



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MEETING MINUTES

Minutes of the Full Council meeting held on **Monday 25 March 2024** at The Town Hall, Gillingham, commencing at 7.31 pm.

Present:

Cllr Barry von Clemens, Mayor	Cllr John Kilcourse
Cllr Roger Weeks, Deputy Mayor	Cllr Val Potheary
Cllr Graham Bashford	Cllr Graham Poulter
Cllr Fiona Cullen	Cllr Sarah Snook
Cllr Rupert Evill	Cllr Donna Toye
Cllr Alan Frith	Cllr Alison von Clemens
Cllr Paul Harris	Cllr Mark Walden
Cllr Mick Hill	

In attendance:

Julie Hawkins, Town Clerk
Serena Burgess, Projects and HR Admin Officer
4 members of the public

Via MS Teams:

Michael Streeter, Gillingham and Shaftesbury News

Prior to the start of the meeting, there was a presentation by Emma Teasdale, Litter Free Dorset Project Officer.

1275. Public Participation.

There was no public participation.

1276. To receive apologies for absence

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

1277. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests

Cllr Snook and Cllr Walden declared a personal interest in Agenda item no 11.

1278. To receive questions pertaining to the previous minutes

There were no questions.

1279. To approve the Minutes as a true and accurate record of the Full Council meeting held on Monday 26 February 2024

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 26 February 2024 as a true and accurate record. The Chairman signed the minutes.

1280. To receive, consider and adopt the following standing committee reports:

a) General Purposes Committee meeting held on Monday 4 March 2024.

It was agreed and **RESOLVED** that the minutes of the General Purposes meeting held on Monday 4 March 2024 are approved and adopted.

b) Planning Committee meetings held on Monday 26 February 2024 and Monday 11 March 2024.

It was agreed and **RESOLVED** that the minutes of the Planning Committee meetings held on Monday 26 February 2024 and Monday 11 March 2024 are approved and adopted.

c) Finance and Policy Committee meeting held on Monday 18 March 2024.

It was agreed and **RESOLVED** that the minutes of the Finance and Policy Committee meeting held on Monday 18 March 2024 are approved and adopted.

1281. To approve payments of £10,000 and over

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

1282. To receive and consider a Health and Safety Report

A report had been circulated prior to the meeting. The report was noted.

1283. To receive and consider reports from sub-committees and task and finish groups, as follows:

a) Five Year Action Plan Sub-committee

There has been no meeting.

b) Sports and Leisure Task and finish Group

There has been no meeting.

c) Traffic Management Sub-committee

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

It was agreed and **RESOLVED** that Item 2 - Parking on the junction of Turners Lane and Cypress Way - is closed as no further action is required by Gillingham Town Council

It was agreed and **RESOLVED** that Item 4 – Request for an Access Protection Marking at Deane Avenue - is closed as no further action is required by Gillingham Town Council

It was agreed and **RESOLVED** that Item 5 – Request for a dropped kerb at Chantry - is closed as no further action is required by Gillingham Town Council

It was agreed and **RESOLVED** that Item 7 – Cresscombe Close Parking - is closed as no further action is required by Gillingham Town Council

It was agreed and **RESOLVED** that Item 8 – Zebra Crossing at Wyke - is closed as no further action is required by Gillingham Town Council

It was agreed and **RESOLVED** that Item 10 – Request for Double Yellow lines at St Martin’s Square - is closed as no further action is required by Gillingham Town Council

It was agreed and **RESOLVED** that Item 11 – Speeding by Spicketts Bridge - is closed as no further action is required by Gillingham Town Council

It was agreed and **RESOLVED** that Item 12 – Parking at Deer Gardens/Jay Walk - is closed as no further action is required by Gillingham Town Council

1284. To receive and consider reports from outside bodies, if available:

a) Town Meadow Group (Cllr Toye)

There has been no meeting.

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

There has been no meeting.

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

There has been no meeting. Cllr B von Clemens reported that he and Cllr Weeks had recently attended a Councillor Networking Day which was very interesting and informative.

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

There has been no 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)

There has been no meeting.

1285. To receive and consider a response to an application for the review of a premises licence or club premises certificate under the Licensing Act 2003 for The Wine Bar (Rocky's Bar), Queen Street, Gillingham

It was agreed and **RESOLVED** that as Gillingham Town Council, as the corporate body, has not witnessed or observed first hand any concerning behaviour or incidents relating to Rocky's Bar in Queen Street, it is unable to respond to the review of the premises licence.

