



## **GILLINGHAM TOWN COUNCIL**

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

### **PLANNING COMMITTEE**

### **MINUTES – 13<sup>th</sup> June 2022**

Minutes of the Planning meeting held on **Monday, 13<sup>th</sup> June 2022** at The Town Hall, Gillingham, commencing at 7.30pm

**Present:**

Cllr Val Potheary, Chairman  
Cllr Rupert Evill, Deputy Chairman  
Cllr Fiona Cullen  
Cllr Sharon Cullingford

Cllr Donna Toye  
Cllr Barry von Clemens  
Cllr Mark Walden  
Cllr Roger Weeks

**Absent:** Cllr John Kilcourse

**In attendance:**

Julie Hawkins, Town Clerk  
Serena Burgess, Projects and HR Admin Officer

**Press and Public:**

Three members of the public  
Michael Streeter, Gillingham and Shaftesbury News (via MS Teams)

**423. 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**

One member of the public attended to answer any questions relating to Application No. P/FUL/2022/02964

**424. To receive and accept apologies for absence**

It was agreed and **RESOLVED** to accept the apologies received from Cllr Ashfield and Cllr Frith who were unable to attend for personal reasons.

**425. To receive any questions pertaining to the previous meeting.**

There were no questions.

**426. To approve the minutes as a true and accurate record of the Planning Committee meeting held on Monday 9<sup>th</sup> May 2022 and the interim meeting on Monday 23<sup>rd</sup> May 2022.**

It was agreed and **RESOLVED** to approve the minutes as a true and accurate record of the Planning Committee meeting held on Monday 9<sup>th</sup> May 2022 and the interim meeting on Monday 23<sup>rd</sup> May 2022.

**427. 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 interest.

**428. To receive Decision Notices for planning applications from Dorset Council:**

**a) Application No: P/NMA/2022/02771**

**Proposal:** Non-material amendment to planning permission no.

P/HOU/2022/01518 - to provide an additional window in the proposed dormer to west elevation

**Location:** 36 Wren Place, Gillingham, Dorset, SP8 4WE

**Decision:** Approved

**b) Application No: P/HOU/2022/01641**

**Proposal:** Proposed extension to side and rear of existing bungalow. Demolish garage. Create new hardstanding for 3 cars.

**Location:** Doverdale, Pound Lane, Gillingham, SP8 4NP

**Decision:** Approved

**c) Application No: P/FUL/2022/02080**

**Proposal:** Erect 2 dwellings, form access, parking and turning areas, install air source heat pumps.

**Location:** The Nook, Peacemarsh Road, Gillingham, Dorset, SP8 4EU

**Decision:** Approved

**d) Application No: P/HOU/2022/02194**

**Proposal:** Erect single storey rear extension. New pitched roof over garage. Re-clad & render elevations. Replace windows.

**Location:** 2 Hillside, Post Office Road to Pierstons Fields – Road, Milton-on-Stour, Dorset, SP8 5PY

**Decision:** Approved

**e) Application No: P/VOC/2022/02140**

**Proposal:** Erect extra care residential building comprising 55 No. residential units, shared communal areas and ancillary facilities. Modify vehicular accesses, form pedestrian accesses, parking, servicing, courtyard and landscaping, carry out associated works (with variation of condition 20 of planning permission 2/2018/1437/FUL to alter the extent of the agreed flood plain levels)

