



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

23 November 2020

The minutes of the Full Council meeting convened on Monday 23rd November 2020 at 7.35pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4th April 2020.

Present:

Cllr Barry von Clemens, Mayor
Cllr Paul Harris, Deputy Mayor
Cllr Alison von Clemens
Cllr Fiona Cullen
Cllr Sharon Cullingford
Cllr Rupert Evill
Cllr Alan Frith
Cllr Mike Gould
Cllr Dennis Griffin

Cllr Mick Hill
Cllr John Kilcourse
Cllr Graham Poulter
Cllr Val Potheary
Cllr John Robinson
Cllr Donna Toye
Cllr Keith Wareham
Cllr Roger Weeks

In attendance:

Town Clerk, Julie Hawkins
Deputy Town Clerk, Clare Ratcliffe
Responsible Financial Officer, Debra Edwards

Press and Public:

Michael Streeter, Gillingham and Shaftesbury News
Gemma Gibson, The Vale Journal
There were no members of the public present

Prior to the meeting the Mayor read out a statement as follows:

“As Councillors we are entrusted to serve all our residents, the people of Gillingham, without exception or prejudice. We promise to do so fairly, lawfully, accountably, and to the highest standards.”

The meeting opened 5 minutes later than scheduled at 7.35pm owing to the Planning Committee meeting that over-ran beforehand.

366. 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.

367. To receive and accept apologies for absence

There were no apologies for absence received.

368. To approve the minutes as a true and accurate record of the meeting held on Monday 26th October 2020.

It was agreed and **RESOLVED** to approve the minutes as a true and accurate record of the meeting held on Monday 26th October 2020. The chairman will duly sign the minutes when possible to do so.

369. To receive any questions pertaining to the previous minutes

There were no questions pertaining to the previous minutes.

370. 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

Agenda item no. 14 – Free Room Hire Application – The Gillingham, Mere and Shaftesbury Lions Club (GMS Lions)

- Cllr Barry von Clemens declared a personal interest in agenda item no. 14 as a Trustee and Vice President of the GMS Lions Club.
- Cllr Alison von Clemens declared a personal interest in agenda item no. 14 as a member of the GMS Lions Club.

371. To receive and consider reports from youth organisations, if available

Cllr B von Clemens reported that there was nothing to report this month.

372. To receive and consider 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)
(Lead: Cllr Barry von Clemens)**

Cllr B von Clemens reported that no meeting had taken place this month. There was no report.

b) Town Meadow Group (Lead: Cllr Sharon Cullingford)

Cllr Cullingford reported that one meeting had taken place recently. The Committee has been oversubscribed with volunteers interested in the committee vacancies. A meeting will be held shortly to decide on the best way forward.

**c) Gillingham Chamber of Commerce and Industry
(Lead: Cllr Barry von Clemens)**

Cllr B von Clemens reported that there was nothing to report this month.

Cllr Cullingford informed councillors that they are all welcome to attend the next Chamber network meeting via Zoom on Wednesday 2nd December at 6.30pm. The guest speaker will talk about the Shopappy App that can be used by local shops for click and collect or delivery of goods, for which there is a Government grant available.

d) Dorset Association of Parish and Town Councils (DAPTC) – Larger Town meetings (Lead: Cllr Barry von Clemens), Northern Area meetings (Lead: Cllr Donna Toye and Cllr Roger Weeks)

Cllr B von Clemens had attended the DAPTC AGM, the minutes of which will be circulated when available. Cllr Toye and Cllr Weeks had nothing to report.

e) Shaftesbury and District Transport Forum (Lead: Cllr Barry von Clemens)

Cllr B von Clemens had nothing to report this month.

f) Gillingham Town Team (Lead: Cllr Mike Gould)

Cllr Gould referred to a report that had been submitted by Ian Day, Chairman of Gillingham Town Team, and circulated prior to the meeting. Please refer to **APPENDIX A** The report contained no recommendations.

Cllr Gould reported that a meeting had been held with representatives from the White Hart Market earlier in the day. The market would be keen to support the Shopappy App which is being promoted via the Gillingham Chamber of Commerce and Industry and has been successful in other towns.

**g) Gillingham Youth Centre Management Committee
(Lead: Cllr Barry von Clemens)**

Cllr B von Clemens reported that youth clubs continue to meet via Zoom.

