



## **GILLINGHAM TOWN COUNCIL**

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

### **PLANNING COMMITTEE**

### **MINUTES – 12<sup>th</sup> June 2023**

Minutes of the Planning meeting held on **Monday 12<sup>th</sup> June 2023** at The Town Hall, Gillingham, commencing at 7.30pm

#### **Present:**

Cllr Val Potheary, Chairman  
Cllr Rupert Evill, Deputy Chairman  
Cllr Graham Bashford  
Cllr Fiona Cullen  
Cllr Sharon Cullingford  
Cllr John Kilcourse

Cllr Sarah Snook  
Cllr Barry von Clemens  
Cllr Mark Walden  
Cllr Roger Weeks  
Cllr David Walsh

#### **In attendance:**

Julie Hawkins, Town Clerk  
Jill Ezzard, Assistant Town Clerk

#### **Press and Public:**

Nine members of the public were in attendance  
Two members of the public joined via MS Teams

#### **596. 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 at this part of the meeting, however, 2 members of the public asked to speak at Agenda Item no. 7a.

#### **597. To receive and accept apologies for absence**

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

#### **598. To receive any questions pertaining to the previous meeting.**

There were no questions.

**599. To approve the minutes as a true and accurate record of the Planning Committee meeting held on Tuesday 9<sup>th</sup> May 2023 and the interim meeting on Monday 22<sup>nd</sup> May 2023.**

It was agreed and **RESOLVED** to approve the minutes as a true and accurate record of the Planning Committee meeting held on Tuesday 9<sup>th</sup> May 2023 and the interim meeting on Monday 22<sup>nd</sup> May 2023.

**600. 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.**

Cllr Weeks declared a disclosable pecuniary interest in Planning Application No: P/FUL/2023/02773 and informed the meeting that he would leave the Council Chamber during the consideration of this application.

Cllr Cullingford and Cllr von Clemens declared personal interests in Planning Application No: P/FUL/2023/02773 and informed the meeting that they would leave the Council Chamber during the consideration of this application.

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

**a) Application No: P/FUL/2023/01775**

**Location:** Neals Yard Remedies Ltd, Peacemarsh Road, Gillingham, Dorset, SP8 4EU

**Proposal:** Installation of a balancing tank with mixer, to mix toiletries/cosmetic waste water and chemicals from the cleaning process, before discharging to the main sewers

**Decision:** Granted

**b) Application No: P/FUL/2023/01865**

**Location:** Hunters Lodge, Sherborne Causeway, Shaftesbury, SP7 9PY

**Proposal:** Change of use of building and land to residential curtilage associated with Hunters Lodge

**Decision:** Granted

**c) Application No: P/NMA/2023/02237**

**Location:** Orchard View Access to Cottages off Moor Lane, Langham, Dorset, SP8 5NX

**Proposal:** Non-material amendment for changes to the internal layout, windows and doors, and use of outbuilding as garage, garden store, dry store and additional accommodation, to Planning Permission No. P/HOU/2021/05301 (demolition of existing and erection of replacement outbuilding for use as office, studio and additional accommodation).

**Decision:** Granted

**d) Application No: P/HOU/2023/01895**

**Location:** 10 Prospect Close, Gillingham, SP8 4NZ

**Proposal:** Installation of air source heat pump at ground level adjacent to east side boundary wall.

**Decision:** Granted

e) **Application No:** P/HOU/2023/02041

**Location:** 19 Avondale Gardens, Gillingham, Dorset, SP8 4RW

**Proposal:** Erect single storey side and rear extensions.

**Decision:** Granted

f) **Application No:** P/HOU/2023/00812

**Location:** 7 New Road, Shaftesbury, SP7 8QW

**Proposal:** Erection of Replacement Garage

**Decision:** Granted

g) **Application No:** P/CLE/2023/01958

**Location:** Littlewood, Shaftesbury Road, Gillingham, Dorset, SP8 4LL

**Proposal:** Use of land for single storey rear garden room/study extension on existing dwelling house finished and used for period in excess of 4 years.