**Location:** St. Martins, Queens Street, Gillingham, SP8 4DZ

**Decision:** Approved

- f) **Application No:** P/HOU/2022/00387  
**Proposal:** Construct outdoor swimming pool and surrounding paved area  
**Location:** Sandley Lodge, Sandley Lodge Access, Sandley, SP8 5DU  
**Decision:** Approved
- g) **Application No:** P/HOU/2022/01619  
**Proposal:** Enlarge existing porch and erect extension above garage connecting both to the dwelling  
**Location:** Broad Oaks, Wyke Road, Gillingham, SP8 4NG  
**Decision:** Approved
- h) **Application No:** P/VOC/2022/01612  
**Proposal:** Erect 1 No. dwelling, modify vehicular access and form parking spaces. (with variation of condition 2 of planning permission 2/2018/1630/FUL to amend approved design & appearance)  
**Location:** Land At E3 80629 N 127902, Peacemarsh Road To Bowridge Hill – Lane, Colesbrook, Dorset  
**Decision:** Approved
- i) **Application No:** P/FUL/2022/00482  
**Proposal:** Erect 4 No. dwellings, garages and create 8 No. parking spaces.  
**Location:** Horkesley Hall Farm, Common Mead Lane, Gillingham, SP8 4RE  
**Decision:** Approved
- Cllr Weeks expressed disappointment that this application had been approved by the Local Planning Authority and that the planning reasons given in the Town Council's objections had not been supported by the Dorset Council.
- Cllr Potheary stated that the views of the Town Council are respected and valued by the Northern Area Planning Committee. The Dorset Council Officer's Report can be viewed [Here](#)
- j) **Application No:** P/FUL/2021/02949  
**Proposal:** Erection of agricultural worker's cabin  
**Location:** Land at (E)379900 (N)129809, Slodbrook Lane, Milton-on-Stour, Dorset  
**Decision:** Withdrawn
- k) **Application No:** P/FUL/2022/01820  
**Proposal:** Demolish existing pole barn, convert existing barn to dwelling and erect car port/store.  
**Location:** Huntingford Farm Huntingford Road Huntingford Dorset SP8 5QQ  
**Decision:** Withdrawn

**429. To receive and consider planning applications, as follows:**

**a) Application No:** P/FUL/2022/02964

**Proposal:** Erection of 17 no dwellings and flexible commercial space (use class E). Demolition of an existing building, conversion of an existing building; access and off-street car and cycle parking facilities; relocation of gas kiosk & telegraph pole; and provision of public realm, tree planting & private gardens.

**Location:** J H Rose and Sons, Station Road, Gillingham, SP8 4PZ

Councillors noted that the residential development would be situated partly within Flood Zone 1, with the western corner of the site encroaching within Flood Zone 2; however, the Flood Risk Assessment confirms that the development, as proposed, is appropriate and meets the requirements of the Environment Agency Standing Advice and the National Planning Policy Framework.

*NB. Flood Zone 1 = low probability. Flood Zone 2 = medium probability*

Councillors asked where the rubbish would be collected from. The agent informed the meeting that this was being addressed in consultation with Dorset Council.

Councillors raised concerns that station users may park within the proposed development instead of in the station car park. The agent stated that signage would be erected to mitigate against this potential problem.

The concerns of the Highway Authority were noted.

It was agreed and **RESOLVED** to support Planning Application P/FUL/2022/02964, subject to approval by Dorset Highways Authority, for the following reasons:

- The proposed development site is a brownfield site allocated for regeneration to include a mix of residential and commercial, therefore, the proposals are in accordance with saved Policy GH13 of the North Dorset Local Plan, Policy 8 of the Gillingham Neighbourhood Plan and Policy GILL1 of the emerging Local Plan.
- The site is well situated in Gillingham to access amenities in the town centre and in wider areas due to the proximity to the train station.
- The application proposes that the coal office building is to remain in place - this is a non-designated heritage asset and this proposal is in accordance with the Gillingham Neighbourhood Plan, Policy 27.
- The application is for a mixed use development and is therefore in accordance with Policy 10 of the Gillingham Neighbourhood Plan.
- The proposal includes bat boxes, bee bricks and gaps in fences for hedgehogs and the applicant has considered biodiversity net gain.

**b) Application No:** P/HOU/2022/03233

**Proposal:** Erect 2.4 metre fence and timber posts to replace existing damaged fencing.

**Location:** 18 Fern Brook Lane, Gillingham, Dorset, SP8 4FP

It was agreed and **RESOLVED** to recommend approval of Planning Application P/HOU/2022/03233

**430. To review and adopt the Planning Committee Protocol Document.**

A report was circulated prior to the meeting - please refer to [Appendix A](#).

Some minor wording changes were agreed to strengthen the points being made.

It was agreed and **RESOLVED** that the Planning Committee Protocol Document, with the agreed amendments, is approved and adopted.

**431. To consider and agree a member to cover the Milton-on-Stour Ward with regards to the consideration of Planning Applications.**

It was agreed and **RESOLVED** that non-member Cllr Poulter, as Ward Councillor for Milton-on-Stour, will attend Planning Committee meetings when an application is received from that Ward.

**432. To receive, consider and approve the Terms of Reference for the following sub-committees and task and finish groups reporting to the Planning Committee:**

**a) Developer Engagement Advisory Panel**

Draft Terms of Reference were circulated prior to the meeting - please refer to [Appendix B](#).

It was agreed that the Terms of Reference should be amended to make it clear that councillors with voting rights on the Planning Committee should not sit on the Developer Engagement Advisory Panel.

