



GILLINGHAM TOWN COUNCIL

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

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PLANNING COMMITTEE

Minutes of a meeting of the **Planning Committee** held on **Monday 11th July 2016** in **The Jubilee Room, Town Hall, School Road, Gillingham** at **7.30pm**.

These minutes do not constitute a true record until ratified by Full Council.

Members Present: Cllr B Von Clemens (Chairman), Cllr Mrs V Potheary (Deputy Chairman), Cllr Mrs A Beckley, Cllr R Evill, Cllr A Frith, Cllr S Joyce and Cllr Mrs S Hunt.

Also Present: **Committee Clerk:** Mrs Julie Hawkins.

202. Apologies: Apologies were received from Cllr Ms Baker, Cllr Miss Purkis and Cllr D Walsh.

203. To approve the minutes of the meeting held on the 13th June 2016 and the interim meeting held on 27th June 2016.

Proposed by Cllr Mrs Beckley, seconded by Cllr Evill and agreed by all voting members **“that the minutes of the meeting held on the 13th June 2016, and the interim meeting held on 27th June 2016 are approved as correct records of those meetings”.** **RESOLVED.**

204. Questions:
There were no questions.

205. Declarations of Interests

Members are reminded of their obligations to declare their interests in the following items and to indicate the action they will be taking when the item is considered as per the National Association of Local Councils (NALC) Model Code of Conduct which has been prepared to comply with the requirements of Section 27 of the Localism Act 2011.

There were no declarations of interest.

206. To consider and approve that the Conservation Area Working Party reports should be included within the Planning Committee Terms of Reference. *(referred from the Planning Committee meeting held on 13th June 2016).*

Proposed by Cllr Mrs Hunt, seconded by Cllr Mrs Potheary and agreed by all voting members that **‘the Conservation Area Working Party reports should be included within the Planning Committee Terms of Reference’.** **RESOLVED**

207. To receive the Planning Committee Protocol Document for consideration and approval *(referred from the Planning Committee meeting held on 13th June 2016).*

Following a discussion, it was agreed that No. 1.02 should be changed to read: *‘Withdraw from the meeting whilst the matter is being discussed and voted upon if a pecuniary interest is declared.’*

Cllr Mrs Potheary proposed, Cllr Frith seconded and all members agreed that **‘the Planning Committee Protocol Document (Appendix A) is approved with the changes to No. 1.02’.** **RESOLVED**

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208. Planning Application Decisions from NDDC:

- a. **Application Number:** 2/2015/1902/FUL **Date Registered:** 14 January 2016
Location of Development: Glendon Farm, Mapperton Hill, Milton on Stour, Dorset, SP8 5QD
Description of Development: Erect 1 No. replacement dwelling and 3 bay garage/tool store (demolish existing dwelling and outbuildings).
REFUSED
- b. **Application No:** 2/2016/0420/HOUSE **Date Registered:** 21 March 2016
Location of Development: 38 The Meadows, Gillingham, Dorset, SP8 4SP
Description of Development: Erect single storey rear extension.
GRANTED
- c. **Application No:** 2/2016/0451/HOUSE **Date Registered:** 29 March 2016
Location of Development: 6 Chantry Farm, Wyke Street, Gillingham, Dorset, SP8 4FZ
Description of Development: Erection of single storey rear extension.
GRANTED
- d. **Application No:** 2/2016/0608/HOUSE **Date Registered:** 3 May 2016
Location of Development: 10 Prospect Close, Gillingham, SP8 4NZ
Description of Development: Erect single storey extension to form a replacement garage.
GRANTED
- e. **Application No:** 2/2016/0442/FUL **Date Registered:** 29 April 2016
Location of Development: St Simon and St Judes Church, Mapperton Hill To Milton-on-Stour Road, Milton-on-Stour, Gillingham, Dorset.
Description of Development: Proposal to add a single storey extension for a WC and boiler room to the north east corner of the church organ chamber. Further proposals to re-grade ground around entrance and add a drainage mound to the church field.
GRANTED
- f. **Application No:** 2/2016/0575/HOUSE
Location of Development: Lenoveda 3 Peacemarsh Terrace Gillingham Dorset SP8 4EX
Description of Development: Erect replacement garage.
GRANTED
- g. **Application No:** 2/2016/0766/HOUSE
Location of Development: 10 Common Mead Avenue, Gillingham, Dorset, SP8 4NB
Description of Development: Erect single storey side extension.
GRANTED
- h. **Application No:** 2/2016/0308/HOUSE **Date Registered:** 13 April 2016
Location of Development: Wyke Farm , B3081 - West Bourton Road To Westbrook Road, Gillingham, Dorset, SP8 5NR
Description of Development: Erect single storey extension and convert attached outbuilding into habitable accommodation. Remove oil tank/ bund and replace.
GRANTED
- i. **Application No:** 2/2016/0309/LBC **Date Registered:** 13 April 2016
Location of Development: Wyke Farm, B3081 - West Bourton Road To Westbrook Road, Gillingham, Dorset, SP8 5NR
Description of Development: Erect single storey extension, carry out internal and external alterations including the conversion of attached outbuilding into habitable accommodation. Remove oil tank/ bund.
GRANT OF LISTED BUILDING CONSENT