373. To receive, consider and adopt the following standing committee reports:

a) General Purposes Committee meeting held on Monday 2nd November 2020

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee held on Monday 2nd November 2020 are approved and adopted.

b) Planning Interim Committee meeting held on Monday 26th October 2020 and the Planning Committee held on Monday 9th November 2020

It was agreed and **RESOLVED** that the minutes of the Planning Interim Committee meeting held on Monday 26th October 2020 and the minutes of the Planning Committee held on Monday 9th November 2020 are approved and adopted.

c) Finance Committee meeting held on Monday 16th November 2020

It was agreed and **RESOLVED** that the minutes of the Finance Committee meeting held on Monday 16th November are approved and adopted.

374. To approve and authorise any payments over £10,000

It was agreed and **RESOLVED** that the invoice for Playdale Limited in the sum of £31,398 is approved and authorised.

375. To receive the External Auditor's report and certificate, section 3 (Part 3 Annual Governance and Accountability Return (AGAR)) for the year end 31st March 2020 and agree to carry out the following: prepare a "Notice of Conclusion of Audit" which details the rights of inspection in line with the statutory requirements. Publish the "Notice" along with the certified AGAR (sections 1, 2 and 3) before 30th November 2020 which must include publication on the town council's website

It was agreed and **RESOLVED** to prepare a 'Notice of Conclusion of Audit' detailing the rights of inspection, in line with the statutory requirements.

It was agreed and **RESOLVED** to publish the 'Notice' along with the certified AGAR (sections 1, 2 and 3) before 30th November 2020.

Cllr von Clemens proposed a vote of thanks to the Responsible Financial Officer for a successful external audit.

376. To receive information on the 2021 census and a request to designate two officers to act as Census Liaison Managers

It was agreed and **RESOLVED** that the Town Clerk and the Deputy Clerk are designated as Census Liaison Managers.

377. To receive a report regarding a future review of the Gillingham Neighbourhood Plan and to set up a sub-committee

A report on the review of the Gillingham Neighbourhood Plan was circulated prior to the meeting. Please refer to **APPENDIX B**. The report contained three recommendations.

It was agreed and **RESOLVED** that Cllr Potheary, Cllr Gould, Cllr Poulter, Cllr Wareham, the Town Clerk, Deputy Town Clerk and the Project Administrator form a Gillingham Neighbourhood Plan sub-committee.

It was agreed and **RESOLVED** that the sub-committee carry out an assessment to establish how effective the neighbourhood plan is and report the findings and recommendations to Full Council for consideration.

It was agreed and **RESOLVED** that the sub-committee investigate available grant funding and report the findings and recommendations to Full Council for consideration.

378. To receive and consider a response to the [Dorset Council's Climate Emergency Strategy and Action Plan consultation](#) from the Greener Gillingham sub-committee

Cllr Cullen referred to a report that had been circulated prior to the meeting. Please see **APPENDIX C**.

Cllr Poulter queried the groups response to the question on Carbon Targets and proposed that the response should be to agree rather than disagree.

It was agreed and **RESOLVED** that the Council's response to the question under the heading Carbon Targets is amended to **agree** with the target set for the Dorset Council Area of 2050.

Cllr Cullen voted against the proposal. Cllr Griffin and Cllr Hill abstained.

It was agreed and **RESOLVED** that the Climate and Ecological Emergency Strategy consultation is submitted as per the recommendations of the Greener Gillingham sub-committee with the amendment to the response under Carbon Targets.

Cllr B von Clemens reminded councillors that they can respond to the consultation as individuals, if they so wished to do so.

379. To receive and consider applications for Free Room Hire

It was agreed and **RESOLVED** that Gillingham, Mere and Shaftesbury Lions Club is awarded free room hire as per their application form.

380. To review and agree the following documents:

**a) The Town Council's Financial Regulations
(Lead: Cllr Sharon Cullingford)**

A copy of the Town Council's Financial Regulations as amended by the Finance Committee were circulated prior to the meeting.

It was agreed and **RESOLVED** that the Town Council's Financial Regulations as reviewed by the Finance Committee are agreed and adopted.

**b) The Town Council's Planning Protocol Guidance Document
(Lead: Cllr Val Potheary)**

A copy of the Town Council's Planning Protocol Guidance document reviewed by Cllr Potheary, as Chairman of the Planning Committee, and the Town Clerk, was circulated prior to the meeting. There were small amendments made to the original document.

It was agreed and **RESOLVED** that the Town Council's Planning Protocol Guidance document as presented and amended at the meeting is agreed and adopted.

**c) The Town Council's Equality and Diversity Policy
(Lead: Cllr Barry von Clemens)**

A copy of the Town Council's Equality and Diversity Policy drafted by Cllr B von Clemens, the Town Clerk and Deputy Town Clerk was circulated to councillors prior to the meeting. There were two small amendments made to the original document.

It was agreed and **RESOLVED** that the Town Council's Equality and Diversity Policy as presented and amended at the meeting is agreed and adopted.

