



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 12 July 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 Sharon Cullingford
Cllr Roger Weeks

Cllr Paul Harris
Cllr Alan Frith
Cllr John Robinson
Cllr Keith Wareham

In attendance:

Town Clerk, Julie Hawkins

Press and Public:

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

28. 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.

29. To receive and accept apologies for absence

Apologies were received and accepted from Cllr A von Clemens, Cllr Griffin, Cllr Kilcourse and Cllr Potheary.

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

There were no questions.

31. 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.

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

a) Application No: [P/VOC/2021/01567](#)

Proposal: Construction of a Principal Street, associated access, landscaping and infrastructure works at land to the East of New Road (B3092), Gillingham.

(Variation of Condition No. 3 of Planning Permission No. 2/2020/0379/FUL to allow an alternative location for the site compound).

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

Decision: Granted

b) Application No: [P/ADV/2021/00239](#)

Proposal: Display 3 No. replacement internally illuminated lettering signs and 1 No. new internally illuminated projecting sign on building; 1 No. new internally illuminated totem sign in car park; and new and replacement non-illuminated signs on building and in car park.

Location: Waitrose, Chantry Fields, Gillingham, SP8 4UA

Decision: Granted

c) Application No: [P/FUL/2021/00596](#)

Proposal: Change of use from A3 to F1 to create community church.

Location: 8 Wessex House High Street, Gillingham, Dorset SP8 4AG

Decision: Granted

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

Proposal: Erection of double garage.

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

Decision: Granted

e) Application No: [P/HOU/2021/00714](#)

Proposal: Erection of two storey side extension.

Location: 30 Chestnut Way, Gillingham, Dorset SP8 4RT

Decision: Granted

f) **Application No:** [P/HOU/2021/00509](#)

Proposal: Erection of single storey front extension to form porch & internal alterations.

Location: 43 Fern Brook Lane, Gillingham, Dorset SP8 4FL

Decision: Granted

g) **Application No:** [P/FUL/2021/00545](#)

Proposal: Erection of agricultural machinery store.

Location: Lower Bowridge Hill Farm, Bowridge Hill, Gillingham, Dorset, SP8 5QS

Decision: Granted

h) **Application No:** [2/2019/1514/FUL](#)

Proposal: Change of use from A1 retail, ground floor (first floor already C3 use) to 3 No. dwellings.

Location: 7-9 High Street, Gillingham, SP8 4AA

Decision: Refused

Cllr B von Clemens referred to Application No. 2/2019/1514/FUL and raised concerns over the state of the building. Cllr von Clemens reminded members that the building is situated within the Conservation Area and informed the meeting that he has raised concerns with the relevant officers at Dorset Council.

The member of public present referred to Application No. P/VOC/2021/01567 and asked when the construction of the principal street would start.

NB. *Following the meeting the Dorset Council Planning Case Officer informed the Town Clerk that it is hoped to start the construction of the principal street in mid-August 2021.*

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

a) **Application No:** [P/FUL/2020/00313](#) (amended)

Proposal: Erection of 2 No. apartments and associated car parking.

Location: Stone House, High Street, Gillingham, Dorset

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

Gillingham Town Council recommend **refusal** of Planning Application P/FUL/2021/00313 for the following reasons:

- The amended application is not acceptable in the context of planning policy relating to the management of flood risk and would consequently conflict with Policy 3 of the North Dorset Local Plan Part 1 and of the National Planning Policy Framework;
- the amended design will be detrimental to the character of the Conservation Area;
- the amended proposal is considered to be an overdevelopment of the site.

b) Application No: [P/VOC/2021/01172](#)

Proposal: Variation of conditions 1 & 4 of planning permission 2/2020/1212/FUL to amend approved plans & the wording of condition 4.

Location: Colesbrook Farm, Purns Mill Lane, Colesbrook, SP8 4HJ

It was agreed that in accordance with the temporary scheme of delegation, the Chairman and/or the Deputy Chairman should work with the Town Clerk to formulate a response on behalf of the Town Council.

