



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 9th August 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 Rupert Evill, Deputy Chairman
Cllr Barry von Clemens
Cllr Alison von Clemens
Cllr John Kilcourse

Cllr Paul Harris
Cllr Alan Frith
Cllr Keith Wareham
Cllr Dennis Griffin

In attendance:

Deputy Town Clerk, Clare Ratcliffe
Office Manager, Jill Ezzard

Press and Public:

Michael Streeter, Gillingham and Shaftesbury News
There was one member of the public present

37. 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.

38. To receive and accept apologies for absence

Apologies were received and accepted from Cllr Sharon Cullingford, Cllr Val Potheary, Cllr John Robinson and Cllr Roger Weeks.

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

There were no questions pertaining to this meeting.

40. 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.

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

- a) 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
Decision: Granted
- b) 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
Decision: Granted
- c) Application No: [P/HOU/2021/01025](#)
Proposal: Erection of extension to garage
Location: 18 Lodbourne Green, Gillingham, SP8 4EH
Decision: Granted
- d) Application No: [P/HOU/2020/00058](#)
Proposal: Erect first floor extension. Form new roof over stairs. Remove chimney and replace windows and doors.
Location: Little Chantry, Wyke Street, Gillingham, Dorset, SP8 4NA
Decision: Granted
- e) Application No: [P/LBC/2020/00059](#)
Proposal: Form new roof over stairs. Remove chimney and replace windows and doors. Carry out all internal and external alterations in association to this.
Location: Little Chantry, Wyke Street, Gillingham, Dorset, SP8 4NA
Decision: Granted
- f) Application No: [P/FUL/2020/00492](#)
Proposal: Erect 4 No. dwelling and create 8 No. parking spaces. (Previous permission 2/2015/1746/FUL not implemented)
Location: Gillingham Tyre Service, Queen Street, Gillingham, Dorset, SP8 4DY
Decision: Granted

- g) Application No: [2/2020/1289/FUL](#)
Proposal: Demolish existing shop building & attached store & erect two storey building to provide new shop and cafe areas together with new ladies, gents & disabled toilets. Extend existing car park area. Construct new access road to new staff car parking area.
Location: Thorngrove Garden Centre, Common Mead Lane, Gillingham, SP8 4RE
Decision: Granted

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

- a) **Application No:** [P/HOU/2021/01609](#)
Proposal: Erect single storey extension.
Location: The Cottage, Turners Lane, Gillingham, Dorset, SP8 4BG
- It was agreed that the following recommendation should be submitted to the Proper Officer:
- Gillingham Town Council recommend **approval** of Planning Application P/HOU/2021/01609 as the extension is subservient to the existing building, the proposed materials will be in keeping and the proposed extension will not encroach on any neighbouring buildings.
- b) **Application No** [P/PAOD/2021/02561](#)
Proposal: Change of use of building from Office (Class B1(a)) to 1 No. dwelling (Class C3)
Location: Lower Langham Barn, Langham Lane, Gillingham, SP8 5NU

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

Gillingham Town Council recommends that the Town Clerk submits an objection to Planning Application P/PAOD/2021/02561 pending further information.

NB. Due to insufficient planning grounds on which to object, the Town Clerk will submit a no comment response.

- c) **Application No:** [P/FUL/2021/00876](#)
Proposal: Construction of all-weather riding arena
Location: Mapperton Hill Farm, Mapperton Hill, Milton-on-Stour, SP8 5QG

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

Gillingham Town Council recommend **approval** of Planning Application P/FUL/2021/00876 as this is good use of the existing land.

- d) **Application No:** [P/FUL/2021/01413](#)
Proposal: Erection of entrance gates and fence
Location: Roman Court, Le Neubourg Way, Gillingham, Dorset, SP8 4DN

Gillingham Town Council are unable to comment on Planning Application P/FUL/2021/01413 as Gillingham Town Council is the applicant.

e) **Application No:** [P/FUL/2021/01200](#)

Proposal: Erection of a two storey storage & workshop building with office accommodation above with associated access & parking area

Location: 22 Brickfields Industrial Estate, Gillingham, Dorset, SP8 4LT

This application has already been approved by Dorset Council.

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

There was nothing to report this month.

44. To receive confirmation from Dorset Council of the following named orders made under Section 257 of the Town and Country Planning Act 1990 (information only):

Dorset Council (Part of Footpath 50 Gillingham, at Gillingham Sewerage Treatment Works) Public Path Diversion Order 2019.

Dorset Council (Part of Footpath 45, Gillingham at Barnaby Mead) Public Path Diversion Order 2021.

45. 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) Developer Engagement Advisory Panel

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix A](#).

