



GILLINGHAM TOWN COUNCIL

The Town Hall

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GILLINGHAM

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FULL COUNCIL

The minutes of the **Full Council** meeting held on **Tuesday, 27th August 2019**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

Present

Cllr Barry Von Clemens, Mayor

Cllr Mike Gould

Cllr Paul Harris, Deputy Mayor

Cllr Mick Hill

Cllr Fiona Cullen

Cllr John Kilcourse

Cllr Sharon Cullingford

Cllr Graham Poulter

Cllr Rupert Evill

Cllr John Robinson

Cllr Alan Frith

Cllr Donna Toye

Cllr Alison Gale

Cllr Roger Weeks

Cllr Dennis Griffin

In Attendance

Town Clerk, Julie Hawkins

Deputy Town Clerk, Clare Ratcliffe

Office Manager, Jill Ezzard

Dorset Councillor - None

Press and Public

Press – Michael Streeter, Gillingham and Shaftesbury News

Public – 2 members of the public

Prior to the start of the meeting at 7.15pm there was a short presentation by the Town Clerk on the new web site that will go live from 1st September 2019.

Minute no.

074 **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.

075 **To receive apologies for absence.**

Apologies were received from Cllr Potheary and Cllr Wareham who was unable to attend due to personal reasons.

It was agreed and **RESOLVED** to accept the apologies received from Cllr Potheary and Cllr Wareham.

076 **To approve the minutes of the Full Council meeting held on Monday, 22nd July 2019.**

It was agreed and **RESOLVED** that the minutes of the Full Council meeting held on Monday, 22nd July 2019 are agreed and approved. The Chairman duly signed the minutes.

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

There were no questions pertaining to the previous minutes.

078	To receive declarations of interest. Please note: members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.
	There were no declarations of disclosable pecuniary interests declared at this point in the meeting. Please see minute no. 92.
079	To receive and consider reports from the Schools Councils, if available.
	There were no reports this month due to school holidays.
080	To receive written reports from outside bodies, if available, for consideration and approval:
(a)	Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT).
	Cllr Von Clemens submitted a report prior to the meeting. Please refer to Appendix A .
(b)	Town Meadow Group.
	Cllr Cullingford reported that no meeting had taken place this month. A meeting is scheduled for Friday, 30 th August.
(c)	Gillingham Chamber of Commerce and Industry.
	Cllr Von Clemens reported that no meeting had taken place this month. A network meeting will be held on Thursday, 5 th September at the Dolphin Pub, Peacemarsh.
(d)	DAPTC (Larger Towns: Cllr Von Clemens, Northern Area: Cllr Toye / Cllr Weeks).
	Cllr Von Clemens reported that no meeting had taken place for the larger towns. A meeting is scheduled for September. Cllr Toye reported that a meeting for the Northern Area will take place in October
(e)	Shaftesbury and District Transport Forum.
	Cllr Von Clemens reported that no meeting had taken place this month.
(f)	Gillingham Town Team.
	Cllr Gould had submitted a report prior to the meeting. Please refer to Appendix B . The report contained one recommendation. It was agreed and RESOLVED that Gillingham Town Council agrees to be the Asset-Lock for Gillingham Enterprise Limited in order that it can convert to a CIC.
081	To receive, consider and adopt the following standing committee reports:
(a)	General Purposes Committee held on Monday, 5th August 2019.
	It was agreed and RESOLVED that the report of the General Purposes Committee meeting held on 5 th August 2019 is adopted.
(b)	Planning Committee interim meeting held on Monday, 22nd July 2019 and the Planning Committee meeting held on Monday 12th August 2019.
	It was agreed and RESOLVED that the reports of the Planning Committee interim meeting held on Monday, 22 nd July 2019 and the Planning Committee meeting held on Monday 12 th August 2019 are adopted.
(c)	Finance Committee meeting held on Monday, 19th August 2019.
	It was agreed and RESOLVED that the report of the Finance Committee meeting held on 19 th August 2019 is adopted.
082	To receive and consider reports from the following:
(a)	Climate Change Task and Finish Group
	Cllr Cullen submitted a report prior to the meeting. Please refer to Appendix C . The report contained one recommendation. It was agreed and RESOLVED that the name of the Climate Change and Carbon Management Plan Task and Finish Group is changed to the Greener Gillingham Task and Finish Group.
(b)	Woodwater Farm Sports Facility Task and Finish Group
	Cllr Poulter submitted a report prior to the meeting. The report contained no recommendations. Please refer to Appendix D .