NB. Following the meeting the following response was submitted:

Gillingham Town Council **objects** to the application for the following reasons:

- The proposed oak framed opening on the north facing lean-to and the addition of 7 roof lights would allow excessive light spill from the building which would be visible from the Milton-on-Stour Conservation Area. Due to the rural nature of the area, the immediate area has limited sources of light and this light spill from the building would result in overly urbanising features.
- The proposals would not preserve or enhance the character or appearance of the Colesbrook Conservation Area.
- The proposals do not provide any public benefits and therefore the benefits do not outweigh the harm.
- The proposals are contrary to the North Dorset Local Plan which seeks to protect the landscape character of the area and ensure that development is designed to improve the character and quality of the area within which it is located.

c) Application No: [P/HOU/2021/01025](#)

Proposal: Erection of extension to garage.

Location: 18 Lodbourne Green, Gillingham, SP8 4EH

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

Gillingham Town Council recommends **approval** of Planning Application P/HOU/2021/01025 as the site is large enough to accommodate the extension and the proposal will improve and enhance the area.

d) Application No: [P/HOU/2021/01070](#)

Proposal: Convert and extend garage to form additional living accommodation.

Location: Orchard House, Bay Road, Gillingham, SP8 4EP

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

Gillingham Town Council recommend **approval** of Planning Application P/HOU/2021/01070 as there is adequate room and the proposal will not result in the loss of amenity.

e) **Application No:** [P/FUL/2021/01199](#)

Proposal: Replace existing windows with french doors on south elevation. Provide canopies to south and west elevations

Location: The Filling Station, 2 Lower Station Road, Gillingham, SP8 4QA

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

Gillingham Town Council recommend **approval** of Planning Application P/FUL/2021/01199.

f) **Application No:** [P/HOU/2021/01377](#)

Proposal: Erect double garage and workshop (demolish existing garage)

Location: The Auburns, Shaftesbury Road, Gillingham, SP8 4LL

It was agreed that in accordance with the temporary scheme of delegation, the Chairman and/or the Deputy Chairman should work with the Town Clerk to formulate a response on behalf of the Town Council.

NB. Following the meeting the following response was submitted:

Gillingham Town Council has **no objection** to the application as there is adequate room and the proposal will not result in the loss of amenity.

34. 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**

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 Footpath 73 Diversion Task and Finish Group, as presented.

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

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 Footpath to North Dorset Rugby Football Club Task and Finish Group, as presented.

c) Developer Engagement Advisory Panel

Draft Terms of Reference had been circulated prior to the meeting. It was agreed that further clarification is required regarding membership of the Panel and therefore it was agreed that this item is deferred to the next available meeting of the Planning Committee.

d) Neighbourhood Plan Sub-committee

It was agreed that this item is deferred to the next available meeting of the Planning Committee.

e) Conservation Enhancement Plan 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 Conservation Enhancement Plan Task and Finish Group, as presented.

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

It was agreed that this item is deferred to the next available meeting of the Planning Committee.

g) Station Road Mixed Use Area Task and Finish Group

It was agreed that this item is deferred to the next available meeting of the Planning Committee.

35. 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](#).

There were no recommendations.

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](#).

There were no recommendations.

c) Developer Engagement Advisory Panel

The Town Clerk informed the meeting that the Panel would be meeting with representatives from CG Fry on 14th July 2021, to discuss the proposed development at Park Farm.

d) Neighbourhood Plan Sub-committee

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

There were two recommendations.

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

- That the Gillingham Neighbourhood Plan Sub-Committee should be amalgamated with the Station Road Masterplan Task and Finish Group.
- That the Neighbourhood Plan Sub-committee is authorised to spend up to a maximum of £7,500 from Cost Centre 17, Budget No. 7617 (Neighbourhood Plan) on professional and other expenses in furthering the neighbourhood plan review.

e) Conservation Enhancement Plan Task and Finish Group

There was nothing to report.

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

Please refer to the report at [Appendix F](#).

36. 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).

There were no matters pertinent.