1286. To consider and agree the renewal of the Registrars Lease with Dorset Council from 1 June 2024 for a period of three years

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

It was agreed and **RESOLVED** that Dorset Council Registration Service is offered the opportunity to renew the existing lease for use of Gillingham Town Hall on the existing terms for a three year period from 1st June 2024 until 31st May 2027 at a charge of £2,488.89 (with a 5% increase at each rent review) plus 12.5% service charge contributions of actual expenditure incurred by Gillingham Town Council, as landlord.

It was agreed and **RESOLVED** that the Mayor, Cllr Barry von Clemens and the Deputy Mayor, Cllr Roger Weeks, are authorised to sign the lease on behalf of the Council - their signatures to be witnessed by the Town Clerk.

It was agreed and **RESOLVED** that the Town Clerk be authorised to complete the lease on behalf of Gillingham Town Council.

1287. To receive, consider and approve the Quarterly Newsletter (Spring Edition), prior to circulation.

The newsletter had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the Quarterly Newsletter (Spring Edition), with the requested amendment, is approved for circulation.

The newsletter can be view at www.gillinghamdorset-tc.gov.uk or by clicking [Here](#).

1288. To receive and note a report on the Mayor and Deputy Mayor's civic activities

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

The report was noted.

1289. To receive and note reports from Dorset Councillors, if available

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

The report was noted.

1290. To receive matters pertinent to this meeting

As this was his last Full Council meeting, Cllr Poulter thanked everyone for their support particularly the staff, without whom his role as a Councillor would not have been possible, the works team and fellow Councillors. He said being a Councillor had been an interesting journey, difficult and rewarding - that it had been well worthwhile and he had enjoyed it immensely.

The Mayor thanked Cllr Poulter for everything he had achieved during his term of office.

The meeting closed at 7.52 pm.

Full Council – 25 March 2024

Minute no. 1283c

Gillingham Town Council

Traffic Management Sub-Committee meeting held on 7 March 2024

Author: Cllr Val Potheary, Lead Member

Present: Cllr Val Potheary (Lead member), Cllr Graham Bashford, Cllr Alan Frith, Patrick Carpenter (Dorset Council Community Highways Officer), Serena Burgess (Projects and HR Admin Officer)

Apologies: Cllr Mick Hill, Cllr David Walsh

The following items were discussed:

1. Speeding on Shaftesbury Road

There has been no progress on this item since the last meeting.

2. Parking on the junction of Turners Lane and Cypress Way

Dorset Council Highways have assessed the area and have confirmed that it presently does not fulfil the criteria for parking restrictions. Dorset Waste Partnership have changed their collection times and have experienced no issues since doing this.

It was agreed that this item can now be closed.

3. Bollards on Common Mead Lane

There has been no progress on this item since the last meeting.

4. Request for an Access Protection Marking at Deane Avenue

It was agreed that an access protection marking is not necessary as there is already a pedestrian dropped kerb in place which is enforceable by parking services. Parking Services will be asked to monitor the area.

It was agreed that this item can now be closed.

5. Request for a dropped kerb at Chantry

The Highways Officer confirmed that the number of existing dropped kerbs already in place meet the Department of Transport’s best practice guidance. Therefore, the installation of an additional dropped kerb was not supported by the Sub-committee.

It was agreed that this item can now be closed.

6. Parking at Gyllas Way

Further potential solutions were discussed and Dorset Council Highways will reassess the area.

7. Cresscombe Close Parking

The Highways Officer will request repainting when worn to intervention level.

The Police will be asked to monitor the area and enforce the restrictions.

It was agreed that this item can now be closed.

8. Zebra Crossing at Wyke

The Highways Officer will request repainting when worn to intervention level.

It was agreed that this item can now be closed.

9. Queen Street Parking

It was agreed to ask Dorset Council’s Infrastructure team to carry out a review of the area as much has changed there since the last review.

10. Request for Double Yellow lines at St Martin’s Square

There has been no further communication since the resident was contacted, therefore it was agreed that this item can now be closed.

11. Speeding by Spicketts Bridge

There has been no further contact from the resident regarding a petition and the collision data doesn’t support the requested speed restriction.

It was agreed that this item can now be closed.

12. Parking at Deer Gardens/Jay Walk

The Highways Officer has confirmed that the roads are not adopted by Dorset Council Dorset. Councillors are actively pursuing the adoption.

It was agreed that this item can now be closed.

13. Date of Next Meeting

4 April 2024 at 4.00 pm.

RECOMMENDATIONS

- **That item 2 – Parking on the junction of Turners Lane and Cypress Way - is closed as no further action is required by Gillingham Town Council.**
- **That item 4 – Request for an Access Protection Marking at Deane Avenue - is closed as no further action is required by Gillingham Town Council.**
- **That item 5 – Request for a dropped kerb at Chantry - is closed as no further action is required by Gillingham Town Council.**
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Gillingham Town Council**Renewal of Lease with Dorset Council Registration Service****Author: Julie Hawkins, Town Clerk**

The term of the current lease with Dorset Council Registration Service for use of Gillingham Town Hall is from 1st June 2021 until 31st May 2024. A copy is attached for your information.