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208. Planning Application Decisions from NDDC continued:

Cllr Mrs Beckley referred to Planning Application Number: 2/2015/1902/FUL and asked why the application to erect a replacement dwelling at Glendon Farm had been refused.

The reasons for refusal are as follows:

'It is considered that the proposed development will not preserve or enhance the character or appearance of the conservation area. The loss of the heritage asset and its replacement with a much larger, more conspicuous building in a more extensive garden will result in the harmful urbanisation of the site which will erode the character of this part of the conservation area. The assertive nature of the building in its context will detract from the low key agricultural character of the gateway to the conservation area, the setting of the church and the more low key buildings in the vicinity. As such, the proposal fails to comply with policy 5 (The Historic Environment), policy 24 (Design) and policy 28 (Existing Dwellings in the Countryside) of the North Dorset Local Plan Part 1 and paras 17, 56, 131 and 135 of the National Planning Policy Framework'.

209. Tree Works Decisions received from NDDC:

a. Planning Application No: 2/2016/0725/CATREE

Proposal: T1 - Macrocarpa - Section fell.

Location: Wyke House, Wyke Road, Gillingham, Dorset, SP8 4NH

NORTH DORSET DISTRICT COUNCIL HAS NO OBJECTION TO THE WORKS SPECIFIED

210. Planning Applications:

a. Application No: 2/2016/0929/HOUSE

Proposal: Erect two storey side extension (demolish existing single storey extension).

Location: Willowfield, B3081 - West Bourton Road To Westbrook Road, Gillingham, Dorset, SP8 5NR

COMMENTS:

Cllr Mrs Potheary informed the meeting that she has a personal interest in the application as she is known to the applicant and therefore she would abstain from voting.

Cllr Joyce stated that the dwelling is on a large plot and in his opinion, the proposals will not have a detrimental affect on the surrounding countryside.

Cllr Mrs Hunt stated that whilst she was disappointed in the design of the dwelling, it is situated within a large plot with plenty of room to accommodate an extension.

Cllr Mrs Potheary stated that the property is screened by trees and is not easily visible from the highway.

All voting members, with the exception of Cllr Mrs Potheary, recommended approval of the application.

Cllr Mrs Potheary abstained from voting.

RECOMMENDATION:

Gillingham Town Council recommends approval of the application.

b. Application No: 2/2016/0905/HOUSE

Proposal: Erect two storey extension to the rear.

Location: Littlewood Shaftesbury Road Gillingham Dorset SP8 4LL

COMMENTS:

Cllr Mrs Potheary asked whether any objections had been received from neighbours.

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210. Planning Applications continued:

The Chairman informed the meeting that to date, he was unaware of any objections.

Cllr Joyce stated that he did not object to the proposed extension but had concerns over the proposed materials. Cllr Joyce emphasised the importance of matching any proposed brickwork to the original house, and whilst he supported the use of shingle up to the first floor level, he felt that it was important that the brickwork above the proposed shingle compliments the original house.

All voting members recommended approval of the application subject to the use of materials to compliment the original dwelling.

RECOMMENDATION:

Gillingham Town Council recommends approval of the application subject to the use of materials to compliment the original dwelling.

c. Application No: 2/2016/0698/FUL

Proposal: Convert existing garage to single storey dwelling and erect new double garage.

Location: 2 Marlott Road, Gillingham, Dorset, SP8 4FA

COMMENTS:

Cllr Joyce raised concerns over possible light pollution, and asked if any objections had been received from neighbours.

The Chairman informed the meeting that to date, he was unaware of any objections.

Cllr Mrs Potheary stated that in her opinion, the proposed dwelling is not substantial enough to stand alone and suggested that the dwelling should be tied to 2 Marlott Road.

