



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

FULL COUNCIL

The minutes of the **Full Council** meeting convened on, **Tuesday, 26th May 2020** at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities and 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 April 2020.

Present

Cllr Barry von Clemens, Mayor	Cllr Mick Hill
Cllr Paul Harris, Deputy Mayor	Cllr John Kilcourse
Cllr Fiona Cullen	Cllr Graham Poulter
Cllr Sharon Cullingford	Cllr Val Potheary
Cllr Rupert Evill	Cllr John Robinson
Cllr Alan Frith	Cllr Donna Toye
Cllr Alison Gale	Cllr Keith Wareham
Cllr Mike Gould	Cllr Roger Weeks

In Attendance

Town Clerk: Julie Hawkins

Deputy Town Clerk: Clare Ratcliffe

Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News

Press: Jemma Gibson, Vale Newspaper

Public: None

Minute no.

243. 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.

244. To receive apologies for absence.

It was agreed and **RESOLVED** to accept the apology for absence from Cllr Dennis Griffin due to work commitments.

245. To approve the minutes of the meeting held on Monday, 27th April 2020.

It was agreed and **RESOLVED** that the minutes of the Full Council meeting held on Monday, 27th April 2020 are approved. The Chairman will sign the minutes when it is possible to do so.

246.	To receive any questions pertaining to the previous minutes.
	There were no questions pertaining to the previous minutes.
247.	To receive declarations of interest. <u>Please note:</u> 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; however, a personal interest was declared as follows: Cllr Weeks declared a personal interest in agenda item no. 12: Application for Free Room Hire - Diabetes UK. Cllr Weeks is a volunteer speaker for Diabetes UK.
248.	To receive and consider reports from the Schools Councils, if available.
	Cllr von Clemens reported that there were no reports from the Schools Councils. The schools are preparing to return on 1 st June after the lock-down.
249.	To receive written reports from outside bodies, if available, for consideration and approval:
	<p>a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT) (Cllr von Clemens).</p> <p>Cllr von Clemens had nothing to report this month. An online meeting is being arranged for next month.</p> <p>b) Town Meadow Group (Cllr Cullingford).</p> <p>Cllr Cullingford gave a verbal report on the activities of the Town Meadow Group (TMG), as follows:</p> <ul style="list-style-type: none"> • The TMG has been unable to meet since last year and little has happened over the past few months due to the Pandemic and the lock-down. • TMG recently refused permission for Hidden Pizza to use the Town Meadow because TMG do not wish to encourage social gatherings on the meadow and are unable to enforce the rules on social distancing. Hidden Pizza now has permission to use the car park at Gary Stevens Electrical in South Street. Patrons of Hidden Pizza have been encouraged to eat their food elsewhere. • The annual maintenance work that normally takes place on the meadow in April was cancelled and will now take place in the autumn. • TMG thank the GTC grounds team for watering and kindly request that the watering schedule at the meadow is extended to include the cherry tree that was planted last autumn and the two big shrubs. <p>c) Gillingham Chamber of Commerce and Industry (Cllr von Clemens).</p> <p>Cllr von Clemens had nothing to report this month.</p> <p>d) DAPTC (Larger Towns: Cllr von Clemens, Northern Area: Cllr Toye / Cllr Weeks).</p> <p>There was nothing to report this month. Cllr von Clemens informed members that DAPTC and the new Chief Executive, Neil Wedge, are working closely with Dorset Council and Dorset Town and Parish Councils on issues surrounding COVID19 and plans to re-open Dorset following the lock-down.</p>

	e) Shaftesbury and District Transport Forum (Cllr von Clemens).
	Cllr von Clemens had nothing to report this month but commented that Dorset Councillor Belinda Ridout and Derek Beer were working hard to resolve the issues surrounding the loss of the X2 bus service in Gillingham.
	f) Gillingham Town Team (Cllr Gould/Cllr Frith).
	Cllr Gould summarised his report that had been circulated prior to the meeting. Please refer to Appendix A . There were no recommendations.
	g) Bones (Youth Club) Management Committee (Cllr von Clemens).
	Cllr von Clemens reported that the Youth Club continue to offer a vital service for young people, despite the Government rules on social distancing, by interacting with young people via remote technology.
250.	To receive, consider and adopt the following standing committee reports:
	a) General Purposes Committee meeting held on Monday, 4th May 2020
	It was agreed and RESOLVED that the minutes of the General Purposes Committee held on Monday 4 th May 2020 are approved and adopted
	b) Planning Committee meetings held meeting on Monday, 11th May 2020
	It was agreed and RESOLVED that the minutes of the Planning Committee held on Monday, 11 th May 2020 are approved and adopted.
	c) Finance Committee meeting held on Monday, 18th May 2020
	It was agreed and RESOLVED that the minutes of the Finance Committee held on Monday, 18 th May 2020 are approved and adopted.
251.	To approve and authorise any payments over £10,000, if any.
	There were no payments over £10,000.
252.	To receive and consider applications for Free Room Hire, if any.
	The application received from Diabetes UK (DBUK) had been resubmitted following comments made the previous month. Cllr Weeks informed members that in consultation with Keith Harrison of the Clinical Commissioning Group (CCG) and Diabetes UK a more formal group will commence, when possible, on a bi-monthly basis. The exact dates to be decided. The Town Clerk confirmed that the correct application form had been completed, which was indeed the case the previous month. It was agreed and RESOLVED that free room hire is granted to Diabetes UK. Cllr Weeks did not participate in the vote.
253.	To receive and review the following policy documents, if available:
	a) Safeguarding Policy
	Cllr Kilcourse made some minor amendments. It was agreed and RESOLVED that the Safeguarding Policy, with minor amendments, is approved.
	b) Standing Orders
	Cllr Kilcourse made some minor amendments. It was agreed and RESOLVED that Standing Order no. 27, with minor amendments, is approved.
	c) Code of Conduct
	It was agreed and RESOLVED that the Code of Conduct, as presented, is approved.

