery.

Funding is available from Section 106 developer contributions, accruals and general reserves, as follows:

Section 106 contribution funding from St Martins £45,025
 Accruals £20,000
 General Reserve £140,000
 Total: £205,025

Recommendations: That Line no. 1.1, the purchase of a new burial ground and Line No.1.2, the creation of a new burial ground, is moved to FY2024/25.

2. GARDEN OF REMEMBRANCE

2.1 Line No. 2.1 - Landscaping, creation of path and snowdrop walk

2.2 Line No. 2.2 – Creation of memorial plaque panel / sculpture

A proposed plan of work has been drawn up by the Works Manager in consultation with Council's Gardening Team. The total cost of the project is estimated at around £100,000.

Funding is available from Section 106 developer contributions, accruals and earmarked reserves, as follows:

Section 106 contribution funding from St Martins - £16,500

Accruals - £10,600

Earmarked reserves - £2,482

External funding will need to be sought towards the remaining funding of £70,000.

Recommendations: That Line no. 2.1, Landscaping, creation of path and snowdrop walk is moved to FY2025/26 and that Line no. 2.2, Creation of memorial plaque panel / sculpture, remains at FY2025/26.

3. CLOSED CHURCHYARD

3.1 Line No. 3.1 – Repairs to retaining wall

3.2 Line No. 3.2 – Resurfacing of paths

Legal advice has been requested from the National Association of Local Councils (NALC) regarding repairs to the church wall and paths.

The following funding is available through earmarked reserves:

Repairs to church wall - £22,000

Repairs to church paths - £30,643

Recommendations: That Line No. 3.1, repairs to the retaining wall, and Line No. 3.2, repairs to church paths, at the closed churchyard, remain at FY2026/27.

4. ALLOTMENTS, COMMUNITY ORCHARDS AND COMMUNITY WOOD

4.1 Line No. 4.1 - Creation of additional allotments in Southern Extension

4.2 Line No. 4.2 - Creation of two Community Orchards in Southern Extension

4.3 Line No. 4.3 – Creation of Community Wood

These items are planned in association with Gillingham's Southern Extension and will be created in partnership with developers and landowners.

Recommendation: Line Nos. 4.1, 4.2 and 4.3 are moved to FY2027/28.

5. ESTATE MANAGEMENT

5.1 Line Nos: 5.1 – Jubilee Fields - Creation of Trim Trail

Recommendation:

There is currently no funding available for this project, therefore it is recommended that the project is moved to Years 6 – 10

5.2 Line No. 5.2 – Improvement to path between Rolls Bridge Way and Hyde Road

The Works Manager has requested that path repairs are carried out as soon as possible. There is currently £2,500 held in accruals but further funding will be needed.

Members are asked to note that the Section 106 agreement for the development north of Common Mead Lane includes a financial contribution in the sum of £2,307 (two thousand three hundred and seven pounds) Index Linked per dwelling payable by the owner to the council to be used towards the cost of improvements to paths and the creation of a focal point footbridge over the River Stour at the informal outdoor space (Rolls Bridge). This equates to £184,560 index linked.

Recommendation: That urgent path repairs are carried out this financial year and the Estate Management Subcommittee are asked to investigate a possible project which will comply with the requirements of the Section 106 agreement.

5.3 Line No. 5.3 – Rolls Bridge – Under bridge clearance

Advice has been sought from the Environment Agency regarding the removal of the silt and weeds from under the road bridge at Rolls Bridge. The advice is to leave the silt and remove the weeds by hand. This work will be included as part of the council's general operations.

Recommendation: That Line No. 5.3, Rolls Bridge under bridge clearance, is removed from the Five Year Action Plan.

5.4 Line No. 5.4 – Upper Lodden – Extend path / create focal point at end of path

Recommendation: That Line No. 5.4, Upper Lodden – Extend path / create focal point remains at Years 6 to 10.

5.5 Line No. 5.5 – Lower Lodden Fields – Creation of hard surface path between Lodden View and Addison Close

Recommendation: That Line No. 5.5, creation of hard surface path between Lodden View and Addison Close, remains at Years 11 - 15

5.6 Line No. 5.6 – Creation of hard surface path between footbridge and St Mary’s School

The Section 106 agreement relating to land to the east of Lodden Lakes (Planning Application: 2/2014/0968/OUT) (Deed of Variation) includes a Lodden Valley Footpath contribution of £43,515 (index linked) towards improvement to the Lodden Valley footpath on land currently within the control of the Town Council, West of the River Lodden. Additional funding will be required to complete this project.

Recommendation: That Line No. 5.6, hard surface path between footbridge and St Mary’s School, remains at FY2026/27.