(c)	High Street Facilities
	The Town Clerk and Cllr Toye had submitted a report prior to the meeting. The report contained no recommendations. Please refer to Appendix E . It was not possible to make a verbal recommendation regarding payment as the contractor had not completed the defect list within the specified timeframe.
083	To approve and authorise any payments over £10,000, if any.
	There were no payments over £10,000 to be approved this month.
084	To confirm that a bank reconciliation has been signed and approved by a nominated councillor (Mike Gould) for the period April to June 2019
	Cllr Gould confirmed that he had signed and approved the bank reconciliation for the period April to June 2019 in accordance of paragraph 2.2 of the Financial Regulations. It was agreed and RESOLVED to approve the bank reconciliation for the period April to June 2019.
085	To receive and consider the earmarked reserves as recommended by the Finance Committee.
	It was agreed and RESOLVED to approve the earmarked reserved reserves as recommended by the Finance Committee. Vote: 11 in favour, 3 against.
086	To receive and consider a Stress Management Policy
	It was agreed and RESOLVED to approve the Stress Management Policy, as presented, with immediate effect.
087	To receive and consider a Media Policy.
	After a short discussion paragraph 6.3 was amended to read: 'The Town Clerk is designated as the administrator of the Town Council's social media channels with appropriate support as required'. It was agreed and RESOLVED to approve a Media Policy, as amended, with immediate effect. It was agreed and RESOLVED that Gillingham Town Council works towards using social media to communicate with residents in a positive manner.
088	Review the Document Retention Schedule
	It was agreed and RESOLVED to approve the Document Retention Schedule.
089	To receive a report on the Local Council Risk Management System.
	There was no report this month.
090	To agree a joint response to the proposed Gillingham Junction and Sustainable Transport Improvements Consultation.
	It was agreed and RESOLVED that GTC 'strongly disagree' with the proposed improvements for Shaftesbury Rd/B3092 New Road junction. It was agreed and RESOLVED that GTC 'strongly disagree' with the proposed improvements to Shaftesbury Rd/Le Neubourg Way / Newbury (High Street) junction. Note - Disclosable pecuniary interest declared by: Cllr Toye. It was agreed and RESOLVED that GTC 'disagree' with the proposed Higher Station Road one-way south bound. Note - Disclosable pecuniary interest declared by: Cllr Cullingford, Cllr Hill and Cllr Toye. It was agreed and RESOLVED that GTC 'strongly disagree' with the sustainable transport improvements on Le Neubourg Way from Cemetery Road to Station Road. Note - Disclosable pecuniary interest declared by: Cllr Harris, Cllr Hill and Cllr Toye. It was agreed and RESOLVED that GTC 'strongly disagree' with signalling the Waitrose Junction on Le Neubourg Way as part of the sustainable transport improvements. Voting: Cllr Gould against. Cllr Toye abstained.