It was agreed and **RESOLVED** that the Developer Engagement Advisory Panel Terms of Reference, as amended, are approved and adopted.

It was agreed and **RESOLVED** that Cllr Gould, Cllr Harris and Cllr Poulter are members of the Developer Engagement Advisory Panel for the Council year 2022/2023.

**b) Neighbourhood Plan Sub-committee**

Draft Terms of Reference were circulated prior to the meeting - please refer to [Appendix C](#).

It was agreed and **RESOLVED** that the Neighbourhood Plan Sub-Committee Terms of Reference, with the addition of one word, are approved and adopted.

It was agreed and **RESOLVED** that Cllr Cullingford, Cllr Gould, Cllr Harris, Cllr Hill, Cllr Kilcourse, Cllr Potheary, Cllr Poulter and Cllr Weeks are members of the Neighbourhood Plan Sub-committee for the Council year 2022/2023.

**c) Gillingham Conservation Area Appraisal Task and Finish Group**

Draft Terms of Reference were circulated prior to the meeting - please refer to [Appendix D](#).

It was agreed and **RESOLVED** that the Gillingham Conservation Area Appraisal Task and Finish Group Terms of Reference are approved.

It was agreed and **RESOLVED** that Cllr Cullingford, Cllr Kilcourse, Cllr Potheary, Cllr Toye, Cllr B von Clemens and Cllr Weeks are members of the Gillingham Conservation Area Appraisal Task and Finish Group for the Council year 2022/2023.

**d) Masterplan for the Employment Areas of the Southern Extension Task and Finish Group**

A report was circulated prior to the meeting - please refer to [Appendix E](#).

It was agreed and **RESOLVED** that the Masterplan for the Employment Areas of the Southern Extension Task and Finish Group Terms of Reference are approved.

It was agreed and **RESOLVED** that Cllr Cullingford, Cllr Harris, Cllr Hill, Cllr Kilcourse, Cllr Poulter and Cllr Weeks are members of the Masterplan for the Employment Areas of the Southern Extension Task and Finish Group for the Council year 2022/2023.

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

**a) Developer Engagement Advisory Panel**

No report was received

**b) Neighbourhood Plan Sub-committee**

Cllr Cullingford verbally reported that Jamie Francis, temporary Administrator, had presented the work carried out on the Neighbourhood Plan. The meeting was attended by Cllr David Walsh, who was very impressed. Some minor amendments are needed before the Plan is presented for approval.

**c) Gillingham Conservation Area Appraisal Task and Finish Group**

No report was received.

**d) Masterplan for the Employment Areas of the Southern Extension Task and Finish Group.**

No report was received.

**434. To receive and consider items for inclusion in the draft Five Year Action Plan**

The following items were suggested:

- A review of the Milton-on-Stour Conservation Area
- A plan for amenity land at Common Mead Lane

**435. 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).**

The Town Clerk stated that there have been no applicants for the Councillor vacancy. Therefore, the Extraordinary meeting due to be held on 15 June will be opened and closed by the Mayor in the presence of the Town Clerk – as there is no business to consider other Councillors are not required to attend.

The meeting closed at 8.45 pm



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## **PLANNING PROTOCOL GUIDANCE DOCUMENT 2022**

Planning applications for the town of Gillingham made to Dorset Council are referred to the Town Council as a consultee. Set out below is how the Town Council considers and responds to applications.

### **1. Declarations of Interest**

#### **Individual Councillors must:**

- 1.01 Declare any direct or indirect pecuniary interests in accordance with the requirements of the Localism Act 2011.
- 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 Town Clerk or Planning Committee Clerk.
- 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 Town Clerk or Planning Committee Clerk.

**3. Planning Committee members must treat Planning matters as follows:**

- 3.01 Listen to the views expressed.
- 3.02 Seek factual information about the progress of a case.
- 3.03 Advise those who are lobbying to write or speak to the Town Clerk or Planning Committee Clerk.
- 3.04 Keep an open mind and be willing to listen to all the arguments, representations and evidence presented at the Planning Committee meeting.
- 3.05 Determine each planning application on its own merits and in accordance with planning policies.
- 3.06 Ensure that recommendations are based on relevant planning policies.
- 3.07 Not to predetermine or judge a planning application until all relevant information has been received at the Planning Committee meeting.

**4. Planning Committee members must not:**

- 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 viewpoint in order to protect the personal safety and integrity of the Warden.