5.7 Line No. 5.7 – All POS – Research design and install interpretation boards
Interpretation boards have now been installed at Rolls Bridge, Chantry, Upper Lodden, and Shiresgate. This project was completed in partnership with Dorset Wildlife Trust and funded through the Royal Forest Lottery Grant.

Recommendation: Line No. 5.7 is removed from the Five Year Action Plan.

6. PLAY AREAS

6.01 Line No. 6.01 – Barnaby Mead – Refurbishment of Play Area

Recommendation: Line No. 6.01 remains at Year 11 -15

6.02 Line No. 6.02 – Barnaby Mead – Adoption of additional play area.

Wathen Court Play Area was adopted in February 2022. Play equipment has a life of between 15 and 20 years.

Recommendation: Line No. 6.02 is renamed *refurbishment of Wathen Court Play Area* and moved to Years 16 – 20

6.03 Line No. 6.03 – Chaffinch Chase – Refurbishment of Play Area

Work is in progress and will be completed by the end of FY2023/24. It is anticipated that further work will be required in approximately 6 to ten years.

Recommendation: Line No. 6.03, is moved to Years 6 - 10.

6.04 Line No. 6.04 – Deer Gardens – Refurbishment of play equipment and fencing

Recommendation: Line No. 6.04 is moved to FY2024/25.

6.05 Line No. 6.05 – Fernbrook – Resurface of Play Area

The safety surface was replaced this year and will not be due to be replaced for between 15 and 20 years.

Recommendation: That Line No. 6.05 is moved to Years 15 to 20.

6.06 Line 6.06 - Fernbrook – Refurbishment of Play Area

The current play equipment will need to be refurbished or replaced in Years 6 – 10.

Recommendation: That Line No. 6.06 remains at Years 6 – 10.

6.07 Line 6.07 – Wyke Play Area - Perimeter fencing to be replaced.

Recommendation: That Line 6.07 remains at Years 6 – 10.

6.08 Line 6.08 – Hardings Park – Master Plan

The Estate Management Sub-committee are currently investigating the possibility of a pump track and pedal park at Hardings Park, and the Sports and Leisure Sub-committee are investigating the possibility of hard surfaced courts to the rear of RiversMeet at Hardings Park. A survey of the area has been carried out and a master plan will need to be agreed.

Recommendation: That Line 6.08, Hardings Park Masterplan, is moved to FY2024/25.

6.09 Line 6.09 – Hardings Park - Creation of pump track

Consultations have been carried out this year at Hardings Park, the Gillingham and Shaftesbury Show and at Employ My Ability. A survey of the site has been undertaken and designs are being considered by the Estate Management Sub-committee. This project will be funded by Section 106 developer funding.

Recommendation: That Line 6.09 remains at FY2025/26

6.10 Line 6.10 – Hardings Park - Creation of Tennis Courts / Netball Courts

The Sports and Leisure Sub-committee are investigating the possibility of hard surfaced courts to the rear of RiversMeet at Hardings Park. This project will be funded by Section 106 developer funding and other external funding.

Recommendation: That Line No. 6.10 is moved forward to FY2026/27.

6.11 Line 6.11 – Hardings Park – Installation of additional play equipment

Recommendation: That Line No. 6.11, Hardings Park – Installation of additional play equipment remains at Years 6 – 10.

6.12 Line 6.12 – Hyde Road Play Area – Refurbishment of play area

Recommendation: That Line No. 6.12, Hyde Road Play Area – Refurbishment of play area, remains at Years 11 – 15.

6.13 Line 6.13 – King John Road Play Area – Replacement of wooden play equipment

Part of the play equipment will be replaced by the end of FY2023/24. The remaining play equipment will need to be replaced in two to three years' time.

Recommendation: That Line 6.13, King John Road Play Area – replacement of wooden play equipment, is moved to FY2025/26.

6.14 Line 6.14 – Lodbourne Play Area – Replacement Swings

New swings were installed at Lodbourne Play Area this year. They will need to be replaced in 15 to 20 years' time.

Recommendation: Line 6.14, Lodbourne Play Area (Replacement Swings), is moved to years 15 to 20.

6.15 Line 6.15 - Lodbourne Play Area - Play bark to be replaced with grasscrete
Project completed.

Recommendation: Line No. 6.15, Lodbourne Play Area (Replacement of play bark) is removed from the Five Year Action Plan.

6.16 Line No. 6.16 - Lodbourne Play Area - Replacement of fencing

Contractors have been instructed and work will be completed by the end of the current financial year.

Recommendation: Lodbourne Play Area Replacement of fencing is moved to Years 15 to 20.