254.	To receive and consider a report on Woodwater Farm Sports Facility Task and Finish Group (Cllr Graham Poulter).
	Cllr Poulter had nothing to report this month; however, he informed members that a remote meeting with the Football Foundation and the Football club has been arranged this week.
255.	To receive and consider a report from the Future Workshop Provision Task and Finish Group (Cllr Paul Harris).
	<p>Cllr Harris referred to a report that had been circulated prior to the meeting. Please refer to Appendix B.</p> <p>It was agreed and RESOLVED that Gillingham Town Council note the progress to-date.</p> <p>It was agreed and RESOLVED that Gillingham Town Council note the on-going work as listed.</p> <p>It was agreed and RESOLVED that Gillingham Town Council note the Consultation Plan.</p> <p>It was agreed and RESOLVED that Gillingham Town Council authorise the Press Release, with a minor amendment paragraph no. 3, 2nd line changing the word "will" to "may".</p> <p>It was agreed and RESLOVED that Gillingham Town Council authorise the "go live" of the workshop webpage on the Gillingham Town Council website as soon as practicable.</p> <p>It was agreed and RESOLVED that Gillingham Town Council authorise the Resident's Survey to be released at the appropriate time in the Consultation Plan.</p> <p>Cllr von Clemens thanked the Workshop Task and Finish Group for all their hard work.</p>
256.	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).
	<p>a) Cllr von Clemens reported that Dorset Council has submitted a prior notification application to Dorset Council Planning Department for the demolition of the Old Manse at the junction of New Road and Newbury. This is part of the work for Highway improvements in Gillingham, in connection with the Southern extension of Gillingham.</p> <p>b) Cllr von Clemens informed the meeting that social distancing banners provided free of charge by Dorset Council will be displayed shortly.</p> <p>c) Cllr Cullingford thanked Cllr Frith and Cllr Poulter for the extra work that they have undertaken as signatories for the on-line banking.</p>
There being no other business on the agenda, the meeting closed at 8.10pm	
Signed: _____ Date: 22 nd June 2020 Cllr Barry von Clemens, Mayor of Gillingham	

Dorset Councillor Report – Cllr Val Pothercary

Cllr Pothercary informed the meeting that she has attended virtual Dorset Council meetings, including a northern area Planning Committee meeting. Cllr Pothercary stated that the communication between Dorset Council and the town and parishes continues to work well.

Minute no 249(f)

Gillingham Town Council

Town Team Report

Author: Cllr Mike Gould

Town team has not met formally during the previous 4 weeks.

However, we have received Bournemouth University's comprehensive survey of Gillingham.

Attempts to present this to Councillors have proved technically difficult under lockdown, so in consultation with the Town Clerk, a decision has been taken to pend that presentation until it can be presented properly, either by Zoom or at a face to face meeting.

Town team feel it is very important that Council has the opportunity to discuss the report's recommendations and, if they wish, to form working parties or support to act on all or some of these.

Town Team also took part in the Gillingham Economic Development meeting convened by Dorset Council earlier. At that meeting attended by the Town Clerk, Mayor and Dorset Councillors for the Town, the planning for the Station Road and Town Centre was discussed and an outline scheme, in line with the Neighbourhood Plan was presented, aiming to revitalise the area.

Town Team would also like to present this to Council for discussion and possible action through working parties but feels again that such a presentation should take place when a physical meeting can be arranged.

Finally, Town Team has received funding for the feasibility study with the objective of setting up a Business Improvement District.

Tenders for this work have been sought and the necessary Dorset Council business ratepayers' files have been provided.

Gillingham Town Council

Workshop Task and Finish Group

Lead: Deputy Mayor

1. Background

GTC appointed a Workshop Task & Finish Group (T&F Gp) at its full council meeting 24th February 2020 to determine future workshop requirements. The T&F Group has progressed work, reporting to full council on 23 March and 27 April 2020. The T&F Group received an update report plus taskings on 4th May and has met three times on 13th, 20th and 22nd May. The meeting report/minutes are at **Attachments 1, 2, 3 and 4 respectively for noting**. The T&F Group meetings in May were held in accordance with The Local Authorities and 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 April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. Whilst the 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England and not Task & Finish Groups, this Group met under the same regulations.