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

Gillingham Town Council adopts the Terms of Reference for the Developer Engagement Advisory Panel, as presented.

b) Neighbourhood Plan Sub-committee

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix B](#).

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

Gillingham Town Council adopts the Terms of Reference for the Neighbourhood Plan Sub-committee, as presented.

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

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix C](#).

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

Gillingham Town Council adopts the Terms of Reference for the Masterplan for the Employment Areas of the Southern Extension Task and Finish Group, as presented.

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

a) Footpath 73 Diversion Task and Finish Group

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

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

Agenda items regarding Footpath 73 Diversion Task and Finish Group is removed from future planning agendas for the foreseeable future.

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

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

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

North Dorset Rugby Football Club Task and Finish Group is disbanded.

c) Developer Engagement Advisory Panel

Notes of the meeting held on 14th July 2021 were circulated prior to the meeting. Please refer to [Appendix F](#).

d) Neighbourhood Plan Sub-committee

There was nothing to report.

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

There was nothing to report.

47. To receive matters pertinent to this meeting.

There were no matters pertinent.

Closure. The meeting closed at 8.10pm

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 express 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 at the Annual Town Council meeting in May.
6. A member of the public or member of staff can be co-opted on to the advisory panel. Gillingham Town Council Planning Committee members are not permitted to join the 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 or Deputy 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: 09/08/21

Adopted by the SOD Planning Committee

Date: 09/08/21, minute no. 45a

Gillingham Neighbourhood Plan Subcommittee Terms of Reference

1. All members of the subcommittee must abide by the Gillingham Town Council's Code of Conduct.
2. The subcommittee does not have any delegated powers.
3. Membership of the subcommittee will be reviewed at the Annual Town Council meeting in May.
4. Any member of the town council, a member of the public or member of staff can be co-opted on to the subcommittee.
5. Members of the subcommittee should elect a lead member.
6. The subcommittee will meet as and when deemed necessary by the lead member.
7. The lead member of the subcommittee will produce and submit regular written reports to the Planning Committee with recommendations including budgetary and financial implications, when necessary.
8. The Neighbourhood Plan Subcommittee 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 Subcommittee shall report its findings to Full Council.
9. The Neighbourhood Plan Subcommittee will liaise with landowners, stakeholders, relevant Dorset Council Officers and consultants, as appropriate, in the production of a master plan for the Station Road Area which will form part of the Gillingham Neighbourhood Plan (revision 3) 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 principals in and around the site
 - e) Descriptions and illustrations of a green infrastructure strategy
 - f) Energy efficiency principles.

Reviewed: 09/08/21

Adopted by the SoD Planning Committee

Date: 09/08/21, minute no. 45b

Gillingham Neighbourhood Plan Subcommittee Terms of Reference

1. All members of the subcommittee must abide by the Gillingham Town Council's Code of Conduct.
2. The subcommittee does not have any delegated powers.
3. Membership of the subcommittee will be reviewed at the Annual Town Council meeting in May.
4. Any member of the town council, a member of the public or member of staff can be co-opted on to the subcommittee.
5. Members of the subcommittee should elect a lead member.
6. The subcommittee will meet as and when deemed necessary by the lead member.
7. The lead member of the subcommittee will produce and submit regular written reports to the Planning Committee with recommendations including budgetary and financial implications, when necessary.
8. The Neighbourhood Plan Subcommittee 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 Subcommittee shall report its findings to Full Council.
9. The Neighbourhood Plan Subcommittee will liaise with landowners, stakeholders, relevant Dorset Council Officers and consultants, as appropriate, in the production of a master plan for the Station Road Area which will form part of the Gillingham Neighbourhood Plan (revision 3) and will include the following:
 - g) An outline of the collective vision for the proposed employment areas
 - h) The known constraints and opportunities presented by the site
 - i) A design strategy outlining the strategic position of key place making components, including land use and density
 - j) The movement and access principals in and around the site
 - k) Descriptions and illustrations of a green infrastructure strategy
 - l) Energy efficiency principles.

Reviewed: 09/08/21

Adopted by the SoD Planning Committee

Date: 09/08/21, minute no. 45c

Planning Committee – Scheme of Delegation

Reference no. 46(a)

Gillingham Town Council

Footpath 73 – Milton on Stour Task and Finish Group

Author: Cllr Graham Poulter

1. The outstanding consent has now been secured and the Application submitted to Dorset for processing. Unless there is a problem there will be nothing further to report until the application is completed.
2. In the circumstances it is recommended that this item be removed from the Agenda for the foreseeable future.