091	To receive and consider a report on future pre-application engagement with developers.
	<p>A report had been circulated prior to the meeting. Please refer to Appendix F. The report contained three recommendations.</p> <p>It was agreed and RESOLVED that a GTC Developer Engagement Advisory Panel is approved to liaise with developers on pre-application issues to ensure that relevant planning documents have been considered, the proposed development is well-designed and can be managed economically in the future and that there is adequate commuted sums contained within s106 agreements.</p> <p>It was agreed and RESOLVED that the GTC Developer Engagement Advisory Panel would, at the appropriate time, make recommendation on the viability of any land transfer to Gillingham Town Council.</p> <p>It was agreed and RESOLVED that the GTC Developer Engagement Advisory Panel consists of the Town Clerk, the Deputy Town Clerk, the Works Manager and three councillors who have no connection to the GTC Planning Committee.</p> <p>The Mayor advised that there were only five councillors eligible to join the GTC Developer Engagement Advisory Panel and that the meetings were likely to take place during the working day.</p> <p>It was agreed and RESOLVED that Cllr Cullen, Cllr Gale and Cllr Poulter were nominated to sit on the GTC Developer Engagement Advisory Panel.</p>
092	To receive a report on the refurbishment of the Town Hall.
	<p>A report had been circulated prior to the meeting. Please refer to Appendix G.</p> <p><u>Replacement of 2 no. casement windows and the 'arch' window above the emergency exit in the Civic Hall</u></p> <p>These are required because the double-glazed units have 'blown'. The quotations being considered were for 'like for like' replacement to match existing windows. There was a discussion regarding the installation of triple glazing units.</p> <p>It was agreed and RESOLVED to defer this item until further information becomes available.</p> <p><u>Installation of blinds to all windows and emergency exit in the Civic Hall</u></p> <p>There are no binds fitted. The old blinds were removed prior to refurbishment two years ago. Blinds would provide privacy and filter sunlight.</p> <p>It was agreed and RESOLVED that supplier D is instructed to supply and fit the blinds in the Civic Hall at a cost of £1,549 (inc VAT) and funded from budget no. 6.17 Town Hall Refurbishment</p> <p><u>Slate Roof vents above hirers kitchen</u></p> <p>Condensation has appeared on the walls in the kitchen and in the Civic Hall. It is thought that this may have occurred due to poor ventilation in the roof. The exposed pipes have been lagged and the existing vents have been cleared but more vents are required.</p> <p>It was agreed and RESOLVED that supplier G is instructed to supply and fit 4 slate vents in the roof above the hirers kitchen at a cost of £528 (inc VAT) and funded from budget no. 6.17 Town Hall Refurbishment.</p> <p><u>Replacement skylights in corridor</u></p> <p>The skylights in the corridor are approximately 30 years old and have become discoloured and leak. Replacement skylights would allow natural light to enter and would be easier to operate. More information was requested.</p> <p>It was agreed and RESOLVED to defer this item until further information is available.</p> <p><u>Replacement signage for the Town Hall and Offices</u></p> <p>The current signage is out of date and additional signage is required. The 'mock' signage presented was shown in corporate colours. There was a debate on the choice of colour chosen.</p> <p>It was agreed and RESOLVED to defer this item until further colour options are available.</p>

093	To receive a report on the Mayor's and Deputy Mayor's civic activities.
	A report had been circulated prior to the meeting. Please refer to Appendix H .
094	To receive matters pertinent to this meeting. <u>Please note:</u> 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).
(a)	Dementia Friends – training sessions: to be held on Tuesday, 10 th September at 7pm and Thursday, 12 th September at 2.30pm in the Council Chamber. Please advise the Town Clerk if you wish to attend.
(b)	The Mayor circulated information on Age Concern, the Friends of Westminster Memorial Hospital and Wyvern Credit Union. Wyvern Credit Union are desperate for more volunteers as they have had to reduce their opening times to Saturdays only.
There being no other business on the agenda, the meeting closed at 8.51pm	
Signed: _____ Date: 23 rd September 2019	

The following reports were submitted by Dorset Councillors:

Dorset Councillor, Mrs Belinda Ridout, please see Appendix I

Minute no. 80(a)

Gillingham Town Council

3RP Board Meeting held on Tuesday 6 August 2019

Author: Cllr Barry von Clemens

Present: Mark Hebditch; Clive Drake; Phil Wilson; Paul Barbar, Barry Von Clemens

Apologies: Bob Messer

- **Grant applications:** There is still only a small number of grant applications being made to 3RP. The board will continue to engage with local groups to make them aware that these small grants are available.
- **Chairman's Report:** The Chairman gave a report on the presentation by Sara Froud on the Westminster Memorial Hospital to GTC, STC and the parish chairs. Dementia Friendly Gillingham is now taking part in the registration process of safe havens and they hope to have this scheme up and running in the next few months.
- **Community Partnership Team:** The team continues to offer support to local groups who are looking for funding and has helped with a number of grant applications over the past few months.
- **Community Led Housing:** The Gillingham community land trust will have completed its registration in mid September 2019 and will become a legal body. The board has been formed and will begin the opening work of identifying possible sites that it could look to building housing. The GCLT is looking to build up to 20 houses in its first project.
- **Gillingham Community and Leisure Trust (GCLT):** Paul Barbar gave a business report as chair of GCLT. Plans are underway for the Christmas event on the first weekend in December.

Gillingham Town Council

Town Team Report

Author: Mike Gould

1. Background

Gillingham Enterprise Ltd, a company set up by the Town Team almost 6 years ago, is now being used as a 'vehicle' to attract funds for improvements to this town and for the well-being of the increasing population.