Both the T&F Group lead and the Town Clerk attended a Public Works Loan Board webinar on 29th April 2020, along with 140+ Parish and Town representatives. This updated them on the current process for submission of a PWLB funding request.

2. Current Progress

Since the last report the T&F Group has:

- Sourced a chartered surveyor from three requests for quotes
- Tasked the chartered surveyor to complete a survey of the location and provide a report, which has now been received and reviewed.
- Sourced a drainage survey company from three quotes.
- Tasked a CCTV survey of the drainage system on site, provide a report and a copy of the CCTV survey footage. This has now been received and reviewed.
- Compiled a Consultation plan between the Council, Residents and local groups. A copy is attached at **Attachment 5 for noting**.
- Sourced and received budget costings for three different types of security fencing for the site; reviewed and selected the type of security fencing that would be appropriate for the site and inserted the costs into the project budget.
- Compiled a draft 5-year Precept projection as required for the PWLB submission in due course.
- Reviewed and amended the Precept projection as a result of the FY19/20 End of Year report submitted to the Finance Committee on 18 May 2020. The 5 Year Precept projection is currently at Version 4.
- Compiled and amended the project programme, currently at version 7.
- Compiled and amended the project budget, including refurbishment and general costs associated with the running of the site in FY19/20 not included in the budget/precept for FY 20/21. The project budget is currently at version 7.
- Compiled a Press Release on the project. A copy of which is at **Attachment 6 for authorising**.

- Worked with the Office Manager to prepare a specific Workshop purchase page on the GTC website where updates will be provided during the project and from where residents can send emails to GTC with their comments, This is scheduled to go live within the week after this Full Council meeting.

The T&F Group ongoing work includes:

- Submission of a planning request for a lawful development certificate to ensure the correct business rates for GTC use are applied to the site
- Compiling a Residents consultation questionnaire.
- Commencing purchase negotiations with the current owner, as authorised by Full Council 27th April 2020, subsequent to this Full Council meeting.

3. Timeframe Update

The key activities to be considered are:

- Full Council 22nd June 2020
 - Consider price negotiated if available.
 - Receive survey reports, latest 5-year Precept projection, latest Project budget, latest Project programme
- Full Council 27th July 2020
 - Receive all reports including public consultation results and formal PWLB documentation required for submission
 - Make a purchase decision based on all information in front of the Council.
 - If Yes:
 - Make formal statement in the prescribed manner at the meeting and record the specific wording of the statement in the meeting minutes
 - Authorise submission of PWL application
 - If No:
 - Close Project
- If Yes, Subsequent Full Council meetings after the PWL is authorised:
 - Direct T&F Gp to manage the final purchase process
 - Authorise exchange and final completion of contracts
 - Direct T&F Gp to oversee the relocation

4. Recommendations

- That GTC **note** the progress made to date
- That GTC **note** the ongoing work as listed
- That GTC **note** the Consultation Plan.
- That GTC **authorise** the Press Release as provided
- That GTC **authorise** the "go live" of the Workshop webpage on the GTC website as soon as practicable.
- That GTC **authorise** the Residents Survey to be released at the appropriate time in the Consultation Plan.

Attachments:

1. Minutes of the T&F Group 4th May 2020
2. Minutes of the T&F Group 13th May 2020
3. Minutes of the T&F Group 20th May 2020
4. Minutes of the T&F Group 22nd May 2020
5. Consultation Plan
6. First Workshop Press Release

4 May 2020

Gillingham Town Council

Workshop Task & Finish Group

Lead: Deputy Mayor

1. Updated Report of 23 March 2020

The first report was made to Full Council (FC) 23 March 2020. FC used Skype for this meeting due to the COVID-19 pandemic; a requirement to have social distancing of 2m between individuals and that some councillors were in a vulnerable category and were self-isolating. The Skype meeting took place before the government changed the law to allow virtual meetings, thus the meeting and report had to be re-run at the next FC meeting 27th April. The report was verbally updated by the T&F Group lead as follows:

The timetable was amended from:

From	To
<ul style="list-style-type: none"> • Full Council 23 March 2020 <ul style="list-style-type: none"> ○ Is this worth pursuing? If not, stop. ○ If so then authorise structural survey 	<ul style="list-style-type: none"> • Full Council 27th April 2020 <ul style="list-style-type: none"> ○ Is this worth pursuing? If not, stop. ○ If so then authorise structural survey
<ul style="list-style-type: none"> • Full Council 27th April 2020 <ul style="list-style-type: none"> ○ Consider Structural Report (through T&F Gp) ○ Delegate price negotiation, within limits, with sellers to named councillors ○ Start Public consultation process ○ Start Planning permission – change from commercial to industrial. ○ Start Planning permission – erection of security fence and gate 	<ul style="list-style-type: none"> • Full Council 26th May 2020 <ul style="list-style-type: none"> ○ Consider Structural Report (through T&F Gp) ○ Delegate price negotiation, within limits, with sellers to named councillors, Cllr Poulter & Cllr Kilcourse, based on their respective professional backgrounds ○ Start Public consultation process ○ Start Planning permission – change from commercial to industrial. ○ Start Planning permission – erection of security fence and gate
<ul style="list-style-type: none"> • Extraordinary Full Council week of 15th June 2020 <ul style="list-style-type: none"> ○ Consider price negotiated. ○ Consider all reports, public consultation, determine if purchase is to go ahead and authorise negotiators to agree a purchase price with the sellers, subject to public works loan 	<ul style="list-style-type: none"> • Extraordinary Full Council week of 29th June 2020 <ul style="list-style-type: none"> ○ Consider price negotiated. ○ Consider all reports, public consultation, determine if purchase is to go ahead and authorise negotiators to agree a purchase price with the sellers, subject to public works loan (PWL).

(PWL). o Authorise submission of PWL application	o Authorise submission of PWL application
• Subsequent Full Council meetings after PWL authorised o Authorise exchange of contracts o Direct T&F Gp to manage the final purchase process and oversee the relocation project	No Change

The recommendations were amended as follows:

From	To
That GTC agree to pursue the <i>potential</i> purchase of Romans Business Centre	No Change
That GTC agree the proposed Timeframe, key meetings and proposed project decision points	That GTC agree the amended Timeframe, key meetings and proposed project decision points
That GTC authorises the survey of the site and its buildings by Mark Godwin, Chartered Surveyor, Gillingham, at a cost not to exceed £800	That GTC authorises the survey of the site and its buildings by Mark Godwin, Chartered Surveyor, Gillingham and a camera survey of the drainage system of the site (previously a laundry) at a cost not to exceed £2500 in total
That GTC notes the cost of providing the Red Book valuation of the site	No Change

2. Recent Activity

Subsequent to the FC 27 April 2020, the T&F Lead and Town Clerk attended a Public Works Loan Board webinar on 29th April 2020, along with 140+ Parish and Town representatives. This updated them on the current process for submission of the PWLB funding request.

Both the surveys were activated with the providers.

Regular communication and engagement with the site owner has taken place. On 30th April 2020 the owner informed the Council that another interested party had registered an interest in the site with the owner. The owner wanted to "make clear" that this was only to ensure he had a contingency plan in place if for some reason he couldn't complete with the Council.

3. Future activity and Timelines

Public Works Loan Board Application Preparation. GTC has some parallel planning and preparation to undertake as follows:

Activity	Result	Output	1 st named is Lead
Receive survey report from surveyor,	consider	Input to FC 26 May 2020 report	John Kilcourse
Receive drainage report	consider	Input to FC 26 May 2020 report	John Kilcourse
T&F Gp update report to FC 26 May	Report received and considered	Continue with project	Paul Harris

Submit planning permission	Change from Commercial to Industrial	Change in business rates. Input to Extraordinary FC 24 Jun 2020 report	Paul Harris Graham Poulter
Set up public consultation	Consultation questionnaire Consultation online brief Consultation summary for Town notice boards Consider online response through Survey Monkey or similar Consultation with groups such as Chamber of Commerce, Town Team, other residents groups and clubs	Ready to activate on Wed 27 May 2020 To run for 4 weeks ending 24 June 2020, Results to Extraordinary FC w/c 29 June 2020	Graham Poulter John Robinson
price negotiation, with sellers post FC 26 May	Agreed price	Report to Extraordinary FC w/c 29 June 2020,	Graham Poulter John Kilcourse
security fence & gate quotes, incl drawings drawn up	Submit Planning permission	Erect security fence and gate once property purchased	John Kilcourse Paul Harris
Business case to Extraordinary FC w/c 29 June 2020; incl affordability, budget, resolution to borrow	Business case considered	Consideration along with Public consultation results and price negotiation Input to PWLB submission	Paul Harris Graham Poulter John Kilcourse John Robinson
PWLB preparation	PWLB submitted w/c 13 July 2020	Loan Agreed	Paul Harris
Finalise Purchase Property	Property purchased – expect 1 st week Sep	Own property	Graham Poulter John Kilcourse

4. Considerations:

- That COVID-19 restrictions have delayed the project – slippage is within project tolerance.
- That T&F members agree to take on roles above
- That T&F members meet the timelines indicated
- That T&F Lead will assist and provide guidance where necessary.

Attachments:

1. Project timeline V5
2. Associated documents from PWLB Webinar

14 May 2020

Gillingham Town Council
Workshop Task & Finish Group
Meeting Minutes 13 May 2020

Attendees:

Cllr P Harris Lead
Cllr J Kilcourse
Cllr J Robinson
Cllr G Poulter
Mrs J Hawkins Town Clerk
Mr S Dobie Works Manager

This meeting was held in accordance with The Local Authorities and 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 April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. Whilst the 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England and not Task & Finish Groups, this Group met under the same regulations.