6.17 Line No. 6.17 – Lodden Lakes Phase One - Adoption of new play areas

Adoption of the LAP and LEAP at Lodden Lakes Phase One will be completed by the end of the current financial year.

Recommendation: That Line No. 6.17 is removed from the Five Year Action Plan.

6.18 Line No. 6.18 – Lodden Lakes Phase Two – Adoption of new play area

Lodden Lakes Phase Two is currently under construction.

Recommendation: That Line No. 6.18, Lodden Lakes Phase Two – Adoption of new play area, remains at FY2025/26.

6.19 Line No. 6.19 – Lower Lodden Fields – Replacement of goal end

This is operational and should not be included in the Five Year Action Plan.

Recommendation: That Line No. 6.19 is removed from the Five Year Action Plan.

6.20 Line No. 6.20 – Marlott Road Play Area – Drainage and refurbishment of all play equipment and fencing.

Recommendation: Line No. 6.20 remains at over 20 Years.

6.21 Line No. 6.21 – Weatherbury Road Play Area – Replacement of multi-play
At the Finance and Policy meeting held on 18 September 2023 it was agreed and resolved that a virement of £7,500 is made from Budget No. 5301 Accrual for Play area maintenance to Budget No. 5323 Play Area Projects – Weatherby Multiplay. The current available budget for the multi-play is £17,500 and it is hoped that this project will be completed by the end of the financial year.

Recommendation: That Line No. 6.21 Weatherbury Road Play Area (replacement of equipment), is moved to Years 15 to 20.

6.22 Line No. 6.22 – Wren Place Play Area – Replacement of wet pour surface
Project completed.

Recommendation: That Line No. 6.22 is removed from the Five Year Action Plan.

6.23 Line No. 6.23 – Ham Farm – Decommissioned BMX Track
Project completed.

Recommendation: That Line No. 6.23, Decommissioned BMX Track, is removed from the Five Year Action Plan

6.24 Line No. 6.24 – King Edmund Green – Outside Gym

Recommendation: That Line No. 6.24 is moved to Years 11 to 15.

6.25 Line No. 6.25 – Lower Lodden – Outside Gym

Recommendation: That Line No. 6.25 is moved to Years 11 to 15.

7. GENERAL PURPOSES PROJECTS – Line Nos: 7.1 to 7.5

7.1 Line No. 7.1 – Refurbishment of highway finger posts.
Project completed.

Recommendation: Line No 7.1, Refurbishment of highway finger posts, is removed from the Five Year Action Plan.

7.2 Line No. 7.2 - Refurbishment of black finger posts in town centre

Work will be completed by the grounds team before the end of the current financial year.

Recommendation: That Line No. 7.02 is removed from the Five Year Action Plan as ongoing maintenance is operational.

7.3 Line No. 7.3 - Enhancement of the public realm and town bridge in consultation with the Highways Dept and Dorset Council Bridges Department

Replacement railings have been installed by Dorset Council along the town bridge. New benches and two new information boards have been installed, railings and cycle stands have been refurbished by GTC. Project is now completed.

Recommendation: That Line No. 7.3 is removed from the Five Year Action Plan

7.3.1 Line No. 7.04 – Review of town centre signage in consultation with the Highways Authority

This project aims to improve directional signage for pedestrians, cyclists and motorists to link the town centre and other key areas such as the Railway Station. Subject to agreement by the Council, this project could be undertaken by the Gateways Task and Finish Group and funded from the Gateways Budget.

Recommendation: That Line No. 7.04 is moved to FY2024/25

7.5 Line No. 7.5 - Queen's Platinum Jubilee Celebration

Project completed.

Recommendation: That Line No. 7.5, Queen's Platinum Jubilee Celebration, is removed from the Five Year Action Plan.

8. WAR MEMORIALS

8.01 Line No. 8.01 - Survey of High Street Memorial, including assessment by masonry expert.

A survey was carried out in 2022. Investigation work is ongoing regarding the long-term future of the High Street War Memorial. Consultation with stakeholders and the public will be needed. It is recommended that surveys are carried out every three years or when necessary.

Recommendation: That Line 8.01, Survey of High Street Memorial, is moved to FY2025/26.

8.02 Line No. 8.02 - Repairs and refurbishment of High Street Memorial

Please see notes at 8.01.

Recommendation: That Line 8.02, Repairs and refurbishment of High Street Memorial, is renamed Refurbishment/Replacement of High Street Memorial and is moved to FY2025/26.

8.03 Line No. 8.03 - Replacement of High Street Memorial.

Please see notes at 8.01 and 8.02. This matter can be covered under Line No. 8.02.