During 2019 it has become clear that the company would be more successful if it were a CIC (Community Interest Company). To achieve this emphasis of not for profit, the directors must designate an 'Asset-Lock' under Companies House rules.

The directors would like to nominate Gillingham Town Council as the Asset-Lock, which effectively means that in the event of the company closing, any uncommitted funds that remain will be passed to Gillingham Town Council to be spent as it thinks fit.

In the highly unlikely event that there are liabilities, they would remain with the company or its administrators and no liability would attach to the Town Council.

This change from a limited company to a community interest company is to better reflect the purposes of it and the Town Team as set out in the governance document.

We aim to attract grant support to promote the Town and to attract investors and new enterprises and employment.

We do not intend to trade and can only spend what moneys are generated - all of which will be granted conditionally on specific uses.

A paper produced by the Department for Business, Energy and Industrial Strategy was circulated with the agenda for additional information.

2. Recommendation

That Gillingham Town Council agrees to be the Asset-Lock for Gillingham Enterprise Limited in order that it can convert to a CIC.

Minute no. 82 (a)

Gillingham Town Council**Climate Change and Carbon Management Plan
Task and Finish Group****Notes of meeting held on Monday, 29th July at 7.30pm, Town Hall****Author: Cllr Fiona Cullen /Deputy Town Clerk**

Present: Cllr Fiona Cullen (Lead Member), Cllr Sharon Cullingford, Cllr Alison Gale, Cllr Paul Harris, Cllr Mick Hill, Town Clerk, Deputy Clerk

Apologises: Cllr Keith Wareham

1. To consider and agree a name for the group

It was decided to call the group "Greener Gillingham".

2. To consider and agree the aims of the group

	Aim	Objective	Method	Action
1	To raise awareness of the importance of green initiatives within the council and the wider community	To promote GTC commitment to climate change. To encourage future housing and industrial development to encompass green initiatives in their building specifications.	To showcase the work of Greener Gillingham at a Green Gillingham event in May 2020. To refer to Policy no. 3 of the North Dorset Local Plan Part 1 when relevant when considering planning applications and liaising with DC Planning and developers.	GTC / Dorset Council.
2	To undertake a Green Audit of Town Council-owned and leased properties/facilities.	To reduce GTC carbon footprint and make energy savings.	Seek advice of a qualified person to assess building energy efficiency.	GTC / Specialists / Others
3	To undertake a Green Audit of working practices.	To reduce GTC carbon footprint and make savings and promote sustainable greener initiatives.	Purchasing sustainable products, reviewing policies and procedures, including procurement criteria.	GTC

	Aim	Objective	Method	Action
4	To deliver and promote green initiatives (to include the work that has been achieved prior to July 2019)	To investigate projects which can be delivered in the short term as well as considering projects for the longer term.	Investigate achievable short-term and long-term projects; e.g. water harvesting, greening grey, electric vehicles.	GTC / Interested groups
5	To seek suitable external funding	To reduce the demand on the precept	Ongoing research.	GTC / Interest groups.
6	To liaise with other councils / groups /schools with similar ideas	For education and research purposes	Sending representatives or reading blogs/web sites	All

Once the aims and objectives have been developed further they should be included in the town Council's strategic plan.

3. Key Actions

	Task	Action
1	Green Audit (Buildings)	Cllr Cullen and Cllr Gale
2	Green Audit (Working Practices)	
3	Greening Grey	Gillingham in Bloom
4	EVCPs	Expression of interested lodged with DC
5	Rain Water Harvesting (council owned buildings and allotments)	
6	Trade Recycling Initiatives	Cllr Cullingford
7	Water Refill Points	Cllr Cullen
8	External Funding	Cllr Cullen
9	Current Green Initiatives	Deputy Clerk
10	Water harvesting and creatively designed water butts.	

Any projects that require funding should be identified before the setting of the precept in the autumn.

4. Date of Next Meeting

The next meeting will be held on Monday, 19th August at 6.30pm

5. Recommendations

That the name of the Climate Change and Carbon Management Plan Task and Finish Group is changed to the Greener Gillingham Task and Finish Group.