1. Drain Survey – Cllr John Kilcourse

At Full Council 27 April 2020 it was resolved that the cost of all surveys should not exceed a total of £2500.

The location is currently used as a commercial laundry; therefore it is prudent to have a drain survey. The owner has indicated that he has a quarterly drain review from a company in Sherborne but this does not include a CCTV survey. Three CCTV drain survey companies were contacted and have quoted against a specification drawn up by Cllr Kilcourse. The Drain Survey Quotes Tender Analysis results are:

	Company A	Company B	Company C
CCTV Cost	£ 995.00	£ 850.00	£ 795.00
VAT	£ 199.00	£ 170.00	£ 159.00
Total cost	£ 1,194.00	£ 1,020.00	£ 954.00
Jetting if needed	N/A	£ 80.00	£ 795.00
		+VAT Per Hr	+VAT Per Day
Report by 22nd May	Yes	Yes	Yes

Following discussion it was determined that the midrate Contractor B, Prodrain, should be awarded the contract for the following reasons:

- Contractor C, although cheaper, is based in Surbiton. It is not clear if they use local sub-contractors – if they do then we have no knowledge of the subcontractors; if they don't then it was felt that the minimal saving of £70 did not justify using a contractor from such a distance.
- Contractor B was the median quote, a Dorset based company
- Contractor A, although a local based company in Shaftesbury, was the most expensive and provided a similar service to the median quote, so paying an additional £174 for the same service was unnecessary.

Action:

- **Cllr Kilcourse** to contact all companies and thank them for quoting.
- **Town Clerk** to issue a purchase order to Company B, Prodrain, to conduct the work and produce a report to Council by 22 May.

2. Building Survey – Town Clerk

Following the 27 April 2020 Full Council resolution to engage Mark Godwin, Chartered Surveyor, Gillingham, at a cost not to exceed £800, he was engaged on 28 April and conducted the survey. Whilst the written report will be produced by 20 May there are two areas of note:

- The roof will probably need replacement in 3-5 years
- There was small ingress of water from a corner on the roof, but not of any concern.

Following discussion about roofing it was determined that GTC should get budget quotes for roof replacement in order to understand any future financial commitment.

Action:

- **Cllr Kilcourse** to engage two roofing companies to provide budget quotes for roof replacement. One company to be from Sturminster Newton who were responsible for the recent Milton on Sour Scout Hall, providing a visible and reputable result.
- Budget quotes are required to the **Town Clerk** by no later than Friday 29 May 2020 as they feed into the Press Release scheduled for Monday 1 June 2020.

3. Change of Use Planning Permission – Town Clerk

Town Clerk had engaged with Dorset Council Planning Department regarding the current planning use class under The Town and Country Planning (Use Classes) Order 1987 (England) (As amended). Initial response was unenlightening as a Laundry is an unspecified class. Town Clerk had reengaged with Hannah Smith, Dorset Planning Department to get clarification; awaiting response.

Action:

- **Town Clerk** to submit change of use Planning Application (if necessary) on 27 May 2020 following Full Council 26 May 2020.

4. Security Fencing – Cllr John Kilcourse

The site will require security fencing to be erected following purchase. This will require planning permission which may take up to 8 weeks to secure.

Following discussion on types of fencing required, the Works manager undertook to investigate and the Town Clerk subsequently provided examples of such fencing in Gillingham:



Action:

- **Works Manager** to investigate fencing options;
- **Works Manager** to gain quotes for 3 options by 22 May, (quote to include fencing diagram for site suitable for inclusion in planning permission submission). Quotes to be included in T&F Group report to Full Council 26 May 2020 for approval if costs exceed Financial Policy delegated powers. Target date for planning permission submission is 23 June 2020 following Full Council 22 June.

5. Purchase Negotiation – Cllrs Poulter & Kilcourse

Full Council 27 April 2020 resolved to delegate purchase negotiation to Cllrs Poulter and Kilcourse, based on their respective professional experience. Following a short discussion it was determined that negotiations should commence on or after 27 May, after further Full Council resolutions on 26 May 2020 following reports to Council on the building and drainage surveys.

Action:

- **Cllrs Poulter & Kilcourse** to engage with purchase negotiations on or after 27 May 2020.

6. Public Consultation – Cllr Poulter & Cllr Robinson

Following discussions on the consultation process, methods (considering the current pandemic restrictions), timings, Cllr Poulter gave a short outline of the first Press

Release draft. Outline plan is to have a dedicated page on the Town website for project details and a consultation portal.

Action:

- **Cllrs Poulter & Robinson** finalize Press Release, circulate to T&F Group; Press Release included in report to Full Council 26 May 2020.
- **Cllrs Poulter & Robinson** work with Office Manager on Website page content; ready to release on 1 June 2020.
- **Cllrs Poulter & Robinson** prepare public consultation package and work with community groups and residents to socialize the proposal, gain comment and feedback. Public consultation period to be one month. Determine start and finish dates of consultation and publish on website 1 Jun 2020. Results to be included in Business Case in support of PWLB submission presented to Full Council 27 July 2020.