**381. To receive and consider a report regarding the Woodwater Farm Sports Facility
(Lead: Cllr Graham Poulter)**

Cllr Poulter reported that discussions continue.

**382. To receive and consider a report from the Future Workshops Task and Finish Group
(Lead: Cllr Paul Harris)**

Cllr Harris referred to his report circulated prior to the meeting. Please refer to **APPENDIX D**. The report contained no recommendations.

Cllr Harris reported that the grounds team were doing an excellent job and that Cllr Kilcourse, Cllr Robinson and the Works Manager had worked hard to draw up a set of plans that can be used for tender specifications. Tenders will be sent out next week for electrical work, CCTV and the fire alarm in time for a decision to be made in December or January at the latest.

383. In accordance with the Performance and Development Review Policy and Procedures document, section 3: to nominate two councillors to appraise the Town Clerk (councillors should not hold Chair or Deputy Chair positions)

It was agreed and **RESOLVED** that Cllr Frith and Cllr Weeks will appraise the Town Clerk.

384. To receive the following motions from Cllr Gould:

- a) That meetings of the standing committees and Full Council shall commence at 7pm**

This motion received no seconder. The motion failed.

- b) That Para. 3x of the Standing Orders is amended so that meetings shall not exceed a period of 90 minutes (currently 2 hours)**

Cllr Frith seconded the motion. The motion was not supported when taken to the vote.

385. To consider and agree that Dorset Council can advertise and consult on the proposed Traffic Regulations Orders (Lead: Cllr Val Pothecary):

- a) To introduce no waiting at any time (double yellow lines) on a section of Wyke Road**

It was agreed and **RESOLVED** to advise Dorset Council to advertise and consult on the proposed no waiting at any time (double yellow lines) on a section of road at Wyke Road (near the pedestrian crossing).

- b) To replace the current 'no waiting' restriction on Bay Road (outside the Co-op supermarket) to 'no waiting at any time' and 'no loading or unloading'**

It was agreed and **RESOLVED** to advise Dorset Council to advertise the proposed replacement of 'no waiting' restriction on Bay Road (outside the Co-op supermarket) to 'no waiting at any time' and 'no loading or unloading'.

386. To receive information from the Committee on Standards in Public Life regarding a consultation into the institutions, processes and structures in place to support high standards of conduct. The terms of reference of the review are to:

- **review the evidence as to how well ethical standards are upheld in public life in the UK**
- **review the evidence on the strength of the UK's arrangements for regulating and promoting ethical standards**
- **review the adequacy and continuing relevance of the Seven Principles of Public Life**
- **identify examples of best practice in the regulation of ethical standards**
- **identify examples of best practice in the promotion of cultures that celebrate and encourage high ethical standards.**

The main consultation document is available [here](#).

Cllr B von Clemens encouraged all councillors to complete the consultation individually.

387. To receive for information the Reads Charity accounts for March 2019 to February 2020

The accounts were received and noted.

388. To receive a report on the Mayor's and Deputy Mayor's civic activities

There were no civic activities this month.

389. 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)

a) Thank you – Floral Displays

A letter of thanks received from a local resident commenting on the floral displays in the High Street and particularly near Rawson Court.

b) Thank you – Dorset Mind

A letter of thanks received from Dorset Mind for the grant they received from the Town Council supporting their work: "... your funding will make a big difference to the lives of residents struggling with poor mental health."

c) Park Run - Update

A letter from the organisers investigating a Park Run in Gillingham:
"We would like to give you an update regarding the Gillingham Park Run. We have investigated several locations for this in Gillingham; Chantry fields, paths at the back of Neal's Yard and Gillingham School fields linked to the Football Club. Sadly, after consulting with Park Run for these differing options none of them are viable. Park Run are keen to offer routes that are available for the entire year and unfortunately none of the options could offer this. Some paths are too narrow, and runners would cause damage to the grassed areas over time and Park Run are also keen to use routes that do not cross roads. All three options can become very waterlogged in the winter and two experience some flooding issues. Like you, we believe Gillingham would benefit from a weekly Park Run. Hopefully at least one of the new housing developments in Gillingham could, in the future, include a suitable pathed route which may be suitable."

d) Dorset Council – Car Parking

Correspondence received from Dorset Councillor Ray Bryan, Executive Member for Highways, Travel and Environment, as follows:

"You will recall that we wrote to you recently regarding proposed changes to car park charging hours and shoppers permits, both of which are still either pending a Cabinet decision or at consultation stage. These stem from the ongoing need to standardise charges and practices across the whole of the Dorset Council area."