Closure. The meeting closed at 8.38pm

Footpath 73 Diversion 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 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 task and finish group.
5. Members of the task and finish group should elect a lead member.
6. The task and finish group will meet as and when deemed necessary by the lead member.
7. The lead member of the task and finish group will produce and submit regular written reports to the Planning Committee with recommendations including budgetary and financial implications, when necessary.
8. The task and finish group will liaise with landowners, stakeholders and the relevant Dorset Council Officers on all matters pertaining to the diversion of Footpath 73 between Gillingham and Milton-on-Stour.

Reviewed and adopted under the temporary scheme of delegation following consultation with members of the Planning Committee: 12/07/21 Para. 34(a)

Footpath to North Dorset Rugby Football Club 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 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 task and finish group.
- 5.** Members of the task and finish group should elect a lead member.
- 6.** The task and finish group will meet as and when deemed necessary by the lead member.
- 7.** The lead member of the task and finish group will produce and submit regular written reports to the Planning Committee with recommendations including budgetary and financial implications, when necessary.
- 8.** The task and finish group will liaise with landowners, stakeholders and the relevant Dorset Council Officers to investigate the possibilities of providing a safe pedestrian footpath between Gillingham and North Dorset Rugby Football Club.

Reviewed and adopted under the temporary scheme of delegation following consultation with members of the Planning Committee: 12/07/21 Para. 34(b)

Conservation Enhancement Plan 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 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 task and finish group.
5. Members of the task and finish group should elect a lead member.
6. The task and finish group will meet as and when deemed necessary by the lead Member.
7. The lead member of the task and finish group will produce and submit regular written reports to the General Purposes Committee with recommendations, including budgetary and financial implications, when necessary.
8. The task and finish group will work with the relevant Dorset Council Officers to produce a Conservation Area Enhancement Plan for Gillingham Conservation Area, as detailed in Para. 13.10 of the Gillingham Neighbourhood Plan.
9. The aim of the Conservation Enhancement Plan will be to preserve, enhance and value the architectural and social historic importance of the Town Conservation area and seek to secure its future. It will focus on the potential to promote the Conservation Area as a visitor destination in addition to the main High Street offer.

Reviewed and adopted under the temporary scheme of delegation following consultation with members of the Planning Committee: 12/07/21 Para. 34(e)

Meeting of Planning Committee Members – 12 July 2021

Meeting Notes Para. 35(a)

Gillingham Town Council

Footpath 73 – Milton on Stour Task and Finish Group

Author: Cllr Graham Poulter

1. All consents bar one have been obtained and the application has been submitted. As to the outstanding consent there has been dialogue between this Group and the relevant landowner. There seems to be one issue in respect of which the landowner seeks further information. Graham Stanley, Dorset Council Rights of Way Officer has agreed to discuss this issue with the landowner next week after which it is hoped that all matters will be agreed to all party's satisfaction. Should this happen the application will proceed and may well take a further year to completion.
2. There are no recommendations.

Gillingham Town Council**Footpath to NDRFC Task and Finish Group****Author: Cllr Graham Poulter**

1. On the 22nd June this Group met with Mr Jez Spicer, President of North Dorset Rugby Football Club (NDRFC), Chris Brickell, NDRFC Director of Safeguarding and Ian Archer, the Club's Secretary. The Task and Finish Group acknowledged the desirability of a safe pedestrian and cycle route extending from footpaths 64/4 and 64/5 to the Club's premises.
2. A map was produced showing an indicative route of the proposed footpath and ultimately it was agreed that the Club would consult the relevant landowner(s) to seek views on the proposal and if positive to try and agree a route and to produce a map showing it.
3. Discussion then took place about the construction of the route; it was agreed by all that ideally there would be a tarmac surface with lighting. Messrs Brickell and Spicer advised that the Club was a dog free zone which meant that the route would need to be secure to allow dog walkers access across the club's land onto Longbury Lane.
4. There then followed a discussion as to how the project might be financed. The Task and Finish Group made it clear that the Town Council was not in a position to provide finance and that as far as it was aware there were no s106 monies available at this time. The Group mentioned that in the event that there was future development of adjacent land then s106 monies would more than likely be available and no doubt efforts would be made to incorporate provision for footpaths/cycle paths in the development. Neither the Task and Finish Group nor the representatives for the Club could estimate the likely costs involved and it was agreed that when a route had been agreed in principle, the Group would approach Graham Stanley, Dorset Council Rights of Way Officer, for a 'ball park' estimate to assist in fundraising. The Group has given contact details to the Club to enable enquiries as to fundraising to be made.
5. It was agreed that another meeting would be arranged when further information became known as a result of the above enquiries.
6. There are no recommendations.