7. Business Plan – Cllr Harris

The outline business plan format was discussed. Cllr Harris referred to a draft 5 year draft Precept format that was required as part of the Business Plan and had been produced and circulated to the Group. The draft 5 year Precept Plan required additional input to the new workshop costs to be finalized. This draft plan will be a supporting document to the report to Full Council 26 May 2020 for discussion.

8. Loan Term – Cllr Harris

One aim of the project is to keep annual loan repayment costs within the current workshop overall rental costs (including service and insurance charges) to avoid an increase to the Precept specifically resulting from the project. This means choosing the right PWLB loan from Annuity (same repayment amount annually including fixed interest); repayment (same principal sum annually with fixed rate but reducing interest amount over the term as the principal is paid down) or variable rate interest (most difficult to budget for).

Action:

- Once the purchase price has been agreed, **Cllr Harris** to provide example of cost to Precept based on the size and duration of loan to meet the principle of keeping within the current workshop lease costs.

Attachments:

1. Project timeline V6 based on timeline changes from this meeting

Gillingham Town Council

Workshop Task & Finish Group

Meeting Minutes 20 May 2020

Attendees:

Cllr P Harris Lead
Cllr J Kilcourse
Cllr J Robinson
Cllr G Poulter
Mrs J Hawkins Town Clerk
Mr S Dobie Works Manager

This meeting was held in accordance with The Local Authorities and 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 April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. Whilst the 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England and not Task & Finish Groups, this Group met under the same regulations.

1. Drain Survey – Cllr John Kilcourse

Cllr Kilcourse reported that the CCTV drain survey took place on 15 May. He referred to the results that had been distributed to members, including an annotated diagram and a recommendation for remedial services. A DVD of the CCTV footage was also provided to the Town Clerk. The T&F Group accepted the report and discussed the results. The Group thanked Cllr Kilcourse for being present during the work and noted that some jetting was required during the survey and accepted that the final invoice for the overall work was £1212.

Action:

- **Cllr Harris** to insert a line for remedial services in the appropriate budget.
- **Cllr Harris** to update the appropriate line in the budget with the final invoice amount.

2. Building Survey – Town Clerk

The Town Clerk stated that the surveyors report was due by the end of the day and therefore the full contents were still unknown. It was determined that the T&F Group would reconvene virtually on 22 May @ 1000 AM to review the report. Cllr Kilcourse reported that he had secured an outline cost for potential roof work, but that it was for noting only at this point.

Action:

- **All members** to meet virtually @ 1000AM 22 May 2020 with the **Town Clerk** setting up the meeting on Microsoft Teams.
- **Cllr Kilcourse** to source further roof budgeting figures from alternative providers once the details are known from the survey report
- **Cllr Kilcourse** to investigate alternative heating methods, such as air source heating, and obtain budgeting figures.

3. Security Fencing – Works Manager

The Works Manager presented security fence options which are shown in the Annex to this report. The budget costs for the various fencing options are:

- Metal Angle brackets as additions to the current rear and side fences £1449+VAT. These are needed with each of the fence options below.
- Steel Palisade £11,802.50+VAT
- V Beam Prison Mesh £12,3252+VAT
- Profile Mesh £ 9,825.40

The Group reviewed the options considering that the V Beam Prison Mesh, with its very small mesh hindering any climbing, would be preferable and give better security. The Steel Palisade was considered inappropriate for the location and the Profile Mesh, whilst suitable for regular fencing did not provide the security GTC sought.

Action:

- **Cllr Harris** to note the security fence costs of the Metal Angle Brackets and V Beam Prison Mesh for a total of £16561 incl VAT in the appropriate budget line.

4. Change of Use Planning Permission – Town Clerk

The Town Clerk reported that her planning permission enquires were only referring her back to The Town and Country Planning (Use Classes) Order 1987 (England) (As amended) – latest update 2016, which was unhelpful. She recommended that GTC seek a lawful development certificate through the planning permission process. This would look to reinstate the business class that was in place before the current owners brought their business to the site and would suit the Councils purpose.

Action:

- **Town Clerk** to submit a planning request for a lawful development certificate within a week,
- **Cllr Harris** to note the cost of certificate of £120 in the appropriate budget line.

5. Public Consultation – Cllr Poulter & Cllr Robinson

Cllr Poulter presented the draft press release he and Cllr Robinson had constructed and had previously circulated. He recommended a minor amendment which the Group accepted. The Press release will be submitted to Full Council on Tuesday 26 May 2020 for noting and released thereafter.

Cllr Poulter provided an outline communications plan to involve the residents of Gillingham, specified groups within the town (such as but not limited to the Chamber of Commerce). It involves a multi-channel approach including a dedicated Workshop purchase page on the GTC website with an opportunity for residents to email the Council with views direct from the dedicated page on the website; use of the Council noticeboards and a Residents survey that will be set up on line in June, open for a month. Other channels will be considered if requested. The results of the consultation will be submitted to the July Full Council meeting.