At the Finance and Policy Committee meeting held on 18th September 2023 (Minute No. 591) it was agreed and resolved to charge Dorset Council Registration Service an annual lease for FY2024/25 of £2,475.91 plus 12.5% service charge contributions of actual expenditure incurred by Gillingham Town Council, as landlord.

Para. 23 of the lease states that the rent is to increase by 5% on each rent review date. As the lease covers different financial years, the cost of the lease from 1st June 2024 to 31st May 2025 will be £2,488.89.

If the council agree to continue the lease, a new lease will need to be signed by two Councillors and their signatures witnessed by the Town Clerk.

RECOMMENDATIONS:

- **That Dorset Council Registration Service is offered the opportunity to renew the existing lease for use of Gillingham Town Hall on the existing terms for a three year period from 1st June 2024 until 31st May 2027 at a charge of £2,488.89 (with a 5% increase at each rent review) plus 12.5% service charge contributions of actual expenditure incurred by Gillingham Town Council, as landlord.**
- **That the Mayor, Cllr Barry von Clemens and the Deputy Mayor, Cllr Roger Weeks, are authorised to sign the lease on behalf of the Council - their signatures to be witnessed by the Town Clerk.**
- **That the Town Clerk be authorised to complete the lease on behalf of Gillingham Town Council.**

Full Council – 25 March 2024

Minute no. 1288

Mayor's Report

27 February 2024 – 18 March 2024

Date	Event	Comments
28 Feb 24	Sherborne Civic Day	A rainy but fabulous day in Sherborne as the Mayor's guest at her Civic Day. A guided tour of the abbey with some interesting facts about its history. Then onto a visit to the museum - a wonderful place full of interesting historic information about the town.
5 March 24	Portland Civic Day	A wonderful day learning about the history of the Portland stone quarries and also a lesson in stone carving. It was great to hear the future plans for this site.

Dorset Councillor Report**Cllr Belinda Ridout – March 2024**

Local Transport Plan Survey – it was great to chat to the many residents who gave their time to come along to the drop-in event at the Chantry Office, Gillingham on Thursday 29th February where myself, Cllr Potheary and Cllr Walsh were present to listen, record comments and help individuals to complete the on-line survey. Results of the survey will be published in due course.

Climate Change – members recently received an update on what Dorset Council is doing to help Dorset become a climate and nature friendly county. Full details can be found on the Dorset Council website: Climate and Ecological Emergency – Progress so far. Just a few highlights:

Climate Emergency:

- **Decarbonizing Dorset Council’s buildings (including schools)** – improving the energy efficiency of buildings, replacing all oil and gas heating systems with low carbon alternatives and generating any energy used from renewable sources.
- **Supporting others** – Low Carbon Dorset helps businesses to reduce their carbon footprint; To date, £7m worth of low carbon projects have been supported through the programme, with over 200 grants awarded to Dorset based organisations. Healthy Homes Dorset offers free loft and cavity wall insulation and replacement heating systems to Dorset residents. Litter Free Dorset works to reduce the impact of litter in the county. Establishing a ‘Public Sector Decarbonisation and Ecology Group’, bringing together partners such as the NHS, Police, Fire and Rescue Service, Bournemouth University and BCP Council to share best practice and work together.
- **Transforming how we travel** – using funds awarded from the government’s Transforming Cities Fund, working with BCP Council to invest in sustainable transport across south-east Dorset; increasing the number of electric vehicle charging points across the county; reducing the environmental impact of our highways by use of environmentally friendly, low-energy asphalt for road surfacing; replacing Dorset Council’s fleet with electric vehicles; engine emissions reduction – over 140 Highways vehicles have been fitted with a telematic system, leading to a 40% improvement in driver behaviour, preventing over 200 tonnes of carbon emissions and saving over 28,000 litres of fuel; working on a new Local

Transport Plan with BCP Council, that will set out the long-term vision for moving around Dorset safely and sustainably; developed a Bus Service Improvement Plan, setting out the plans and policies that will deliver a transformation across the Dorset Council area, focusing on revitalizing the local bus network, reversing the decline in passenger use, meeting the aspiration of the public, making Dorset the centre of excellence for rural transport provision; sustainable travel initiatives including a Careshare scheme for employees, encouraging remote working where possible and maintaining hundreds of cycling and walking routes across the county.