Within that letter was the Council's position on the concessionary allocation of free parking days, with reference to the month of December.

We have received numerous different requests from Town and Parish Councils again this year and so, in order to continue to support local business, it is Dorset Council's intention to standardise and set a clear framework for Town and Parish Councils when applying for 'free' parking days'. Historically these have been used differently in each local area, leading to ongoing perceptions of inequity, and difficulty for officers in trying to make consistent and fair decisions across the county.

In response to this year's exceptional circumstances, and in order to help local businesses, Dorset Council has agreed to allow for free parking in Town Centre Car Parks on Saturday 5th, 12th and 19th December 2020.

As part of our ongoing review of car park charges arrangements for Christmas 2021 and future years will be considered in due course.

As you are all aware the suspension of car park charges during the first lockdown has cost this council much revenue and whilst we would love to be able to be more generous the council's finances have to be my prime priority."

e) Dorset Council – Public Notice re: Westbrook Road

Dorset Council Public Notice relating to the road closure at Westbrook Road on behalf of BT to close Westbrook Road, Gillingham between Westbrook Farm, Westbrook Road and Green Lane (in both directions), a distance of approximately 150 metres. The closure has been requested to allow BT to lay duct within the carriageway. These works are programmed to commence from 08:00, 15th December 2020 until 17:00, 16th December 2020.

There being no other business on the agenda, the meeting closed at 9.22pm.

Signed: (The Mayor of Gillingham, Cllr Barry von Clemens)

Date:

Dorset Councillors reports, as follows:
Cllr Belinda Ridout, please see **APPENDIX E**
Cllr Val Potheary, please see **APPENDIX F**

Gillingham Town Council**Town Team Report****Author: Ian Day, Chairman Gillingham Town Team**

- Further Education (FE) Campus for North Dorset. The support reported last month has been clarified as improved transport links and raised awareness at Gillingham School. The Town Team will continue to maintain a dialogue to ensure that any changes (in Government policy or demand for FE) are factored into this.
- Town Centre Master Planning proposal has been finalised and submitted. We await a response but meanwhile in recognition of the financial pressures associated with Covid and other matters we have submitted a scaled down proposal with the support of Dorset Council.
- GillHub is now being promoted as an event organiser calendar to local organisations.
- Proposals for a possible path to link North Dorset Rugby Football Club to the town has been discussed and a request has been submitted to Gillingham Town Council for the matter to be put on the agenda of the General Purposes Committee meeting in January.
- Shopappy App will present to Chamber Members and other local Blackmore Vale businesses on 2nd December 2020. By then funding from the Local Enterprise Partnership (LEP) is confidently predicted not least as a result of the intervention by Simon Hoare MP.
- Promotion of the Inaugural White Hart market on Saturday 12th December 2020 is being prepared.
- Sadly, the Park Run organisers have drawn a blank in trying to identify a suitable Town Centre route. The Showground has been suggested as the nearest local possibility.
- A Business Improvement District (BID) feasibility study has been initiated but is again on hold to allow businesses to cope with the second lockdown.
- A joint working party of GTC councillors and Town Team has been looking at ways to attract people to the High Street. The use of vacant shop windows for displays by local artists is being pursued.
- Town Team has also attended a meeting with the Mark Robinson, Chair of the Government High Street Task Force, organised by Simon Hoare MP and with the objective of improving the chance of Central Government funding

Gillingham Town Council**Gillingham Neighbourhood Plan****Author: Julie Hawkins, Town Clerk****1. Background**

Neighbourhood Planning was introduced by the Localism Act 2011 and enables local communities to play a direct role in planning the areas in which they live and work.

In 2012 Gillingham Town Council set up a Neighbourhood Plan Group, and research work began. Public engagement and consultation events were held, and various suggestions and issues were investigated.

A draft plan was produced for consultation in May 2016. The plan was then revised in response to the consultation and submitted to North Dorset District Council (NDDC) in July 2017. NDDC conducted a six-week public consultation on the submitted plan between January and February 2018.

An independent examiner was appointed for the plan, and in April 2018 a report was issued confirming that the examiner was satisfied that the plan met the basic conditions and recommended that it should, subject to some modifications, proceed to referendum. NDDC considered the report on 29 May 2018 and issued its decision that the plan, as modified, should proceed to referendum.

Following a majority 'yes' vote in the referendum, the decision was taken to make the Gillingham Neighbourhood Plan part of the development plan for the Gillingham neighbourhood area.

The Gillingham Neighbourhood Plan was officially 'made' by North Dorset District Council on 27 July 2018.