Gillingham Town Council

Report of Woodwater Lane Sports Facility Task and Finish Group

Author: Cllr Graham Poulter

Following the setting of the Task and Finish Group (the Group) on the 23rd April 2019 a letter was received from Forward Developments regarding a drain running from the Football premises and allegedly discharging sewerage onto the access track that gives access to the Football Club premises and to Woodwater Farm. A meeting was held on-site on the 22nd May with Mr Sweeney, representing Forward Developments, and members of the Group to inspect the drain, unfortunately no representative of the Football Club was available. The inspection could not determine the cause of the alleged discharge and it was agreed a more formal approach would be made to the Football Club.

On the same day a telephone call had been received from the Football Foundation regarding the grant made by it to the Football Club to assist in the development of the Club premises. It was pointed out that there had been a failure to fulfil the conditions of the grant i.e. there had been no provision of flood lights and a seated stand.

A letter was sent to the Football Club on the 22nd May 2019 inviting them to a meeting with the Group with a view to resolving these issues.

On the 24th May 2019 a detailed email was received from the Football Foundation summarising the situation from their point of view and confirming its proposal that either the outstanding conditions be met or the relevant part of the grant in the sum of £11,032 be refunded and that it would not release the retention of £4,998 held by it. This figure may be higher than that stated as there is some uncertainty regarding the provision of covered stands for spectators. A covered stand has been provided but there is no covered seated stand, but we are awaiting clarification from the Foundation.

This proposal has potential liability for GTC in the event the Football Club did not resolve the issue as the grant was made to the Football Club and GTC on a joint and several basis although used solely for the Club's benefit.

On the 11th June 2019 a meeting took place between members of the Group and representatives from the Football Club. It was agreed that the Football Club would take urgent action to empty what was, at the time, believed to be a septic tank and which transpired was actually a cesspit which would provide an immediate but short-term solution to the alleged drainage problem. It was agreed that further investigation would be carried out by the club to determine the cause of the drainage problem. The cess pit was emptied on the 25th June and a specialist drainage company carried out an inspection. No faults were found but a couple of possible issues were found on site which might have caused the problem and which are being addressed.

It was further agreed at the meeting that the Club would submit its proposals for resolution of the non-compliance of the grant conditions by the 25th June 2019. On the 26th June 2019 a letter was received from the Club stating, inter alia, that it had 'been in conversation with the Football Foundation' and it implied an acceptable solution had been found but the letter contained no fine detail of that solution. The letter also dealt with the 'community use' of the sports facility and mentioned the Club's intention to build a 'community building' but, again, no fine detail was provided.

On the 19th July 2019 a response was sent on behalf of the Group requesting further detail, particularly with regard to the grant and proposing a further meeting between the Group and the Football Club representatives so as to enable a substantive report to be submitted to the Full Council this evening.

The meeting was due to have taken place on the 22nd August but regrettably the Football Clubs Chairman was unable to make the appointment and it is therefore being re-arranged but due to the holiday season there may be some delay.

There has in the meantime been dialogue between the Task and Finish Group, the Football Club and the Football Foundation with a view to achieving a satisfactory outcome as soon as possible. It is hoped that positive progress will have been made by the next meeting of the Full Council.

Gillingham Town Council

High Street Facilities Task and Finish Group

Author: Town Clerk / Cllr Donna Toye

1. Background

At a meeting of Full Council held on 25th March 2019, minute no. 669 the following was agreed and resolved:

- **That the public conveniences located in the High Street car park, refurbished by the Town Council as a meeting place, is made available for community use at reasonable rates similar to those currently charged for the use of 1 Chantry Fields.**
- **That Windrose Rural Media Trust is informed of the Town Council's decision and that no further negotiations are undertaken.**

Windrose Rural Media Trust (WRMT) was informed of the council's decision and responded by email on 24th April 2019.

On 3rd May 2019 an invoice for £5,644.10 plus VAT was received from Windrose Rural Media Trust's Financial Administrator for various items including plans/drawings for the refurbishment of part of the former public convenience building in the High Street (now known as the Town Bridge Office).

On checking the council's records, it has been confirmed that on 29th December 2017 Gillingham Town Council received an invoice from Woolcott Associates – a company owned by one of the directors of WRMT for providing plans/drawings for the refurbishment of part of the former public convenience building in the High Street (now known as the Town Bridge Office). This invoice was paid by Gillingham Town Council on 27th February 2018 (Cheque No. 17990) and is shown on the council's bank statement as being cashed.