**Decision:** Granted

h) **Application No:** P/NMA/2023/01566

**Location:** West of Shaftesbury Road, at Land South of Gillingham, Shaftesbury Road, Gillingham

**Proposal:** Non material amendment - To amend the approved access plan to include a 3m cycleway replacing a 2m footway and the addition of a maintenance bay to outline consent 2/2018/0036/OUT (Develop land by construction of an urban extension to the south of Gillingham between Shaftesbury Road (B3081) and New Road (B3092). The urban extension would comprise of up to 961 dwellings, up to 2,642 sq.m in a new local centre providing retail, community, health, and leisure uses, new and enhanced pedestrian/cycle routes, open spaces, roads, car parking and vehicular access. To include all ancillary works and associated infrastructure.)

**Decision:** Granted

i) **Application No:** P/VOC/2023/01213

**Location:** Land to the south east of Lodden Lakes, New Road, Gillingham

**Proposal:** Develop land by the erection of up to 115 no. dwellings, form vehicular access from New Road and Lodden Lakes Phase 1, form public open space (variation of condition 2 of planning permission P/RES/2022/00263 to amend layout plans with revised access arrangements, house type elevations and apartment building)

**Decision:** Granted

The decisions were noted.

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

- a) **Application No:** [P/FUL/2023/02773](#)  
**Location:** The Old Brewery, Wyke Road, Gillingham, SP8 4NW  
**Proposal:** Change of use of the site for a café, retail & community use, including amended opening hours.

Cllr Cullingford, Cllr Weeks and Cllr von Clemens left the Council Chamber at 7.35pm and did not take part in the debate.

One member of the public spoke in support of the application.

The Café Manager answered questions regarding the proposed opening hours and explained that the proposal is to open for catered community events two to three evenings a week. With regards to parking concerns he reminded members that permission has already been granted for additional parking and work is due to commence this month.

Following a discussion, it was agreed and **RESOLVED** to recommend approval of Planning Application P/FUL/2023/02773, subject to approval by the Highways Authority.

Cllr Cullingford, Cllr von Clemens and Cllr Weeks re-joined the meeting at 7.56pm.

- b) **Application No:** [P/RES/2023/02376](#)  
**Location:** West of Shaftesbury Road (Land on Ham Farm), Land South of Gillingham, Shaftesbury Road, Gillingham.  
**Proposal:** Erect 34 No. dwellings (including show homes / sales area) and associated infrastructure including formal and informal public open space, following the grant of Outline Planning Permission No. 2/2018/0036/OUT. (Reserved Matters application to determine access, appearance, landscaping, layout and scale).

It was agreed and **RESOLVED** to recommend refusal of Planning Application P/RES/2023/02376 as the application does not comply with the road hump regulations and is contrary to Policy 8 of the North Dorset District Wide Plan which states that on a larger site, the affordable units should be pepper-potted amongst the market housing, or where there is a high proportion of affordable housing, grouped in small clusters amongst the market housing.

Cllr Walsh voted against the proposal to recommend refusal.

- c) **Application No:** [P/FUL/2023/02673](#)  
**Location:** Bugley Cottage, Bugley Stud, Bugley Road, Gillingham, Dorset, SP8 5RD  
**Proposal:** Change of use and conversion of existing stable buildings to 1no. dwelling house with associated works including a new access track.

It was agreed and **RESOLVED** to recommend approval of Planning Application P/FUL/2023/02673 for the following reasons:

- The proposed dwelling house will be a similar size to the existing stable block

- The proposed materials are sympathetic to the character of the area
- The proposal is not considered to be an overdevelopment of the site

- d) **Application No:** [P/HOU/2023/02856](#)  
**Location:** 1 Tudor Court Gillingham SP8 4TF  
**Proposal:** Render over exist brickwork on all elevations.

It was agreed and **RESOLVED** to recommend approval of Planning Application P/HOU/2023/02856 as members consider that the proposed render will not alter the character of the area to an unacceptable degree.

- e) **Application No:** [P/FUL/2023/02070](#)  
**Location:** Land at E 379690 N 127875 Milton-on-Stour to Wavering Lane - Road, Milton-on-Stour.  
**Proposal:** Erection of an Agricultural building for general, agricultural purpose

It was agreed and **RESOLVED** to recommend approval of Planning Application P/FUL/2023/02070.

Cllr Weeks voted against the proposal to recommend approval.

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

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

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

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

a) **Developer Engagement Advisory Panel**

There had been no meetings.

b) **Neighbourhood Plan Sub-committee**

Cllr Cullingford verbally reported that there had been no meetings, however, a meeting will be called shortly. Cllr Cullingford referred to the draft Terms of Reference and asked that consideration is given to allowing 7 councillors to be members of the Neighbourhood Plan Sub-committee.