The qualifying body¹ for the Gillingham Neighbourhood Plan is Gillingham Town Council. The decision statement is available to view [here](#)

The adopted Gillingham Neighbourhood Plan is available to view [here](#)

¹ Neighbourhood plans are led by authorised local community organisations, known as qualifying bodies (also referred to as neighbourhood planning bodies), including parish or town councils (often through steering groups) or neighbourhood forums, rather than the council's planning department. This means that community representatives lead the plan, often with support from their preferred consultants.

2. Monitoring the Plan

Once made, the Gillingham Neighbourhood Plan became part of the statutory development plan, meaning that Dorset Council, as the Local Planning Authority (LPA), has to decide planning applications in accordance with the neighbourhood plan, unless material considerations indicate otherwise.

There is no formal requirement to monitor or review neighbourhood plans, but it is good practice and helps to ensure that neighbourhood plans remain relevant and effective.

It will be useful to monitor how the Gillingham Neighbourhood Plan is being used. If the Council decides that monitoring should be carried out, this could be done by a sub-committee which could make an assessment of Case Officer reports, decision notices and appeal decisions. The assessment should check that planning applications are being determined in accordance with the Gillingham Neighbourhood Plan and should also establish if there are any matters that are not covered. The assessment should also establish if any of the policies are ineffective in practice and whether or not these policies need to be revised. Monitoring should also include whether the overall aims of the neighbourhood plan are being achieved.

3. Reviewing the Plan

It is good practice to review neighbourhood plans in line with any changes to local and national policies in order to address any incompatibilities.

The Ministry of Housing, Communities and Local Government published a revised [National Planning Policy Framework](#) on 24 July 2018, one day after the Gillingham Neighbourhood Plan was 'made'. Further minor changes to the NPPF were made on 19 February 2019.

One of the key changes to the NPPF was Footnote 7 which refers to Paragraph 11d and sets out when policies are deemed to be out of date for housing applications; Footnote 7 states:

'This includes, for applications involving the provision of housing, situations where the local planning authority cannot demonstrate a five year supply of deliverable housing sites (with the appropriate buffer, as set out in paragraph 73); or where the Housing Delivery Test indicates that the delivery of housing was substantially below (less than 75% of) the housing requirement over the previous three years'.

Dorset Council cannot currently demonstrate a five-year supply of deliverable housing sites and it has been concluded that there is 3.42 years of supply across the local plan area.

Paragraph 14 of the NPPF sets out the tests for the application of neighbourhood plans as follows:

'In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided all of the following apply:

- a) the neighbourhood plan became part of the development plan two years or less before the date on which the decision is made;
- b) the neighbourhood plan contains policies and allocations to meet its identified housing requirement;
- c) the local planning authority has at least a three-year supply of deliverable housing sites (against its five-year housing supply requirement, including the appropriate buffer as set out in paragraph 73); and
- d) the local planning authority's housing delivery was at least 45% of that required over the previous three years.

When reviewing a neighbourhood plan consideration should be given to any changes to local plans; it should be noted that a consultation on the Dorset Council Local Plan is scheduled for early 2021. Further details of the consultation process is available [here](#).

Changes to the local area should also be considered, including employment opportunities and population, as these factors may be relevant when considering changes to the neighbourhood plan.

4. Revision of the Neighbourhood Plan

A decision to revise the neighbourhood plan can only be done by the neighbourhood plan qualifying body, Gillingham Town Council.

Consideration of the information gained during the monitoring and review stage will help in deciding whether the Gillingham Neighbourhood Plan needs to be revised.

The following details are taken from the Locality website which provides support to neighbourhood planning groups on behalf of the Ministry for Housing, Communities and Local Government:

If it is decided that a revision is necessary, the following steps are recommended:

- Engage with the local community and stakeholders to publicise the proposed revision and ask for feedback.
- Update the evidence base for the neighbourhood plan, identifying the most recent data and evidence available.

Updating the Neighbourhood Plan will involve the following steps:

- Update the sections of the plan describing community and stakeholder engagement to recognise that undertaken to revise the plan
- Update the evidence section of the plan to reflect the most recent data and update all references to national and local policy, if necessary
- Review the policies and revise them as necessary, including their supporting rationale and evidence
- Consider the need for site allocations (existing allocations survive) and/or Local Green Space designations
- Undertake an overall edit of the plan to ensure it reflects current circumstances.

Where a neighbourhood plan is proposed to be revised, there are certain options in terms of statutory process, depending on the extent on that revision.

Minor (non-material) updates that would not materially affect policies may be made by the LPA, with consent from the neighbourhood planning group. In these circumstances, there is no need to repeat Regulation 14 consultation, examination and the referendum. Similar provisions exist for correcting errors in a plan, though this will probably have been done already, as part of the examination process.