It is presumed that this second invoice for £5,644.10 plus VAT is an administrative error and further information has been requested. Until a satisfactory answer has been received from Windrose Rural Media Trust, the invoice remains in dispute.

2. Formal Complaint made by WRMT

The Mayor has received a formal complaint from WRMT regarding the decision by GTC on 25th March (highlighted in bold ink above) and this is being dealt with in accordance with the council's complaints policy.

3. Update on Building Work

The building work has taken longer than expected. Following an inspection of the work, the builder has been issued with a list of defects that will need to be rectified before the final payment can be released. The builder has agreed to undertake the work and an inspection will be carried out on completion of the work.

Two meetings of the Task and Finish Group have been held this month and a meeting is scheduled for Thursday 22nd August. A verbal recommendation will be made to Full Council on 27th August regarding the final payment.

Gillingham Town Council

Proposed Developer Engagement Advisory Panel

Authors: Town Clerk/Deputy Clerk

1. Introduction

The National Planning Policy Framework (February 2019) encourages councils to engage with developers. Paragraphs 39 - 41 of the NPPF states:

- Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.
- Local planning authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they offer. They should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community and, where relevant, with statutory and non-statutory consultees, before submitting their applications.
- The more issues that can be resolved at pre-application stage, including the need to deliver improvements in infrastructure and affordable housing, the greater the benefits. For their role in the planning system to be effective and positive, statutory planning consultees will need to take the same early, pro-active approach, and provide advice in a timely manner throughout the development process. This assists local planning authorities in issuing timely decisions, helping to ensure that applicants do not experience unnecessary delays and costs.

In the past Gillingham Town Council has not encouraged pre-application engagement with developers due to the restrictions imposed by the council's Planning Protocol document with regards to the pre-determination of applications.

The Localism Act 2011 (s25), states that the probity rules that ensure that councillors behave with the highest standards in relation to their role in planning are not a barrier to councillors being actively involved in bringing their local knowledge, expertise and understanding of community concerns to bear in the pre-application process.

Pre-application engagement with developers will help ensure that the aims of the Gillingham Neighbourhood Plan are considered at an early stage before a planning application is submitted.

Pre-application engagement will help to ensure that future developments are attractive, sustainable, and mitigate as much as possible against the loss of wildlife habitat.

It is often assumed by developers that open spaces and play areas within a development will automatically be transferred to the town council as opposed to Dorset Council, a community group or a management company. This would be logical, especially as Gillingham Town Council has the experience and resources to maintain open spaces and play areas in the longer term. It is, therefore, essential that the town council engages with developers and

officers at Dorset Council at an early stage to ensure that future developments meet agreed criteria and that commuted sums associated with the site(s) for ongoing maintenance are adequate. This is more likely to be achieved if good working relationships are established prior to and during the planning application process.

2. Aims

In order for the council to engage with developers prior to an application being submitted an advisory panel should be set up. The panel could consist of the Town Clerk, Deputy Town Clerk and Works Manager plus three town councillors (who are not involved with the town council's planning committee). The panel would meet with potential developers / contractors / planners / highway engineers to discuss the proposed application before it is submitted to the planning authority.

Special attention would be given to the following:

- Density and type of development
- Connectivity with other developments
- Landscaping schemes
- Play areas – LEAPS and LAPS
- Transport and footpath infrastructure
- Tree planting
- Adequate commuted sums and developer contributions (s106 agreements)

The application should demonstrate that it has adhered to Planning Policy, the Gillingham Neighbourhood Plan and relevant climate change initiatives/recommendations.

The advisory panel would advise on the viability of any land transfer to Full Council.

3. Objectives

The advisory panel will ensure that, to the best of their ability and experience, future developments will be well designed and that any recreational land or asset intended for transfer to the town council will have been landscaped for maximum amenity and wildlife value. For example:

- that potential surface water flooding has been mitigated, where possible;
- that the correct choice of trees has been chosen with regards to clay soils, leaf drop and soil type;
- that the site easily connects to adjoining developments;
- that the LEAPS, LAPS, outdoor gyms and trim trails are sited on the driest areas of the site and are of good quality and choice;
- that maximum effort and enthusiasm is given to protect wildlife, flora and fauna, especially alongside riverbanks;
- that housing layouts are the best that can be achieved with well-engineered road schemes;
- that landscaping schemes are creative and sustainable;
- that attenuation ponds within the development are designed so that they are attractive features and provide micro habitats for small mammals, insects and invertebrates; and
- that future land transfers are seamless so that newly planted shrubs and trees have every chance of success and do not become a wasted resource.