Cllr Poulter indicated that the website page was in preparation and thanked the Office Manager, Mrs Jill Ezzard for her work setting this up.

Action:

- **Cllr Poulter** to manage the activation of the webpage and initiate the communications plan subsequent to Full Council 26 May 2020.

6. Finance – Cllr Harris

Cllr Harris referred to the Finance Committee meeting of 18 May 2020 when the committee received the financial end of year report from the RFO and received the FY 20/21 earmark recommendations within the Councils financial reserves. The Finance Committee accepted that the earmarked reserves for the workshop be set at £180K (noting this still has to be ratified by Full Council 26 May 2020) and this is now being used within the workshop budgeting process.

Cllr Harris then referred to the draft 5 year precept projection (V2 Budget 21-26 for PWLB submission based on 20-21 Precept dated 27-1-20) that had previously been circulated to members after an update from the previous meeting. Cllr Harris reminded members that a draft 5 year precept projection was a critical part of any future PWLB submission. He reminded members that the key principle the Group had was that any future annual repayment amount on any PWLB loan used, if the purchase was supported by residents and agreed by Council, would not exceed the amount set aside for rent in the current (FY 20/21) Precept. For clarity, this amount is rent only (Sage code 7077) and does not include any amount in Sage code 7080 Landlord Insurance and Service Charge. It was felt that this clarification of the principle being used was necessary. It is also clear that the General Rates (Sage code 7078) and annual utilities (Sage codes 7079, 7081 & 7082) for the new premises will be higher than on the existing premises as the building and the site will be much larger. The Group then reviewed the 5 year draft precept projection on a line by line basis, noting the guiding principle used was an annual uplift across the term of the projection being equal to the uplift used to determine the FY 20/21 Precept. This principle was amended where experience has shown that either a larger or smaller annual uplift being required in specific line items (such as utilities) based on actual costs vs precept allocation in the FY 19/20 end of year report presented as recorded above. In some cases the Group recommended a straight line allocation across the 5 year projection (without an inflationary uplift) particularly where the requirement is less specific, especially in the out years of the projection. Examples are Sage code 7068 Furniture costs for the Town Hall, sage code 6211 Councillor incidental expenses, Sage code 5202 emergency works and Sage code 5203 Green Gillingham rain water harvesting. An updated draft 5 year precept projection was then produced (V3 Budget 21-26 for PWLB submission based on 20-21 Precept dated 27-1-20) for further internal review.

Cllr Harris then referred to the draft outline costings (V6 DE Report 200520 Workshop funding) for the potential purchase; refurbishment; costs associated with the new premises not in the current FY20/21 Precept and moving costs. The Group reviewed and refined the costs based on the new information available during this meeting. A new draft outline costings (V7 DE Report 200520 Workshop funding) was produced. This requires additional refining as additional information (such as the negotiated purchase price) becomes available.

Action:

- **Cllr Harris** to maintain budget documents up to date as additional information becomes available.

Fencing Option pictures.

1. Metal angle brackets fixed to existing posts. (for existing rear and side fencing).



2. Steel Palisade W section fencing.



3. V beam prison mesh



4. Profile Mesh Fencing



Gillingham Town Council

Workshop Task & Finish Group

Meeting Minutes 22 May 2020

Attendees:

Cllr P Harris Lead
Cllr J Kilcourse
Cllr J Robinson
Cllr G Poulter
Mrs J Hawkins Town Clerk
Mr S Dobie Works Manager

This meeting was held in accordance with The Local Authorities and 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 April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. Whilst the 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England and not Task & Finish Groups, this Group met under the same regulations.

1. Building Survey – Cllr John Kilcourse

Cllr Kilcourse summarized the building survey report that had been received. He noted the surveyors comments with reference to the roof, plumbing, electrical, the two main buildings. Cllr Kilcourse referred to the toilet facilities. Following discussion Cllr Kilcourse and the Works Manager were to determine requirements for toilet and shower facilities, obtain budget costs and pass them to Cllr Harris.

Cllr Poulter noted that there were a number of information items listed in the report (such as an EPC certificate and Environmental impact statement) that were required from the vendor. He undertook to compile a list for the Town Clerk to forward to the vendor.

Action:

- **Cllr Poulter** to create a list of questions for the vendor from the report, send to the Town Clerk for onward transmission to the vendor. (afternote: This was completed immediately after the meeting).
- **Town Clerk** to forward the questions as above.
- **Cllr Kilcourse and Works manager** to determine toilet and shower facilities required, obtain budget costs and pass to Cllr Harris.
- **Cllr Harris** to update the budget costs.