If a group wish to make modifications that do materially affect the policies in the neighbourhood plan, the plan would need to go through the later stages of the statutory process, from pre-submission consultation (Regulation 14) onwards, although a referendum may not be required.

If updates are proposed by a group that would materially affect policies, there are certain additional requirements. These are:

- At the Regulation 14² consultation stage (pre-submission) the group must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons;
- When sending the plan to the independent examiner, the LPA must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons. A copy of the original plan must also be submitted to the independent examiner;
- The examiner will then decide whether the modifications proposed change the nature of the plan and the group must decide whether to proceed with the examination;

A referendum is not required if an examiner decides that the modifications are not so significant or substantial as to change the nature of the plan and would meet the basic conditions (with modifications if necessary). In this circumstance, an LPA must make the plan within 5 weeks of receiving the examiner's report.

However, if the examiner finds that proposed modifications do change the nature of the plan, the LPA would need to publicise and consider the examiner's report in the same way as for the new neighbourhood plan and a referendum would be required.

5. Conclusion

The Gillingham Neighbourhood Plan is currently considered to be vulnerable and a monitoring and review process is recommended for the following reasons:

- The Gillingham Neighbourhood Plan is over two years old;

² The Regulation 14 consultation

Neighbourhood planning regulations (Regulation 14) require the draft neighbourhood plan proposal to be the subject of a pre-submission consultation before it is submitted to the local authority for independent examination. The consultation should last at least 6 weeks. The neighbourhood planning body will need to approve the consultation draft of the plan and that the Regulation 14 consultation takes place.

- Dorset Council cannot currently demonstrate a five-year supply of deliverable housing sites, and
- The Gillingham Neighbourhood Plan has no housing allocation over and above that which is included within the Local Plan.

6. Financial Implications

It will be necessary to employ a consultant which could cost in the region of £10,000, dependent upon the required modifications. In addition to this, there may be public consultation costs.

It may be possible for Gillingham Town Council, as the accountable body, to apply for a Government grant to cover some, or all of, the costs involved in the revision of the neighbourhood plan and the production of any associated masterplans. It is recommended that the sub-committee investigates government grant opportunities.

7. Recommendations

- **That a sub-committee is set up to monitor and review the Gillingham Neighbourhood Plan**
- **That the sub-committee carry out an assessment to establish how effective the neighbourhood plan is and report the findings and recommendations to Full Council for consideration**
- **That the sub-committee investigate available grant funding and report the findings and recommendations to Full Council for consideration**

Gillingham Town Council**Greener Gillingham Sub-Committee****Notes of a meeting held on
Wednesday 18th November 2020 at 7.30pm****Author: Cllr Fiona Cullen**

Present: Cllr Fiona Cullen, Cllr Sharon Cullingford, Cllr Paul Harris,
Cllr Mick Hill, Project Administrator: Serena Burgess

Apologies: Cllr Alison Von Clemens, Cllr Keith Wareham

1. Introduction

In May 2020, Dorset Council declared a Climate and Ecological Emergency.

In July 2020, Dorset Council produced a draft Climate and Ecological Emergency Strategy. The strategy presented eight key areas for action to ensure that Dorset Council changes the way it delivers services and becomes carbon-neutral by 2040 and to support the wider county to be carbon neutral by 2050.

Due to the sheer scale of the proposed strategy and actions, including projected levels of funding required, Dorset Council are keen to hear the views of residents and what should be prioritised before committing to action.

The Greener Gillingham sub-committee met to discuss a response to Dorset Council's Climate and Ecological Emergency Strategy. The results of which were appended to this report circulated with the agenda.

2. Recommendation

- **That the Climate and Ecological Emergency Strategy consultation is submitted as per the recommendations of the Greener Gillingham sub-committee.**

Gillingham Town Council**Workshop Task and Finish Group****Lead: Councillor Paul Harris, Deputy Mayor****1. Current Progress**

Since the Full Council meeting of 26 October 2020, the task and finish group have:

- Conducted a site meeting on 10 November to:
 - View internal painting, which continues
 - External work included removal and retention of shelving from the external wooden structures and their complete dismantlement
 - The mezzanine floor has now been prepared for removal
 - The Southern areas in Units 2b and c have been cleared
 - The AC system is being disconnected from the gas mains
 - Blockwork to refurbish external areas is about to start
 - The company who carried out the drainage survey to be invited to meet its report quotation for additional work as this meets the tender
 - Contract for drainage work set
 - Door colours confirmed allowing door construction to start
 - Preparations continue for Building Control submission, contracts for electrical, CCTV, Alarms and fire alarm work
 - Communicate with southern gas board to cease and seal gas supply
 - Action needed to cease electric supply from Mere.
 - Review fence and gates requirement
 - Continue to chase Dorset Council to remove the restrictive covenant on the site
 - Consider new name for the site as Business Centre is no longer appropriate
- Conducted a site meeting on 20 November 2020 to:
 - Conduct a site review to update task and finish group on works completed
 - Note that the drainage contract, due to start 23 November is delayed until 26 November
 - Review tender preparation for work to Units 1d and 2a; set targets, contract recommendation due Full Council on 14 December 2020
 - Review tender preparation for electrical work, set targets, contract recommendation due Full Council on 14 Dec 2020
 - Review tender preparation for CCTV, alarm and fire alarm work; set targets
 - Review Workshop Refurbishment Action Log

2. Recommendations

- There are no recommendations this month.

Dorset Councillor Ward Report – Cllr Belinda Ridout

REMINDER: that the Draft Climate and Ecological Emergency Strategy and Action Plan consultation closes on Sunday, 6th December. Go to the DC Climate and Ecological Emergency webpage where there is a link to the Consultation. Paper copies are available upon request from Dorset Council.

If you know of any local community groups, particularly youth/environment groups who should be contacted directly, please let me know. There will be the opportunity for such groups to make a collective response in the Consultation.

Corona Virus update – There was a flattening of COVID-19 case numbers across the DC area, w/ending 1st November. Our local numbers and case rates are still much lower than some other areas of the country. As at 1st November, 99.9 cases per 100k population testing positively in the Dorset Council area and 197 per 100k population in Bournemouth, Christchurch and Pool (BCP) area. South West England is 145 per 100k and England 228 per 100k. 378 confirmed cases in the week 26th October to 1st November in the Dorset Council area. Age profile predominantly 16-29 but also infection rates have been significantly in the over 65's. Household transmission is the single most important exposure setting, followed by visiting family/friends. Also seeing outbreaks now in healthcare settings and workplaces. Currently 107 people in hospital with COVID in our local system. SW Region had the fastest growing cases week ending 1st November – reproduction rate R was 1.3-1.6.

Update on Dorset Council Services:

- Schools, colleges and childcare will remain open
- Public toilets and car parks will stay open.
- Household Recycling Centres will all stay open and services will continue.
- Social Care services will continue
- Beaches, parks, skate parks and green spaces will remain open for public use.
- Registration offices (to register a birth or death) will continue but weddings will not be held and funerals continue to be restricted to 30 mourners.
- Country parks open spaces will stay open but visitor centres are closed and the restaurants will only offer takeaway services.
- Dorset Travel still operating under DFE/DfT guidance
- Parking – business as usual.
- Libraries are closed but the book lending scheme will continue online. The 'Order and collect' service has been restarted and there is a Home Delivery service for people who are housebound.
- Leisure Centres are closed (but play areas open)
- Tourist Information Centres are closed.

- History Centre and archives are closed.

Clinically Extremely Vulnerable People (CEV's) – formerly those 'shielding' – will be advised to stay indoors as much as possible. On a national level, a letter will be sent to all CEV's providing advice and encouraging them to register on the National Shielding Support Service website where they can register for priority supermarket delivery slots and for support with food or basic care from the local authority (residents will have to do this again even if they registered previously). Community pharmacies will be able to deliver medicine free of charge if residents have no one that can help them. Contact details will be provided to NHS responders who will be able to signpost to Dorset Council's (DC's) local helpline. There will be no national food parcel delivery.

DC will contact all CEV's on the Shielded Patient list (approx. 15,000 in Dorset). Plans in place for phone calls with the most vulnerable from previous shielding list (this hasn't really stopped since the first lockdown). DC will provide support to access food and basic care for anyone that requests it, with a focus on maintaining independence. Anyone (including children) living with anyone who is CEV should attend work and school in line with wider regulations and advice.

Any residents who are CEV and don't have family, friends or a support network that can help get things like good or medicine, should request help using an online form on the Dorset website (found under COVID-19, 'Community Response' heading) or call 01305 221000, 8.30am to 5pm, Monday to Friday. Residents worried about money, redundancy or reduced pay should call Dorset Citizens Advice for help and support on 0344 411 1444.

Dorset Council Schools will remain open. In line with Government guidance, facemasks should be worn by pupils but up to the heads of individual schools. Children having to isolate will be supported with IT equipment, etc.

Housing/Homelessness – since the first lockdown, 63 needing emergency accommodation due to the pandemic. The pressure is getting people into suitable accommodation and reducing the reliance on B&B's by moving people into other temporary accommodation and permanent lettings. DC has received funding from the Ministry Housing, Communities and Local Government to help find temporary accommodation and settle residents into tenancies.

