



GILLINGHAM TOWN COUNCIL

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

GROUP MEETING OF PLANNING COMMITTEE MEMBERS

NOTES OF MEETING HELD UNDER A TEMPORARY SCHEME OF DELEGATION

on **14 June 2021** at 7.30pm

The legislation introduced by the Government to allow for online meetings during the pandemic ceased on 6th May 2021; therefore, the facility to meet and make decisions using virtual meeting arrangements is no longer lawful.

In accordance with Section 101 of the Local Government Act 1972, a temporary scheme of delegation to the Proper Officer was approved by Full Council on 26th April 2021 (Minute No. 472).

This group meeting was held in the interest of openness, transparency and democracy to enable the Proper Officer to make informed decisions pertaining to planning matters.

Press and public were invited to join the meeting.

Gillingham Town Council's Temporary Scheme of Delegation is available to view [HERE](#)

Present:

Cllr Val Potheary, Chairman

Cllr Rupert Evill, Deputy Chairman

Cllr Alison von Clemens

Cllr Barry von Clemens

Cllr Sharon Cullingford

Cllr Dennis Griffin

Cllr Paul Harris

Cllr John Kilcourse

Cllr John Robinson

Cllr Keith Wareham

Cllr Roger Weeks

In attendance:

Town Clerk, Julie Hawkins

Press and Public:

Michael Streeter, Gillingham and Shaftesbury News

There was one member of the public present

17. 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 point in the meeting.

18. To receive and accept apologies for absence

Apologies were received and accepted from Cllr Alan Frith.

19. To receive any questions pertaining to the previous group meeting.

There were no questions.

20. To receive declarations of interest.

Please note; members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.

There were no declarations of disclosable pecuniary interests.

21. To receive Decision Notices for planning applications from Dorset Council.

a) Application No: [P/HOU/2021/00240](#)

Proposal: Erection of two storey extension, with a flat roofed dormer to the side of the bungalow.

Location: 9 Wiltshire Close, Gillingham, Dorset, SP8 4LZ

Decision: Granted

b) Application No: [P/HOU/2021/00071](#)

Proposal: Erect two storey front extension

Location: 22 Poppyfields, Gillingham, SP8 4TH

Decision: Granted

c) Application No: [P/LBC/2021/00039](#)

Proposal: Addition of decorative plasterwork to existing hall ceiling.

Location: The Old House, Milton-on-Stour to Wavering Lane, Road Milton-on-Stour, Dorset, SP8 5PX

Decision: Granted

d) Application No: [P/RES/2020/00218](#)

Proposal: Erect 2 No. dwellings. (Reserved matters application to determine appearance and landscaping; following grant of Outline Planning Permission 2/2020/0199/OUT).

Location: Land adjacent Ham Cottage, Cole Street Lane, East Stour, Dorset SP8 5JG

Decision: Granted

- e) **Application No:** [2/2018/1437./FUL](#)
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.
Location: St Martins, Queen Street, Gillingham, SP8 4DZ
Decision: Granted
- f) **Application No:** [2/2020/0919/FUL](#)
Proposal: Construct new access and drive including retrospective parking area.
Location: Milton Manor, Mapperton Hill to Milton-on-Stour – Road, Milton-on-Stour, Gillingham, Dorset, SP8 5QD
Decision: Refused
- g) **Application No:** [2/2020/0536/HOUSE](#)
Proposal: Rebuild workshop
Location: Chantry Cottage, The Square, Gillingham, SP8 4AY
Decision: Withdrawn

22. To receive and consider planning applications, as follows:

- a) **Application No:** **P/PAAC/2021/01791**
Proposal: Change of use and conversion of existing agricultural barns to form 2 No. dwellings (Class C3)
Location: St Matthews Farm, Shaftesbury Road, Forest Deer, SP8 5QJ

It was agreed that the following recommendation should be submitted to the Proper Officer:

Gillingham Town Council recommend approval of Application P/PAAC/2021/01791, however the proposed development should be designed and built with sustainability in mind and the applicants should consider the following measures:

- the proposals should seek to reduce greenhouse gas emissions including through appropriately sited renewable and low carbon energy developments where appropriate;
- the proposed dwellings should make best use of solar radiation and passive cooling through the incorporation of passive solar design principles;
- the proposed dwellings should incorporate measures to meet the current national targets for energy performance by incorporating measures into the building fabric itself or through the inclusion of renewable or low carbon energy measures. Where this is not practical or viable, near-site or off-site measures should be considered;
- the proposed dwellings should seek to minimise the impacts of climate change through incorporation of measures to reduce water consumption overall, and
- the proposed dwellings should incorporate measures to reduce the impact of excessive heat on the environment through the incorporation of green infrastructure and passive shading and ventilation.

b) **Application No:** [P/VOC/2021/00665](#)

Proposal: Erect 5 No. dwellings and garages. Demolish existing agricultural buildings. (Variation of Condition No. 2 of Planning Permission No. 2/2019/1409/FUL to amend the approved plans to allow the addition of a sun room and a store to the rear of the garage on Plot 4)

Location: Windyridge Farm, Bay Road, Gillingham, SP8 4EP

It was agreed that the following recommendation should be submitted to the Proper Officer:

Gillingham Town Council are unable to comment on application no. P/VOC/2021/00665 as the submitted drawings are ambiguous. It is not clear if approval has been granted for the dormer windows on the south elevation, therefore, clarification is needed before the council can submit an informed response.

c) **Application No:** [P/FUL/2021/00816](#)

Proposal: Erection of double garage

Location: Land at E 380183 N 126087, Common Mead Lane, Gillingham, Dorset

It was agreed that the following recommendation should be submitted to the Proper Officer:

Gillingham Town Council has no recommendation regarding Application P/FUL/2021/00816 as whilst councillors felt the proposal may be out of character with the area, they can see no planning reason on which to object.

d) **Application No:** [P/HOU/2021/00669](#)

Proposal: First floor extension over existing garage and garden store

Location: Mount View House, Wyke Road, Gillingham, Dorset, SP8 4NG

It was agreed that the following recommendation should be submitted to the Proper Officer:

Gillingham Town Council has no objections to Application P/HOU/2021/00669 subject to protection of the tree.

23. To receive and consider information regarding Rights of Way in Gillingham.

The Town Clerk informed the meeting that the Dorset Rights of Way Officer intends to divert part of public path No. N69/6 between Gillingham and Motcombe, as agreed by the GTC Cycle link Working Party and the General Purposes Committee. It was agreed that the Town Clerk should complete and submit Form 119/B stating that Gillingham Town Council supports the proposal but reserves the right to withdraw support at a later date.

24. To review the Planning Committee Protocol Document.

It was agreed that the Planning Committee Protocol Document should be adopted for 2021/2022, as presented.

25. To receive, consider and approve the Terms of Reference for the following sub-committees and task and finish groups reporting to the General Purposes Committee:

a) Footpath 73 Diversion Task and Finish Group

It was agreed that this item should be deferred until the next available meeting of the Planning Committee members.

b) Footpath to North Dorset Rugby Football Club Task and Finish Group

It was agreed that this item should be deferred until the next available meeting of the Planning Committee members.

c) Developer Engagement Advisory Panel

It was agreed that this item should be deferred until the next available meeting of the Planning Committee members.

d) Neighbourhood Plan Sub-committee

It was agreed that this item should be deferred until the next available meeting of the Planning Committee members.

e) Conservation Enhancement Plan Task and Finish Group

It was agreed that this item should be deferred until the next available meeting of the Planning Committee members.

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

It was agreed that this item should be deferred until the next available meeting of the Planning Committee members.

g) Station Road Mixed Use Area Task and Finish Group

It was agreed that this item should be deferred until the next available meeting of the Planning Committee members.

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

a) Footpath 73 Diversion Task and Finish Group

There was nothing to report.

b) Footpath to North Dorset Rugby Football Club Task and Finish Group

There was nothing to report.

c) Developer Engagement Advisory Panel

There was nothing to report

d) Neighbourhood Plan Sub-committee

There was nothing to report

e) Conservation Enhancement Plan Task and Finish Group

No meeting has taken place. It is hoped to arrange a meeting in July.

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

There was nothing to report.

g) Station Road Mixed Use Area Task and Finish Group

A report had been circulated prior to the meeting. Please refer to **Appendix A**. There were no recommendations.

27. 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) Cllr Cullingford asked whether anything needed to be put in place following the announcement from the Prime Minister that Covid restrictions are to be extended. The Town Clerk referred to the Temporary Scheme of Delegation adopted by Full Council on 26th April 2021 (Minute No. 472) and reassured members that the town council has everything in place to ensure that meetings can continue safely and legally. The Temporary Scheme of Delegation can be viewed on the town council's website [Here](#)

Closure. The meeting closed at 8.52pm

Gillingham Town Council

**Masterplan for Station Road/Town Centre Task & Finish Group
Meetings held on 17 May and 7 June 2021**

Author: Serena Burgess, Project Administrator

Attendees: Cllr Sharon Cullingford, Cllr Mike Gould, Cllr Paul Harris, Cllr John Kilcourse, Cllr Graham Poulter, Serena Burgess (Project Administrator)

Apologies: Julie Hawkins, Town Clerk

1. Election of Lead Member

Cllr Cullingford was elected as the Lead member of this newly formed Task & Finish Group.

2. Neighbourhood Plan

Cllr Poulter recommended the group should read the relevant sections of the Neighbourhood Plan, the Draft Dorset Council Local Plan and the Draft Dorset Council Plan.

It was agreed that a Masterplan should be a documented vision of what we want the Town to look like and this will guide the community.

3. Town Team Initiatives

Cllr Gould reported that the Town Team were engaging with property agents regarding a Feasibility Study for the development of the Station Road West area, ie from the traffic lights to the Station apron.

It was agreed that this group needs to formulate the brief for this project before employing professionals.

4. Dorset Council Liaison

Hugh de longh, Community Led Development Officer, is leaving in June – he and Richard Dodson will be invited to a meeting regarding Section 106 funds before Hugh leaves.

5. Research other Masterplans

It was agreed to research the Masterplans for other successful Towns similar to Gillingham following the meeting with Hugh/Richard.

6. Next Steps

In addition to the actions already mentioned, the group should read the old Masterplan and the Southern Extension Masterplan.

An Action Plan will be drafted.

7. Date of Next Meeting

TBC