Planning Committee – Scheme of Delegation

Reference no. 46(b)

Gillingham Town Council

NDRFC – Footpath

Author: Cllr Graham Poulter

1. There has been no change since the last report, and it is not envisaged that there will be any movement for some considerable time.
2. It is therefore recommended that this item be removed from the Agenda for the foreseeable future.

Planning Committee – 9th August 2021

Reference no. 46(c)

Gillingham Town Council

Developer Engagement Advisory Panel

**Notes of a meeting held via MS Teams on 14th July 2021 at 10am
to discuss the development of land at Park Farm, Gillingham**

Author: Julie Hawkins, Town Clerk

Present:

Note: For the purposes of these notes, the persons below will be referred to as the Panel.

Cllr Fiona Cullen, Gillingham Town Council

Cllr Mike Gould, Gillingham Town Council

Cllr Graham Poulter, Gillingham Town Council

Julie Hawkins, Town Clerk Gillingham Town Council

David Beaton, former Chairman of Gillingham Neighbourhood Plan Group

Note: For the purposes of these notes, the persons below will be referred to as the developers.

Eugene Doherty, Design Director CG Fry

David Lohfink, Planning Director CG Fry

Simon Coles, Planning Consultant for CG Fry

Apologies:

Simon Dobie, Works Manager Gillingham Town Council

The Purpose of Pre-Application Engagement

The National Planning Policy (NPPF) covers pre-application engagement and states that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

The NPPF also states that the more issues that can be resolved at pre-application stage, including the need to deliver improvements in infrastructure and affordable housing, the greater the benefits. For their role in the planning system to be effective and positive, statutory planning consultees will need to take the same early, pro-active approach, and provide advice in a timely manner throughout the development process.

The National Planning Policy Framework (NPPF) can be viewed in full [HERE](#)

Eugene Doherty, Design Director CG Fry, gave a detailed presentation regarding the proposed design.

Following the presentation, the panel were invited to ask questions.

Proposed Development

Simon Coles, Planning Consultant, outlined the process of engagement and master-planning for the proposed 634 new homes and new primary school on the land at Park Farm, Gillingham.

An outline planning application was submitted in 2018 (no. 2/2018/0077/OUT) for the development of land by the erection of up to 634 dwellings, a primary school, sports pitches with floodlighting, public open space, play facilities, access and internal estate roads, internal footpaths and cycles, sustainable drainage system with ponds, landscaping, utility connections and associated groundworks/infrastructure.

Details of the application can be viewed on the Dorset Council website [HERE](#)
It was noted that Phase One of the development will be for 315 dwellings.

Primary School

The panel asked for clarification over the proposed primary school. David Lohfink confirmed that the proposed Primary School would be a 2 form entry school.

Electric Vehicle Charging Points

The panel asked if electric vehicle charging points will be included within the development. The developers explained that garages will be upgraded with the possibility of providing electric vehicle charging points.

Tree-lined Streets

It was noted that the proposed gardens will be bigger than usual, and front gardens will include trees which will create tree lined streets, as required by the revised NPPF.

Parking

The panel raised concerns over parking. The developers explained that parking courtyards will be created, reducing the need for on-street parking. The panel stated that by linking the proposed play area to the existing play area at Fernbrook a 'destination play park' would be created. This was welcomed; however, the panel raised concerns over the lack of parking provision for visitors to the play park.

Gillingham Royal Forest

The panel informed the developers of the Royal Forest brand and asked if the design of the development could take this into consideration. The developers supported the idea.

Sports Pitches

It was agreed that the proposed sports pitches should be built to Sport England standard and that further consultation is required.

Allotments

The developers informed the panel that Historic England will not support the proposed allotments, as they are considered to be too close to Kings Court Palace; therefore, the proposed allotments have been removed from the plans and an alternative location needs to be investigated.

Transport

The panel asked if any provision could be made for bus stops. The developers stated that a transport assessment had been drafted and a contribution will be made towards improvements along the Shaftesbury Road transport corridor. The s106 agreement will include a contribution for bus shelters.

Connectivity

The panel stressed the importance of good connectivity and safe routes to schools. The developers confirmed that the Education Department and the Highways Authority have been consulted regarding safe routes to both the primary and secondary schools. The developers stated that a lot of work has taken place to ensure good connectivity for pedestrians and cyclists and the development will include pedestrian links to Cerne Avenue and Cale Way.

The panel suggested that pedestrian and cycle routes could be incorporated to link the development to the bridleway and footpaths between Gillingham and Motcombe.

S106 Agreement

The panel asked if s106 details could be shared with the town council. The developers agree to share a summary of the proposed agreement. It was noted that there will be separate s106 agreements for CG Fry and Wellbeck.

The meeting closed at 11.35am.