When put to the vote, all voting members recommended approval of the application with the suggestion that the Case Officer should investigate the possibility of a tie linking the proposed dwelling to 2 Marlott Road.

RECOMMENDATION:

Gillingham Town Council recommends approval of the application with a suggestion that the Case Officer investigates the possibility of a tie to link the proposed dwelling to 2 Marlott Road.

211. To receive notification of the following planning appeal:

Inspectorate's Ref: APP/N1215/D/16/3150416

Appeal by: Mr & Mrs Richard Moore

Application No: 2/2015/1842/HOUSE

Location: Milton Farm Cottage, Milton On Stour To Wavering Lane – Road Milton On Stour, Dorset SP8 5PX

Proposal: Erect two storey extension (alternative scheme to that approved under P/P 2/2014/0231).

The appeal has been lodged with the Planning Inspectorate in respect of North Dorset District Council's refusal of permission. Because this is a householder appeal it will be dealt with under Part 1 of the 2009 Regulations and the Council will forward to the Secretary of State all the paperwork connected with the application, including any representations made at application stage. There is no opportunity for further comments.

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- 212. To receive notification from North Dorset District Council that the Council has published a Draft Charging Schedule for consultation under Regulation 16 of The Community Infrastructure Levy Regulations 2010 (as amended).** *The Draft Charging Schedule, associated and supporting documents and details regarding how to respond to the consultation (including a Statement of the Representations Procedure) are available to view online via the following link: <https://www.dorsetforyou.com/northdorsetcil>. The consultation period is from Friday 17th June to 4.00pm on Friday 29th July 2016.*

Following a discussion it was agreed that councillors will submit individual comments to the consultation.

- 213. To receive correspondence from the National Association of Local Councils (NALC) regarding the interaction of Planning Law and Copyright for information.**

The Chairman informed the meeting that notification has been received from the National Association of Local Councils that changes have been made to the Planning Law and Copyright by setting out the circumstances in which a local council can copy and make publicly available plans submitted as part of a planning application. The Chairman informed the meeting that specific wording must be attached by a local council to any copies of plans provided to the public or made available on its website.

The Chairman explained that for plans and technical drawings s.47(2) of the 1988 Act is subject to a requirement of the Copyright (Material Open to Public Inspection) (Marking of Copies of Plans and Drawings) Order 1990 which means that councils must mark the copies with a statement when providing copies of plans and drawings to the public or publishing them on their website.

The Chairman informed the meeting that the town council staff have contacted North Dorset District Council for guidance on the wording and will report back to the Planning Committee as soon as a response is received.

- 214. To receive correspondence from Chris Osborne, Flood Risk Engineer at Dorset County Council, regarding the Gillingham Neighbourhood Plan for information.**

Cllr Mrs Potheary informed the meeting that the Gillingham Neighbourhood Plan Group have welcomed the suggestions made by Mr Osborne and will be working towards submitting a section to address all the issues raised.

- 215. To receive and consider information regarding Footpaths in Gillingham.**

The Committee Clerk informed the meeting that the Walkers are Welcome Working Party will be clearing overgrown vegetation along the bridleway at Kings Court on Sunday 17th July.

The Committee Clerk informed the meeting that a complaint had been received regarding overhanging vegetation on the footpath between Wyke School and Regency Court. The issues have been reported to the Rights of Way Officer and the offending households will be sent a letter asking them to cut back and clear the vegetation.

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215. To receive and consider information regarding Footpaths in Gillingham continued.

The Committee Clerk stated that a report had been received regarding two broken stiles and an overgrown path along Footpath No. 51 off of Common Mead Lane and these matters have been reported to the Rights of Way Officer.

A request has also been received for Footpath No.71 at Peacemarsh to be cut and this has been passed to the Rights of Way Officer.

216. To receive and consider a report from the Conservation Area Working Party.

Lead Member of the Working Party, Cllr Mrs Su Hunt informed the meeting that the working party have not met, however, work is on-going.

217. MATTERS PERTINENT TO THIS MEETING. Members are advised that inclusion of items is at the Chairman's discretion and that 'A Council cannot lawfully decide any matter which is not specified in the summons (agendas)'. The Chairman to be advised prior to the commencement of the meeting.

- a. The Chairman informed the meeting that a response has been received from North Dorset District Council following the concerns raised by Gillingham Town Council regarding the quality of online applications.