4. Financial Implications

The advisory panel may seek specialist knowledge from time to time, especially with regards to ecological surveys and the costing of long-term maintenance.

5. Conclusion

To encourage pre-application engagement with developers and stakeholders, especially with regards to areas identified for development in the North Dorset Local Plan Part 1.

6. Recommendations

- That a GTC Developer Engagement Advisory Panel is approved to liaise with developers on pre-application issues to ensure that relevant planning documents have been considered, the proposed development is well-designed and can be managed economically in the future and that there is adequate commuted sums contained within s106 agreements.
- That the GTC Developer Engagement Advisory Panel would, at the appropriate time, make recommendation on the viability of any land transfer to Gillingham Town Council.
- That the GTC Developer Engagement Advisory Panel consists of the Town Clerk, the Deputy Town Clerk, the Works Manager and three councillors who have no connection to the GTC Planning Committee.

Gillingham Town Council

Town Hall Refurbishment

Author: Mrs Jill Ezzard, Office Manager

Introduction

At the Policy and Resources meeting held on 19th November 2018, it was resolved that the following items be included in the precept for FY 2019/20.

- Repair and refurbishment of the reception area £2,000
- Replace faulty windows on the south elevation of the Civic Hall £700
- To fit sun blinds to the Civic Hall windows £1,600 (includes 6 x windows, 1 x arch window and 2 doors)
- Repairs to Town Hall Roof £800
- General repairs (including work to car park and toilets) £2,900

At the precept meeting held on 10th December 2018 it was resolved that £11,000 should be included in the budget to cover the items above plus replacement skylights and electrical requirements

Purpose

Windows

To replace the two end windows and 1 arch window in the Civic Hall and fit all 6 Civic Hall windows, double doors and the arch window with blinds.

Roof

The hirers kitchen and the Civic Hall has had a problem with condensation running down the walls. The exposed pipes in the roof have been lagged and the vents in the roof have been cleared but further vents have been recommended.

Skylights

To provide natural light in the corridor and safe access to the roof by replacing the 2 faulty skylights.

Signage

It has previously been agreed that the external signs need to be replaced at the front of the Town Hall, at the entrance to the car park and internal signage for the Civic Hall and Council Chamber.

Financial Implications

1. Three quotes have been received to replace the 2 windows either side of the French doors and the arch window above the French doors. Prices include fitting and all companies hold insurance and belong to Fensa.

Company A	£579.48 inc vat	5 years guarantee
Company B	£957.75 inc vat	10 years guarantee
Company C	£1,050.00 inc vat	5 years guarantee

2. Three quotes have been received to provide fitted blinds on all the Civic Hall windows, the French doors and a permanent cover for the arch window.

<i>Company D</i>	<i>£1,549.00 inc vat</i>
<i>Company E*</i>	<i>£1,269.80 inc vat</i>
<i>Company F</i>	<i>£1,552.00 inc vat</i>

* Company E is unable to supply a cover for the arch window

3. Three quotes have been received to insert slate vents into the roof above the hirer's kitchen.

<i>Company G recommend 6 slate vents</i>	<i>£528.00 inc vat</i>
<i>Company H recommend 4 slate vents</i>	<i>£398.40 inc vat</i>
<i>Company I recommend 6 slate vents</i>	<i>£1,100.00 (not vat registered)</i>

4. Three quotes have been received to replace the skylights in the Town Hall corridor.

<i>Company J</i>	<i>£2,207 plus vat</i>
<i>Company K</i>	<i>£1,200 (not vat registered)</i>
<i>Company L</i>	<i>£1,706 plus vat</i>

5. To replace the signage at the Town Hall.

The three companies have been asked to provide quotes for internal and external signage.

<i>Company M</i>	<i>£530.00 inc vat</i>
<i>Company N</i>	<i>£663.00 inc vat + £20 delivery charge</i>
<i>Company O*</i>	<i>£220.00 (not vat registered)</i>

* Company O. This quote does not comply with the full specification.