Recommendation: That Line 8.03 is removed from the Five Year Action Plan.

- 8.04 Line No. 8.04 – Consultation regarding the landscaping to the area surrounding the Milton-on-Stour War Memorial.**
Line No. 8.05 – Landscaping to the area surrounding the Milton-on-Stour War Memorial.

The War Memorial Sub-committee have considered landscaping options and a resolution was made by the General Purposes Committee that landscaping is not necessary.

Recommendation: That Lines 8.03 and 8.04 landscaping of area surrounding Milton-on-Stour War Memorial, is removed from the Five Year Action Plan.

9. DISCRETIONARY POWERS

9.01 Line No. 9.01 – CCTV cameras to migrate to Dorset Council

Investigations are currently being carried out by Dorset Council and it is hoped that the project can be delivered within the next 12 months. This project will be part funded by the Police and Crime Commissioner.

Recommendation: That Line No. 9.01, CCTV cameras to migrate to Dorset Council, is moved to FY2024/25.

10. BUILDINGS

10.01 Line No. 10.01 - Town Hall – Structural work and landscaping to front of building

Replacement of the railings to the front of the Town Hall is required and it is hoped to improve and enhance the Civic Hall to attract more weddings, however, due to budget constraints funding was not available this financial year.

Recommendation: That Line No. 10.01, Structural work and landscaping to is moved from FY2023/24 to FY2025/26 and reviewed as part of the budget setting process.

10.02 Line No. 10.02 - Town Hall - Replacement of fascia boards

Project completed

Recommendation: Line No. 10.02, Replacement of fascia boards is removed from the Five Year Action Plan.

10.03 Line No. 10.03 – Town Hall – Replacement of lighting to environmentally friendly option

As lights fail they are being replaced with environmentally friendly options. This is operational does not need to be included within the Five Year Action Plan.

Recommendation: Line No. 10.03, Replacement of lighting to environmentally friendly option is removed from the Five Year Action Plan.

10.04 Line No. 10.04 - Town Hall Roof

Work to the Town Hall roof is currently listed in the Five Year Action Plan under years 6 to 10, however, due to unforeseen circumstances it was necessary for work to be carried out during this financial year.

Recommendation: That Line No. 10.04, Work to the Town Hall Roof is moved from years 6 to 10, to years 11 to 15, when work may be needed again.

10.05 Line No. 10.5 – Town Hall - Replacement fire alarm system

Recommendation: Line 10.5, replacement fire alarm system remains at FY2026/27

10.06 Line No. 10.6 – Town Hall – Add electric Vehicle Charging Point

A feasibility study for EV charge points has been carried out and it has been established that we will need to apply for a new connection from SSE as the distribution board is at maximum capacity.

Recommendation: That Line No. 10.6, electric vehicle charging points, remains at FY2024/25

10.07 Line No. 10.7 – Town Hall – Rain Water Harvesting

An assessment of the building was carried out and it was established that the current use of the toilets does not warrant the installation of a rain water harvesting system. Water butts can be installed as part of the councils general operations.

Recommendation: That Line No. 10.7, Rain Water Harvesting is removed from the Five Year Action Plan.

10.08 Line No. 10.8 - Old Mortuary - Division of Old Mortuary Building to incorporate a Ranger's Information Hut / Volunteers Hub Project no longer required.

Recommendation: That Line No. 10.03, Old Mortuary - Division of Old Mortuary Building to incorporate a Ranger's Information Hut / Volunteers Hub, is removed from the Five Year Action Plan.

10.09 Line No. 10.9 – Old Mortuary - Rain Water Harvesting

An assessment of the building was carried out and it was established that the current use of the toilets does not warrant the installation of a rain water harvesting system. Water butts can be installed as part of the councils general operations.

Recommendation: That Line No. 10.9, Rain Water Harvesting at Old Mortuary is removed from the Five Year Action Plan.

10.10 Line No. 10.10 – Old Mortuary – Refurbishment of Roof

Recommendation: That Line No. 10.10, Refurbishment of Roof, remains at FY2025/26

10.11 Line No. 10.11 - King John Road – Add roof to store and make secure

No longer required as space is now available at Roman Court Workshops.

Recommendation: That Line No. 10.11, Add Roof to Store, is removed from the Five Year Action Plan.

10.12 Line No. 10.12 – Roman Court Workshops – Add solar panels and make energy efficient.

At an Extraordinary Full Council meeting held on 11 October 2023 it was agreed that it was agreed and resolved that the replacement of the roofs and installation of photovoltaic panels at Roman Court Workshops is brought forward in the 5 Year Action Plan to FY2024/25.