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

There had been no meetings.

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

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

It was agreed and **RESOLVED** that the Masterplan for the Employment Areas of the Southern Extension Task and Finish Group is disbanded.

**605. 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 C](#).

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

**b) Neighbourhood Plan Sub-committee**

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

It was agreed and **RESOLVED** that the Neighbourhood Plan Sub-Committee Terms of Reference, as amended to include 7 councillors, are approved and adopted.

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

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

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

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

It had previously been agreed that the Masterplan for the Employment Areas of the Southern Extension Task and Finish Group be disbanded – please refer to Minute no. 604d

**606. To consider and agree membership of Sub-committees and Task and Finish Groups reporting to the Planning Committee.**

It was agreed and **RESOLVED** that Cllr Cullingford, Cllr Kilcourse, Cllr Potheary, Cllr Toye and Cllr B von Clemens should form the Gillingham Conservation Area Appraisal Task and Finish Group for the Civic Year 2023/24.

It was agreed and **RESOLVED** that Cllr Harris, Cllr Poulter, Cllr Toye and Mr David Beaton should form the Developer Engagement Advisory Panel for the Civic Year 2023/24.

It was agreed and **RESOLVED** that Cllr Cullingford, Cllr Hill, Cllr Kilcourse, Cllr Potheary, Cllr Poulter, Cllr Snook and Cllr Walsh should form the Neighbourhood Plan Sub-committee for the Civic Year 2023/24.

- 607. 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 Chairman referred to the application for a change of use from Class E to Residential (C3) at 7-9 High Street in Gillingham and informed the meeting that the appeal has been allowed and prior approval has been granted. The appeal decision can be viewed online [here](#).

The meeting closed at 8.59pm

**Gillingham Town Council****Planning Committee Protocol Document**

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 the Town Clerk or Planning Committee Clerk.
- 2.04 Make it clear that Councillors are 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 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.

**8. Review**

This document was approved and adopted at the Planning Committee meeting on Monday 12<sup>th</sup> June 2023, Minute no. 603 and ratified by Full Council on 26<sup>th</sup> June 2023.

Policy reviews will be carried out annually or when there are changes to current legislation, whichever is the sooner.

Signed by the Mayor of Gillingham:

Date:

**Gillingham Town Council**

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

**Author: Julie Hawkins, Town Clerk**

**Task and Finish Group Members:**

Cllr Cullingford, Cllr Harris, Cllr Hill, Cllr Poulter, Cllr Weeks.

The task and finish group has not met during the past twelve months and therefore it is recommended that the group is disbanded and any future matters are dealt with by the Neighbourhood Plan Sub-committee.

**RECOMMENDATION**

- **That the Masterplan for the Employment Areas of the Southern Extension Task and Finish Group is disbanded.**

**Gillingham Town Council****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, a member of the public or member of staff can be co-opted on to the panel.
7. The panel must consist of a minimum of three councillors and a maximum of five councillors.
8. Members of the panel should elect a lead member who is a serving Councillor.
9. The panel will meet as and when deemed necessary by the lead Member.
10. Meetings may only take place when a minimum of three members are present.
11. 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.
12. A Town Council Officer must be present at all meetings with developers. Councillors must not meet developers alone.
13. The lead member of the panel will produce and submit regular written reports to the Planning Committee.

Reviewed and Adopted by the Planning Committee 12/06/23, Minute no. 605(a)

**Gillingham Town Council**

**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. The sub-committee must consist of a minimum of three councillors and a maximum of ~~five~~ seven councillors.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet monthly or as and when deemed necessary by the lead member.
8. Meetings may only take place when a minimum of three members are present.
9. Members of the sub-committee should elect a lead member.
10. 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.
11. The sub-committee shall monitor and review 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: 12/06/23

Adopted by the Planning Committee

Date: 12/06/23, Minute no. 605b

**Gillingham Town Council**

**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. The task and finish group must consist of a minimum of three councillors and a maximum of five councillors.
6. Members of the task and finish group must elect a lead member, who is a serving Councillor.
7. The task and finish group will meet a minimum of three times a year or as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. 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.
10. The task and finish group will work with the relevant Dorset Council Officers to produce a Conservation Area Appraisal for Gillingham Conservation Area.
11. 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 and adopted by the Planning Committee 12/06/23 Minute no. 605(c)