- **Reducing Waste** – good progress over the last decade has increased recycling rates year on year. Waste sent to landfill has decreased from 71% to 2%. Recycling rates have risen from 29% in 2004 to 59.8% last year, ranking it at 11th place out of 351 local authorities. Food waste is now processed within Dorset to produce biogas and electricity.
- **Generating renewable energy** – to address the climate emergency, all energy currently provided by fossil fuels for heating, transport and electricity will need to come from a low-carbon source. It is estimated that Dorset will need around 60MW of solar to cover energy demand once efficiency measures have been taken. An online map shows you exactly where renewable energy schemes have been installed on council owned buildings.

Ecological Emergency

Managing Green Spaces – with over 80 countryside sites, nearly 3,000 miles of Public Rights of Way, long distance trails and just under 5,000 miles of highway verge, below are some of the things Dorset Council is doing to tackle the ecological emergency:

- **Changes to countryside management** – allowing natural grasses and wildflowers to grow on roadside verges; helping to protect and restore rare heathland across Dorset; implementing a range of positive approaches in the Council's Pollinators Action Plan to protect bees, butterflies and other pollinators by cutting hedgerows less frequently, planting flowering trees and shrubs and enhancing the ecological value of roadside verges.
- **Switching to battery-powered tools** – in 2021, nearly all two-stroke petrol engine hand tools were replaced with battery driven equivalents and solar panels installed on the roof of the depot where the tools are recharged, has eliminated the carbon emissions from the tools and saved an estimated 43 tonnes of CO2 a year and £10,000 in annual fuel costs.
- **Going peat-free** – Dorset Council now only uses peat-free compost which is great for the environment and the climate. Peat bogs, including those found in Dorset Heathlands, are important carbon stores preventing the release of carbon dioxide.

Climate & Ecological Emergency Strategy progress reports can be found in detail on the Dorset Council website.

Extra Funding for Road Maintenance – an extra £4+ million funding from the Department for Transport over the years 2023/24 and 2024/5 (reallocated HS2 government funding) will be dedicated to carriageway maintenance in the council area. Dorset Council is also allocating an additional £6.03 million from its own budget for highway maintenance, to be invested in more proactive maintenance of Dorset’s roads.

Council Tax Premium on Second Homes and empty houses in Dorset – Dorset Council approved proposals for a council tax premium on second homes and an amendment to agree an earlier commencement date for the existing Long Term Empty Homes premium - new flexibilities for councils under the Levelling Up and Regeneration Bill 2023. This means, for those properties classed as Long Term Empty and Unoccupied, a 100% premium from 1st April 2024 will be applied after one year rather than the existing 2 years. The introduction of 100% council tax premium on second homes will come into effect on 1st April 2025, making a total council tax charge of 200%. Unlike empty dwellings, there is no requirement for a property to have been used as a second home for a fixed period of time before the premium is applied, so it becomes chargeable from day one that a property becomes a second home.

Dorset Council Local Plan - a revised approach to the drafting of Dorset’s Local Plan, in anticipation of a new plan-making system to be introduced by central government at the end of 2024, will be considered by Cabinet on 12th March. The council will take due regard of all previous feedback from residents and other stakeholders to shape the new-style plan. To continue under the current ‘old’ system, the council would need to publish its draft new Local Plan late 2024 and submit a final draft to government by June 2025. This would lock the council into a plan process that is due to be replaced imminently. Dorset Council is therefore looking to follow the new plan-making system, to be introduced November 2024. This will include a streamlined 30 month production timetable.

The proposed changes will remove the need for certain policies through the introduction of a national set of development management policies. The statutory Duty to Cooperate (which expects authorities to consider meeting unmet needs from neighbouring areas) has also been removed, along with the 5-year housing land supply (provided the council has an up-to-date plan). The Levelling Up and Regeneration Act has put measures in place to aid in addressing nutrient neutrality by requiring the upgrade of wastewater treatment works with a nutrient sensitive catchment. Under the new system, initial scoping and early engagement would take place in September 2024 before the bulk of work begins in November. There would be further engagement in 2025 and 2026 before submission for examination in November 2026 and, subject to results, potential adoption of the new Local Plan in May 2027.

St Martins Extra Care Scheme, Queen Street, Gillingham – as local ward member, I have been notified that the completion of this project will now be Summer 2024, owing primarily to labour and supply shortages and a delay to the electricity provider confirming the date for power connection. The scheme will provide 55 one and two-bedroom apartments for rent with communal facilities developed for people who have care needs and require additional support as they get older, while living in a supportive environment in a town centre location.

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

For those residents not online 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>