Recommendation: That Line No. 10.12, Add Solar Panels to Roman Court Workshops, is brought forward to FY2024/25.

10.13 Line No. 10.13 – Roman Court Workshops – Replace Roof

See notes at 10.12.

Recommendation: That Line No. 10.13, Replace Roof at Roman Court Workshops, is brought forward to FY2024/25.

10.14 Line No. 10.14 - Roman Court Workshops – Develop new heating system Project completed

Recommendation: That Line No. 10.04, Roman Court Workshops – Develop new heating system, is removed from the Five Year Action Plan

10.15 Line No. 10.15 – Roman Court Workshops – Add electric vehicle charging point

A feasibility study for EV charge points has been carried out and quotations are being sought.

Recommendation: That Line No. 10.15, Electric Vehicle Charging Point, is brought forward to FY2024/25

10.16 Line No. 10.16 – Roman Court Workshop – Water Harvesting from Roof

An assessment of the building was carried out and it was established that the current use of the toilets does not warrant the installation of a rain water harvesting system. Water butts can be installed as part of the councils general operations.

Recommendation: That Line No. 10.16, Water Harvesting, is removed from the Five Year Action Plan.

10.17 Line No. 10.17 - Bus Shelters

Recommendation: That Line No. 10.17, Bus Shelters, remains at FY2026/27.

10.18 Line No. 10.18 - Cemetery Chapel

Recommendation: That Line No. 10.18, Interior Refurbishment of Cemetery Chapel, is moved to FY2026/27.

10.19 Line No. 10.19 – Cemetery Shed – Improvement to Water Service Area

Recommendation: That Line No. 10.19, Improvement to Water Service Area, is moved to FY2024/25.

10.20 Line No. 10.20 - Town Bridge Toilet and Office

This project has been completed; however, further refurbishment work may be required in 6 to 10 years' time.

Recommendation: That Line No. 10.20 remains at Years 6 to 10.

10.21 Line No. 10.21 - Chantry Fields Community Office – New flooring

Recommendation: That Line No. 10.21 is moved to FY2024/25

11. VEHICLES AND EQUIPMENT

11.1 Line No. 11.1 – Replace Peugeot Partner Van with electric vehicle

Recommendation: That Line No. 11.1, Replacement of Peugeot Partner Van, remains at FY2024/25

11.2 Line No. 11.2 – Replace Peugeot Van with electric vehicle

Recommendation: That Line No. 11.2 remains at FY2027/28

11.3 Line No. 11.3 – Replacement of Trailer One

Trailer has been replaced.

Recommendation: That Line No. 11.3, Replacement of Trailer 1, moved to Years 11 to 15.

11.4 Line No. 11.4 – Replacement of Trailer Two

Recommendation: That Line No. 11.4, Replacement of Trailer 2, is moved to FY2024/25.

11.5 Line No. 11.5 – Replacement of Ride-on Mower Deck

New mower deck has been purchased.

Recommendation: That Line No. 11.5, Replacement of Ride-on Mower Deck, is moved to 6 to 10 years.

11.6 Line No. 11.6 – Replacement of Ride on Mowers

Recommendation: That Line No. 11.6, Replacement of Ride on Mowers, remains at Years 6 to 10.

11.7 Line No. 11.7 - Replacement of Water Bowser

New water bowser purchased.

Recommendation: That Line No. 11.7, Replacement of Water Bowser, is moved to Years 6 to 10.

11.8 Line No. 11.8 - Purchase of Flail collector

New flail collector has been purchased.

Recommendation: That Line No. 11.8, Replacement of Flail Collector, is moved to Years 6 to 10 years

11.9 Line No. 11.9 - Replacement of 4410 tractor

A new tractor has been purchased.

Recommendation: That Line No. 11.9 is renamed Replacement of 3046R Tractor and is moved to Years 16 to 20.

12. PUBLIC ENGAGEMENT

12.1 Line No. 12.1 – Biodiversity Management Plans to be communicated through interpretation boards.

Project completed.

Recommendation: That Line No. 12.1, Interpretation Boards, is removed from the Five Year Action Plan.

13. NEIGHBOURHOOD PLAN

13.1 Line No. Monitor and Review Neighbourhood Plan

Work is ongoing.

Recommendation: That Line No. 13.1, Monitor and Review Neighbourhood Plan is moved to FY2024/25

13.2 Line No. 13.2 - Complete a Masterplan Framework for the Station Road Regeneration Area

Following consultation with Dorset Council Planning Policy Officer it has been decided that this work is no longer necessary.