The Chairman stated that following the concerns, North Dorset District Council have looked at several applications and have re-scanned and indexed the drawings. The council has also spoken to the corporate scanning team regarding recent problems.

- b. The Chairman referred to the outline planning application for up to 50 houses on land East of Barnaby Mead and informed the meeting that the recent amendment relates to a change in the red line on the location map.
- c. Cllr Joyce took the opportunity to remind members that should they need to leave the meeting for a drink or any other personal reason then they should ask the Chairman's permission to leave the room.
- d. Cllr Mrs Hunt informed the meeting that a pedestrian safety barrier along the Gillingham to Mere cycleway has been damaged and mobility scooters are unable to access the route easily. *Following the meeting the matter was reported to Dorset County Council Highways Authority.*

Closure.

GILLINGHAM TOWN COUNCIL PLANNING PROTOCOL GUIDANCE DOCUMENT (TO BE USED WHEN CONSIDERING PLANNING/TREE APPLICATIONS)

All planning applications made to North Dorset District Council (our District Planning Authority for sites within or immediately adjacent to the town boundary) and Dorset County Council are referred to the Town Council as a statutory consultee. Set out below is how the Town Council considers and responds to applications.

1. Declarations of Interest

Individual councillors should:

- 1.01 Declare any direct or indirect pecuniary/personal interests.
- 1.02 Withdraw from the meeting whilst the matter is being discussed and voted upon if a pecuniary interest is declared.

Councillors must not:

- 1.03 Act as an agent for people pursuing planning matters within the council.

2. Lobbying and access to councillors

Prior to the applications being considered at the Planning Committee meeting, all members of the council, and in particular Planning Committee members, should treat planning matters as follows:-

- 2.01 Act in the public interest with regards to planning matters and not individual constituents or particular interest.
- 2.02 Act fairly and openly and determine each application on its own merits.
- 2.03 Report any approaches by lobbyists and any representations made to you to the relevant planning officer.
- 2.04 Make it clear that you will not be in a position to make a recommendation on a particular application until you have heard all the evidence at the planning committee meeting.
- 2.05 Refer any request to attend or organise a meeting to discuss a planning proposal that has yet to be submitted to the appropriate planning officer.

3. All members of the council, and in particular Planning Committee members, should treat Planning matters as follows:

- 3.01 Listen to the views expressed.
- 3.02 Offer clarification of relevant planning policies and suggest referral to the District Planning Case Officer, if necessary.

- 3.03 Seek factual information about the progress of a case.
- 3.04 Advise those who are lobbying that they should contact the relevant District Planning Case Officer.
- 3.05 Advise those who are lobbying to write or speak to a member who is not on the planning committee.
- 3.06 Keep an open mind and be willing to listen to all the arguments, representations and evidence presented at the planning committee meeting.
- 3.07 Determine each planning application on its own merits and in accordance with planning policies.
- 3.08 Ensure that recommendations are based on relevant planning policies.
- 3.09 Not to predetermine or judge a planning application until all relevant information has been received at the Planning Committee meeting.
- 4. All members of the council, and in particular Planning Committee members, are advised not to:**
 - 4.01 Give ground to doubt their impartiality.
 - 4.02 Use their position improperly for personal gain or to advantage any individual or group, including relatives, friends or close associates.
 - 4.03 Lobby for a particular outcome on a planning application.
 - 4.04 Meet developers alone or put themselves in a position where they appear to favour a person, company or group.
 - 4.05 Take payment, or reward in kind, to lobby the council on a planning matter.
 - 4.06 Do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or work on behalf of the Town Council.
- 5. Site Visit Protocol**
 - 5.01 Site visits may be arranged at the discretion of the Planning Committee Chairman.
 - 5.02 During the site visit councillors are advised not to openly engage in discussion with residents or interested parties and be mindful of sections 2, 3 and 4.
 - 5.03 Any hospitality should be politely declined.
 - 5.04 Site visits by individuals are discouraged due to reasons of personal safety and integrity.
- 6. Tree and associated matters**
 - 6.01 The appointed Tree Warden representing Gillingham Town Council must not enter land without prior permission of the landowner. Trees should be viewed from a public view point in order to protect the personal safety and integrity of the warden.
 - 6.02 If the tree application cannot be seen from a public view point, then the application should be referred back to the Tree Officer at North Dorset District Council for a decision.
- 7. Rights of Way Liaison Officer representing Gillingham Town Council**
 - 7.01 The Rights of Way Liaison Officer should be mindful of their personal safety and abide by their guidance document provided by Dorset County Council.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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