Of the 63-needing emergency accommodation: 9 were hospital discharges; 32 in imminent risk of sleeping rough; 12 sleeping rough and 10 moving from shared housing. Currently, 12-16 people sleeping rough, almost entirely in the Weymouth area. 'Safe sleep' planning is well underway with The Lantern Trust as part of Winter/lockdown arrangements.

The Recovery and Reset Executive Advisory Panel has just completed a comprehensive report to be agreed by members in due course, after Overview Committee consideration. The report takes stock of, and reflects upon, the period since the pandemic first impacted and looks at the challenges that lie ahead as Dorset Council seeks to lead both the local and organisational recoveries.

Dorset Car Parks – work to start on the installation of 44 electric vehicle fast charge points that use 100% renewable energy at 18 sites across the county. Phase 1 sites will start in January 2021. Sites were chosen based on several factors including cost of connection to the electricity supply network, proximity of existing charge points and expected demand. Installation and management cost of the charge points is being met by supplier, JoJu and their funding partners.

In return Dorset Council will receive an annual 10% profit share generated by each charge point for the next 15 years. Charges per kilowatt hour for using the charge points have been set at the competitive rate of 30p per kilowatt hour (enough to drive about 40 miles) Normal car parking charges will apply whilst charging. Once active, the charge points will appear on Zap Map, an industry standard publicly available application for finding charge points. Phase 1 sites include Gas Lane car park, Gillingham, Bell Street car park, long stay, Shaftesbury, Coldharbour car park and Old Market Yard car park, Sherborne.

Dorset Council is exploring a potential council-wide shoppers' permit. The permit has run in West Dorset for 23 years and provides shoppers with discounted parking in short stay car parks to help them shop locally. The Permit would offer residents a convenient and cost-saving way to park, encouraging them to shop locally, supporting businesses and hopefully our high streets. The permit would be valid across the Dorset Council area. The Car Parking Consultation runs from 30th October to midnight on 6th December.

Youth Executive Advisory Panel – meeting was held on Wednesday, 4th November. Members received two presentations: the results of the Youth Survey, conducted by contacting all youth provision groups across the Dorset Council area and the resulting Gap Analysis around youth provision. Awaiting minutes to be published.

The Dorset Council website is an invaluable tool for finding out the latest information and about essential services affecting the public. For those residents not on line, who have important questions or concerns, call Dorset Council on 01305 221000, 8am to 8pm, 7 days a week or email: communityresponse@dorsetcouncil.gov.uk. Dorset Council website: <https://www.dorsetcouncil.gov.uk>

Full Council – 23rd November 2020

Dorset Councillor Ward Report – Cllr Val Pothecary

Members are receiving regular Covid 19 updates and are being kept abreast of the situation in Dorset – Cllr Ridout has gone into more detail in her report.

Car Parking Webinar

This issue was fully covered in Cllr Ridout's report.

Northern Planning Committee meeting

An all-day meeting during which three planning applications were decided upon – one of which pertained to the Gillingham area.

Armistice Day

Following strict Government guidelines, a service of remembrance was held outside County Hall.

Corporate Parenting Meeting

Updates were received on all matters pertaining to the wellbeing of Dorset Council's looked after children.

Climate Change consultation

Having spent many months identifying areas for environmental improvement; members received a presentation on the Climate Change Consultation document which will be widely circulated to Towns and Parish's - as well as the public. It is hoped that a substantial response will be received by 6th December 2020.

Bishop Karen's Breakfast Meeting

Another interesting virtual breakfast meeting with the Bishop of Sherborne. The High Sherriff; George Streatfeild, gave a presentation on the issues affecting the farming and food industry in Dorset and his thoughts on the future of this sector – particularly with regard to Brexit.

Food Security Meeting

Members were advised on the level of food poverty in the County and what plans were in place to help alleviate the problem. Dorset Council, Citizens Advice and Help and Kindness (a Dorchester based charity) are all working together. For information and support please contact www.helpandkindness.co.uk

Local Plan Briefing Webinar

Members received a briefing on progress with the new Dorset Local Plan. The draft consultation document will go to Cabinet on 8th December where it is hoped to sign it off. The countywide consultation will begin in mid-January 2021 and will run for 8 weeks. The work is a massive undertaking and, when adopted, will form the basis of all planning decisions for the next 20 years – or until it is reviewed. It is vitally important that Towns, Parish's and members of the public respond to the consultation with their views.

Forthcoming Budget Workshop

A full day workshop is planned for 27th November