Recommendation: That Line No. 13.2, Masterplan Framework for the Station Road Regeneration Area, is removed from the Five Year Action Plan.

13.3 Line No. 13.3 – Complete a Masterplan Framework for the proposed Employment Area in the Southern Extension.

This will form part of the Neighbourhood Plan and can therefore be dealt with under Line No. 13.1.

Recommendation: That Line No. 13.3, Masterplan Framework for Employment Areas in Southern Extension, is removed from the Five Year Action Plan

13.4 Line No. 13.4 - Complete a Conservation Area Appraisal Document and consultation for Gillingham Conservation Area.

Work is ongoing.

Recommendation: That Line No. 13.4, Complete a Conservation Area Appraisal Document, is moved to FY2024/25.

13.5 Line No. 13.5 – Complete an appraisal of the Milton-on-Stour Conservation Area.

Recommendation: Due to the work involved in assessing, writing and consulting on Conservation Areas it is recommended that this is moved to FY 2025/26.

14. PARTNERSHIP WORKING

14.1 Line No. 14.1 – Parking improvements at Gillingham Station.

This will be dealt with as part of the Neighbourhood Plan review.

Recommendation: That Line No. 14.1 is removed from the Five Year Action Plan as Gillingham Town Council does not have any control over land near Gillingham Station.

14.2 Line No. 14.2 – Work with NDRFC on a safe pedestrian route to the Rugby Club.

The council has asked NDRFC to investigate options and report back.

Recommendation: That Line No. 14.2, Safe pedestrian route to Rugby Club, remains at 2025/26.

14.3 Line No. 14.3 – Investigate the Possibility of Creating a Park Run.

The Sports and Leisure Sub-committee has consulted local sports and leisure groups and may decide to investigate the possibility of creating a Park Run.

Recommendation: That Line No. 14.3 is moved to FY2024/25.

15. CURRENT SECTION 106 PROJECTS

15.1 Line No. 15.1 – Divert and Improve Footpath No. 73 between Gillingham and Milton-on-Stour.

Project complete.

Recommendations: That Line No. 15.1, Divert and Improve Footpath No. 73, is removed from the Five Year Action Plan

15.2 Line No. 15.2 - Work with Dorset Council and Motcombe Parish Council on improved pedestrian / cycle links between Gillingham and Motcombe

Project complete.

Recommendation: That Line No. 15.2, Improved pedestrian / cycle links between Gillingham and Motcombe, is removed from the Five Year Action Plan.

16. CLIMATE CHANGE

16.1 Line No. 16.1 - Carry out energy efficiency audit on all council owned buildings

Work is ongoing but is expected to be completed by the end of the current financial year. Future audits will be carried out on a regular basis as part of the council's general operations.

Recommendation: That Line No. 16.1, Energy Efficiency Audit on all council owned building, is removed from the Five Year Action Plan

17. REQUESTS FROM COMMITTEES AND SUBCOMMITTEES

At the meeting of Full Council held on 29 August 2023 it was agreed that committees and subcommittees should review the 5 year plan and submit amendments/updates to the 5 year plan lead by 30 September in order that the updated plan is submitted to Full Council on 23rd October, ahead of the Budget workshop.

The following items have been requested for inclusion in the Five Year Action Plan:

- Path repairs and improvements at Upper Lodden POS - add to FY2024/25.
- Structure repairs to path at Ham Farm POS – add to FY2024/25.
- Structure repairs to path at Fernbrook POS – add to FY2024/25.
- Resurface of path at Gyllas Green POS – add to FY2024/25.
- Resurface of path at The Town Meadow POS – add to FY2025/26.
- Resurface of Hardings Park path – add to FY2026/27.
- Resurface of path at Frog Hollow – add to FY2025/26.
- Replace Kubota 3030 tractor – add to FY2024/25 (funding available in earmarked reserves).
- Replace diesel gator with electric gator – add to FY2025/26.
- Purchase of additional ride-on mower – add to FY2025/26 (funding available from commuted sum - David Wilson Barrett Homes)
- Installation of electric charging points at Roman Court Workshops – add to FY2024/25
- Installation of electric charging points at Town Hall – add to FY2025/26
- Installation of hard surface area in wedding garden at Town Hall – add to FY2025/26
- Insulation of Town Hall Roof – add to FY2024/25

Members are asked to consider this report during the consideration of the council's budget for FY2024/25.

Recommendation:

- That the Five Year Action Plan Sub-committee update the Five Year Action Plan and present it to the next Full Council meeting for consideration and adoption.