**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 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.

Reviewed: 13/06/22

Adopted by the Planning Committee

Date: 13/06/22, minute no. 430



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## **Developer Engagement Advisory Panel Terms of Reference**

1. All members of the advisory panel must abide by Gillingham Town Council's Code of Conduct and Planning Protocol Document.
2. The advisory panel does not have any delegated powers and cannot make comments on proposed developments at the pre-application stage on behalf of Gillingham Town Council.
3. Members of the panel can offer knowledge of the local area; the panel must make it clear to developers that any views expressed are personal views and are not the views of the Town Council.
4. The panel should make it clear to developers that panel members are not professional planning officers and cannot offer professional advice.
5. Membership of the advisory panel will be reviewed by the Planning Committee.
6. Any member of the Town Council not on the Planning Committee, a member of the public or member of staff can be co-opted onto the advisory panel.
7. Members of the advisory panel should elect a lead member.
8. In the first instance, requests to attend a meeting to discuss a planning proposal should be submitted to the Town Clerk who will advise the lead member accordingly.
9. A Town Council Officer must be present at all meetings with developers. Councillors must not meet developers alone.
10. The advisory panel will meet as and when requested, as agreed by the lead member.
11. The lead member of the panel will produce and submit regular written reports to the Planning Committee.

Reviewed: 13/06/22

Adopted by the Planning Committee

Date: 13/06/22, minute no. 432 a)



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## **Gillingham Neighbourhood Plan Sub-committee Terms of Reference**

1. All members of the sub-committee must abide by the Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed by the Planning Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. Members of the sub-committee should elect a lead member.
6. The sub-committee will meet as and when deemed necessary by the lead member.
7. The lead member of the sub-committee will produce and submit regular written reports to the Planning Committee with recommendations including budgetary and financial implications, when necessary.
8. The Neighbourhood Plan Sub-committee shall conduct a review of the Gillingham Neighbourhood Plan (the Plan). In conducting its review, it may liaise with Dorset Council Officers, consultants or any other person or body it deems appropriate in completing its review of the Plan. When the review has been completed the Sub-committee shall report its findings to Full Council.

Reviewed: 13/06/22

Adopted by the Planning Committee

Date: 13/06/22, minute no. 432 b)



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## **Gillingham Conservation Area Appraisal Task and Finish Group Terms of Reference**

1. All members of the task and finish group must abide by the Gillingham Town Council's Code of Conduct.
2. The task and finish group does not have any delegated powers.
3. Membership of the task and finish group will be reviewed by the Planning Committee.
4. Any member of the town council, a member of the public or member of staff can be co-opted on to the task and finish group.
5. Members of the task and finish group should elect a lead member.
6. The task and finish group will meet as and when deemed necessary by the lead Member.
7. The lead member of the task and finish group will produce and submit regular written reports to the Planning Committee with recommendations, including budgetary and financial implications, when necessary.
8. The task and finish group will work with the relevant Dorset Council Officers to produce a Conservation Area Appraisal for Gillingham Conservation Area.
9. The aim of the Conservation Area Appraisal will be to preserve, enhance and value the architectural and social historic importance of the Gillingham Conservation Area and seek to secure its future.

Reviewed: 13/06/22

Adopted by the Planning Committee

Date: 13/06/22, minute no. 432 c)



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## **Master Plan for the Employment Areas of the Southern Extension Task and Finish Group**

### **Terms of Reference**

1. All members of the task and finish group must abide by the Gillingham Town Council's Code of Conduct.
2. The task and finish group does not have any delegated powers.
3. Membership of the task and finish group will be reviewed by the Planning Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the task and finish group.
5. Members of the task and finish group should elect a lead member.
6. The task and finish group will meet as and when deemed necessary by the lead member.
7. The lead member of the task and finish group will produce and submit regular written reports to the Planning Committee with recommendations, including budgetary and financial implications, when necessary.
8. The task and finish group will liaise with landowners, stakeholders, relevant Dorset Council Officers and consultants, as appropriate, in the production of the master plan and will include the following:
  - a) An outline of the collective vision for the proposed employment areas
  - b) The known constraints and opportunities presented by the site
  - c) A design strategy outlining the strategic position of key place making components, including land use and density
  - d) The movement and access principles in and around the site
  - e) Descriptions and illustrations of a green infrastructure strategy
  - f) Energy efficiency principles

Reviewed: 13/06/22

Adopted by the Planning Committee

Date: 13/06/22, minute no. 432 d)