2. Review Budget & 5 Year Precept work – Cllr Harris

The Town Clerk and the Works Manager indicated that we need to consider the fact that the Council needed at least one further industrial unit in the immediate future anyway, so we either have to purchase or rent additional space. This additional rent and running costs (utilities) should be taken into account in future comparison work,

with appropriate statements made in the business case. Cllr Poulter undertook to ensure that reference to this cost was included in the Press Release

Action:

- **Cllr Poulter** to revise the Press release as shown above. (afternote: This was completed immediately after the meeting).
- **Cllr Harris** to provide comparison spreadsheet showing costs of purchase with running costs vs renting an additional unit with running costs.

DRAFT CONSULTATION PLAN V.1

Gillingham Town Council proposes to proceed with the purchase of freehold premises to replace the existing rented workshops to enable equipment, plant and vehicles to be stored centrally and securely. The acquisition of the premises will meet both current and future needs of an expanding town and will enable the Council to more efficiently and economically meet its obligations to its residents. The Council will meet part of the cost of acquisition, remedial works and improvements from its existing General Reserves with the balance to be raised by a Public Works loan the precise extent of which at the present time is not known but, in any event, will not exceed £400,000.00. The Council has as a basic principle that whatever happens there should be no increase in the Precept as a result of the borrowing.

The Council is aware of the importance of consulting, involving and taking into account the views of the residents of Gillingham throughout the process before making a final decision to proceed. It is with this in mind that the Council has set in place a plan, which may evolve as project progresses.

Proposed Timetable

ASAP Set up Council dedicated web page.

26-05-2020 Submit first Press Release and Consultation Plan to Full Council for approval.

01-06-2020 Publish first Press Release.

08-06-2020 Publish second briefer Press Release with update and confirming Council web page details, advising date of Survey and its closing date.

16-06-2020 Publish third Press Release same but updated info as above.

23-06-2020 Monkey Survey submitted.

22-07-2020 Results of Monkey Survey in.

24-07-2020 Report of Survey submitted to Full Council in time for FC meeting 27-07-2020

CONSULTATION

Press release:

Gillingham and Shaftesbury News
GTC – Website
Gillingham – Facebook
GTC noticeboards inc. Library, Community Offices, Post Office, Surgeries, Churches
Copied by email to:
Chamber of Commerce and Industry
Rotary
Lions
Probus
Round Table
British Legion
Gillingham Local History Society
Three Rivers Partnership
Milton News

DRAFT PRESS RELEASE

Gillingham Town Council is responsible for many assets, the Town Hall, Community Office, Public Conveniences, Town Bridge Office, Chapel, former Mortuary building, many public open spaces and play areas, Hardings Park, Cemetery, Garden of Remembrance, allotments, Wesley Gardens as well as many floral displays throughout the town. Full details can be viewed on the Council's website (<https://gillinghamdorset-tc.gov.uk>).

Gillingham currently has a population of just over 12,000 and with this number increasing significantly in the coming years particularly with the advent of the Southern Extension to the town, adding at least another 1,800 homes. Along with this increase in population, included developments will add further open spaces, play areas and community assets which may become the management responsibility of the Council.

This continuing development of Gillingham will increase demands on the services provided by the Council and there will may be a need to expand the workforce and additional equipment will be required. The existing workshops and storage areas are spread over many different sites and these -have become impractical, unmanageable, unviable and more expensive to manage.

The Council currently rents two workshops and has a number of storage sites situated throughout Gillingham. The workshops are already proving too small and the storage sites are inappropriate for the equipment which needs to be stored. Further space is already required regardless of the forthcoming expansion of the town.

The Council has an opportunity to acquire freehold premises which would be large enough to cater for all of the Council's current and future needs. The advantages of new premises are numerous and are typically:

- Ability to provide an increased secure location for all equipment
- Centralised storage of all equipment
- An increase in workshop size to accommodate the growing workload
- Capability to provide expansion of facilities

Minimising cost and greater efficiency due to centralisation

Given the need to acquire further space, acquisition of the freehold premises makes logistical and economic sense. This acquisition naturally comes at a cost which is currently being determined since this proposed project is in its infancy and the Council has only recently begun its investigations.

In order to purchase the freehold property, the Council would utilise part of its reserved funds and raise the balance with the assistance of a Public Works Loan. The aim of the Council is to make financial arrangements so that the loan repayments would be the same or less than the cost of the rent payable on the existing premises. The outgoings on the new premises will be higher than on the existing premises due to the building and site being larger. However if the proposed purchase does not proceed the council would need to rent further premises with the attendant additional cost of rent and outgoings which will exceed the outgoings for the new premises. The proposed purchase will therefore represent a saving in the long run for the residents of Gillingham.

The Council will in due course publish more detailed information when investigations have provided more detailed information.

The Council wishes to fully engage with the residents of Gillingham throughout this process until a final decision is made and take into account the views of its residents. A formal survey will be conducted in due course but in the meantime the Council welcomes any queries, suggestions or otherwise; please contact your local councillor or the Council by email or writing to it.

gtc@gillinghamdorset-tc.gov.uk

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

The Council believes that this is an opportunity for Gillingham to ensure the services it delivers can be successfully, more efficiently and more economically delivered in the long term and for the benefit of its residents.