Sports & Leisure Panel Task & Finish Group Report**Author: Serena Burgess, Projects and HR Admin Officer**

A meeting was held on 5 October 2023

Present: Cllr Alan Frith, Cllr Paul Harris, Cllr John Kilcourse, Cllr Barry von Clemens, Julie Hawkins (Town Clerk), Serena Burgess**Absent:** Cllr Graham Poulter**1. Elect a Lead Member**

It was agreed that Cllr Barry von Clemens would be Lead member.

2. Consider Co-opting a Representative from Gillingham Community Leisure Trust

It was agreed to make a recommendation to Full Council to co-opt the General Manager as a member of the Task and Finish Group, as their expertise will be beneficial to the group.

3. Feedback from Sports Groups

The feedback was discussed. It was agreed that the new sports pitches needed to be multi-use and not allocated to any specific club. Sport England might be able to help determine which sports can share different pitch/surface types.

4. Agree Pavilion Visits

It was agreed to arrange pavilion visits for 21 November 2023 and to invite the Works Manager and Deputy Works Manager to also attend.

5. Section 106 Funding

It was agreed to carry this forward to the next meeting once the details are available.

6. Schedule of Meetings

It was agreed that meetings will be held as required.

RECOMMENDATIONS

- **To co-opt the General Manager of the Gillingham Community Leisure Trust as a member of the Task and Finish Group**

Full Council – 23 October 2023

Minute no. 1169

Gillingham Town Council

Proposed Annual Town Assembly Date Change 2024

Author: Jill Ezzard, Gillingham Town Council

The Annual Town Assembly is a statutory meeting of the council which must take place between 1 March and 1 June each year in accordance with the LGA 1972 sch 12 para 14(1).

Dorset Council have announced that elections for Town and Parish Councils, Dorset Council and the Police and Crime Commissioner are scheduled to take place Thursday 2nd May 2024, with the Pre-election period commencing on the 11th March 2024.

Gillingham Town Council agreed the Schedule of Meetings at the Full Council meeting on 27 February 2023 minute no. 978. To adhere the pre-election restrictions, governed by Section 2 of the Local Government Act 1986, as amended in 1988, a recommendation is made to move the Annual Town Assembly meeting scheduled for Wednesday 13th March 2024 to Wednesday 6th March 2024.

GILLINGHAM TOWN COUNCIL
SCHEDULE OF MEETINGS – 1st April 2023 - 31st May 2024

Key: ATA = Annual Town Assembly
MM = Mayor Making Ceremony

AC = Annual Council
NM = No Meeting

BM = Budget Meeting
* Meeting on a Tuesday after Bank Holiday

Meeting	April 23	May 23	June 23	July 23	Aug 23	Sept 23	Oct 23
General Purposes	3	2*	5	3	7	4	2
Planning	11*	9*	12	10	14	11	9
HR	17	15	19	17	21	18	16
Finance	17	15	19	17	21	18	16
Planning	24	22	26	24	29*	25	23
Full Council	24 19 ATA	22 AC 24 MM	26	24	29*	25	23
Meeting	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	April 24	May 24
General Purposes	6	4	8	5	4	2*	
Planning	13	11	8	12	11	8	
HR	20	NM	15	19	18	15	20
Finance	20	NM	NM	19	18	15	20
Planning	27	NM	22	26	25	22	27
Full Council	27	11	15 BM 22	26	25 13 6 ATA	22	27 13 AC 15 MM

Recommendation

That the scheduled Annual Town Assembly meeting is changed from Wednesday 13 March 2024 to Wednesday 6th March 2024.

Full Council – 23 October 2023

Minute no. 1171

Mayor's Report

28 September 2023 – 10 October 2023

Date	Event	Comments
28 Sept	BUPA Bike ride for charity	It was great to pop along and offer some moral support for the team at BUPA who were aiming to ride 141 miles in one day on an exercise bike in the surgery. The distance was that equal to riding between all their practices in the south-west
29 Sept	Mayors' community networking event	It was really good to be able to welcome community groups representatives at the Town Hall for a morning of networking over coffee and cake. We received some good feed back from everyone who came along.
30 Sept	GMS Lions charter dinner	As always, a great evening with the GMS Lions and all their guests.
2 Oct	Kyiv City Ballet, Bread and Salt Welcome	An honour to represent our town joining other civic leaders including the Deputy Lord Lieutenant and Chairman of Dorset Council to welcome the Kyiv City Ballet to North Dorset for a week of events.
5 Oct	Kyiv City Ballet discussion group	An amazing evening hearing about the life of the Kyiv City Ballet. They are travelling the world as cultural representatives of their home country during the war. A group of truly amazing people. It was an honour to have been asked to host this event here in Gillingham.
7 Oct	Gillingham Carnival	Another joyful day for our town and I was happy to have been invited to lead the afternoon parade and take part in the evening parade. Well done to the organisers and everyone who took part.
8 Oct	Performance by Kyiv City Ballet Sturminster Newton	An enchanting evening of music poetry and ballet with local members of the Ukrainian community, sharing their music with the highlight being a performance by the prestigious ballet company.
10 Oct	Duke of Edinburgh Awards	A wonderful celebration of the achievements by the young people and volunteers. Bronze and Silver awards were presented and the names of those who will be receiving their Gold awards later in the year at Buckingham Palace were announced.