Please note: All funding to be taken from budget no. 6.17 Town Hall maintenance / refurbishment.

Gillingham Town Council**Mayor's Report****16th July – 18th August 2019**

Date	Event	Comments
20 July	St Martins Grange Fate	A great afternoon meeting the head office team from Care South and the resident's families and friends.
20 July	To Infinity Gillingham Library	Great fun to join animated film maker James Price who is at Gillingham Library to help create an animated film about Outer Space and the things you may find there. James will use the stories, ideas, drawings, pictures and sounds to create a community masterpiece which will be shown at the library in September.
24 July	Dorset Healthcare Launch Event	A productive afternoon working with representatives from across the county to help create a mental health manifesto for Dorset. A continuation of a project that I have been involved with for over a year.
27 July	90 th Birthday Party for 3 Gillingham residents	Three residents all living in the same close marked reaching 90 at a fabulous community party held by their neighbours. It was a great evening with plenty of cake.
14 Aug	Gillingham & Shaftesbury Show	As always, a fabulous day and another great show. Huge thanks to everyone who has worked so hard to bring us this great event.
18 Aug	100 th Birthday Party for Sheila Humphries	WOW 100. It was a lovely afternoon meeting Sheila and her family and friends, to mark her 100 th birthday.

Dorset Councillor Report – Gillingham Ward – Cllr Belinda Ridout

Dorset Council/Parish Meetings Dorset Council meetings were quiet during August. Unfortunately I had to miss a Dorset Council update and a couple of other meetings were cancelled until after the holidays. However, I attended all available parish meetings until date of this report.

Local Plan Executive Advisory Panel, Dorchester Our first meeting took place on Tuesday, 20th August. Members of this panel will be tasked with keeping the preparation of the Local Plan for the whole of the Unitary authority area on track for the next 4 years. Members received a briefing from officers and following in depth discussion, it was clear that a key point is keeping residents informed of progress. Timescales to follow.

Climate Change Cross Party Panel The next meeting is Friday, 13th September. Please let me know your ideas, comments and questions on how we as a council can be more carbon neutral, to feed into discussions.

Northern Planning Committee Meeting Held at Sturminster Newton Wednesday, 21st August. Agricultural Building, Sandpits Lane, Madjeston. Erect 4 no. dwellings (demolish agricultural buildings). Recommended for refusal by Gillingham Town Council. Members agreed with the Case Officer's recommendation to approve the application; that the proposal would lead to an environmental enhancement over and above that which would be achieved were the existing buildings to be converted into four dwellings under the extant Class Q permission.

Other matters I have been working with Sarah Price, Senior Technical Officer, Transport Planning DC and Laura Russ, Transport Strategy Manager, Infrastructure, DC, to put together a bid to Network's Rail Customer & Communities Improvement Fund (CCIF) for improvements to Gillingham Station as a transport hub and Station Road. We met in Dorchester to decide on a plan of action, subsequently meeting on site to note possible improvements to include in the bid. This will be in partnership with Gillingham Town Team group. A second phase of the bid may be to explore a way of regularly connecting residents of the villages with Gillingham station and the town for services/shopping, through the provision of some sort of community transport model. The need for this would have to be evidenced and still very much an idea on paper at the moment. I am also progressing a bid to Network Rail's CCIF fund as a member of Gillingham in Bloom for micro 'herbetums' at the station and in the town, providing sensory, culinary and medicinal advice and benefits, complementing the ethos of a 'Dementia Friendly' town.

Gillingham Station I recently met with Sarah Jason, Franchise and Access Support Manager, Network Rail Wessex, to discuss a bee and butterfly garden on platform 2. This project has at last been given the go-ahead by NR, subject to a land survey for historic cabling. Working with GTC and Friends of Gillingham Station, I am very much looking forward to progressing this 'Gillingham Gateway's' project, with a possible start date next Spring, giving 6 months to get everything in order.

I shall be holding **surgery on Thursday evenings at the Town Hall, Gillingham**, between 5-7pm to discuss any issues you may have. It would be advisable to make an appointment by phoning 07496413114 or email the town council: cllrbelinda.ridout@dorsetcouncil.gov.uk

All agenda and minutes can be found on the Dorset Council website:
www.dorsetcouncil.gov.uk