Full Council – 23 October 2023

Minute no. 1172

Gillingham Ward Month

CIr Belinda Ridout – October 2023

Council Tax Bill – there is a consultation running at the moment on proposed changes to Local Council Tax Reduction Scheme for working age people. The Reduction Scheme is a discount that helps people on low incomes pay their council tax bill. The proposed new scheme aims to make it easier for residents to understand, access and work better with the Universal Credit system, to avoid the need for constant changes to awards. Under the existing scheme, residents with savings of up to £16,000 and a low income, may be eligible for the discount, the proposed new scheme lowers this to a capital limit of £6,000. The consultation closes on Wednesday, 25th October. Link: <https://consultation.dorsetcouncil.gov.uk/consultation-and-engagement/counciltax/>

Polling Stations Review – Dorset Council is required by law to review all polling district, polling places and polling stations in the Dorset Council area. The electoral register for Dorset Council is divided into approximately 400 local areas (polling districts) and by law every polling district must be assigned a polling place where electors can go to vote. There are around 320 buildings used as polling stations with most being village and church halls, schools and community centres. This review aims to ensure that voting arrangements for future elections suit the needs of electors in each area, so that electors have access to reasonable facilities for voting. The consultations seeks public comment on the suitability of the polling station where they voted in person. The council is also consulting local political parties, local party agents, parish and town councils, MP's and local disability groups. The review finishes on 13th November. The consultation documents can be found online. Note: no changes can be made to existing ward or parish boundaries during this review and any recommendations need to be in alignment with existing parliamentary constituency, ward and parish boundaries.

Dorset Council Budget – the first of a series of 'Budget cafes' has taken place, giving the opportunity for all members to be involved with building next year's Budget. These are very interesting but challenging sessions which will result in recommendations affecting us all as residents. I look forward to the next one! As well as these all member sessions, four, cross-party Task and Finish Groups have been set up covering all areas of the Council's business and I am a member of the Children's Services group looking at demand forecasting.

Mico-surfacing roads – work continues in October to preserve more roads using a preventative treatment called micro-surfacing. This seals the road, improves the texture and prevents water ingress. It is a cost-effective treatment for worn, but not structurally failing, roads that keeps them in good condition. It also adds reinforcement to the existing surface. This work will be carried out by contractor, Kiely, and affected households will receive a leaflet before the work starts. Due to equipment size and number of vehicles used to carry out the work, roads will be closed for the treatment to be carried out. Road closures will be from 8am to 5pm. An onsite team member will be

available to address any queries. Please look out for advance notice signs which will be put out before the start of work. The signs will also contain contact information. Previously such work has caused concerns because the finish may look 'open' with some loose chippings. However, after a few weeks (or longer depending on traffic volumes) the material will bed in. The contractor will sweep up any excess chippings. As ward members we are notified of forthcoming works in our area but no works here just yet.

Dog related PSPO consultation (Public Spaces Protection Order) – the recent consultation attracted 4,221 responses, 80% from local residents, with 62% of responses from dog owners. The full report and recommendations will go to the Place and Resources Overview Committee and Cabinet on 7th November. If recommendations are agreed, the new dog-related PSPO will come into effect on 1st January 2024.

Future meetings – the Executive Advisory Panels to Cabinet have been resurrected. Again, I am a member of the cross-party **Climate & Ecological Emergency Executive Advisory Panel**, with our first meeting early November. I'm look forward to this for an update, looking at all options and being part of future climate change strategy recommendations.

I am also a member of the new **Local Plan Executive Advisory Panel** and the first meeting is at the end of the month. Again, looking forward to this as the Local Plan affects us all and is our future.

Belinda Ridout, Councillor for the Gillingham Ward
Cllrbelinda.ridout@dorsetcouncil.gov.uk **07496413114**

For those residents not on line, who have important questions or concerns, call Dorset Council on 01305 221000, 8am to 8pm, 7 days a week or email: communityresponse@dorsetcouncil.gov.uk. All minutes of meetings can be found on the Dorset Council website: <https://www.dorsetcouncil.gov.uk>