Meeting of Planning Committee Members – 12 July 2021

Meeting Notes Para. 35(d)

Gillingham Town Council

Notes of a Gillingham Neighbourhood Plan Sub-committee and Station Road Master Plan Task and Finish Group joint meeting held on Monday 12th July 2021 at 10am

Author: Julie Hawkins, Town Clerk

Present: Cllr Sharon Cullingford, Cllr Graham Poulter, Cllr Mike Gould, Cllr Paul Harris, Cllr Roger Weeks, Serena Burgess Projects Administrator, Julie Hawkins, Town Clerk.

Apologies: Cllr John Kilcourse, Cllr Val Potheary.

1. Presentation on Masterplans by Sophie Duke, Dorset Council Senior Urban Design Officer.

Sophie Duke, Dorset Council Senior Urban Design Officer, gave a presentation on master planning and answered questions from members.

It was agreed that it will be necessary to have a clear and consistent strategy and that the work required is complex and will take many years to complete.

It was agreed that further advice is required from the council's Neighbourhood Plan Consultant, Jo Witherden. It was also agreed that it will be necessary to employ the services of a consultant specialising in master planning. It is hoped that the council can apply for further funding from Locality to cover these costs.

Due to the complexity of the work involved it was agreed that work on the masterplan for Station Road should be carried out as part of the second review of the Neighbourhood Plan.

2. To agree a list of priorities and timetable of work.

The Gillingham Neighbourhood Plan is currently considered to be vulnerable as it is over two years old, it has no housing allocation over and above that which is included within the Local Plan, and Dorset Council cannot currently demonstrate a five-year supply of deliverable housing sites. With this in mind, members agreed that priority has to be given to the Neighbourhood Plan, and it will be beneficial to amalgamate the Neighbourhood Plan with the Station Road Masterplan Task and Finish Group.

It will be necessary to engage with the public and consult with local groups and organisations in order to establish need, gain opinion and provide an evidence base. It will be necessary to establish if there is anything within the current neighbourhood plan that the public would like to change. As a priority it was agreed that all sports groups should be contacted to establish their requirement for pitches, both now and in the next five to ten years.

It was agreed that the group will need to establish whether the existing green spaces and green gaps are adequate for future needs or whether additional areas need to be allocated.

It will be necessary to undertake a Green space audit. A template is available via locality:

<file:///C:/Users/julie.hawkins/Downloads/Making-local-green-space-designations-in-your-neighbourhood-plan-2021.03.15.pdf>

Fields in Trust have benchmarking guidance for playing pitches, outdoor sports facilities etc.

<http://www.fieldsintrust.org/Upload/file/guidance/Guidance-for-Outdoor-Sport-and-Play-England.pdf>
<http://www.fieldsintrust.org/Upload/file/guidance/Guidance-for-Outdoor-Sport-and-Play-England.pdf>

It will also be necessary to undertake the following work:

- Identify key local partners and stakeholders and develop working arrangements to gain their involvement and support.
- Formulate a programme of community engagement.
- Publicise the proposal to review the Neighbourhood Plan.
- Assess local need for green space through consultation.
- Carry out community and stakeholder engagement.

3. To consider and agree consultation questions.

A draft questionnaire was circulated to members prior to the meeting. It was agreed that further work on the questionnaire was needed before it is sent to Jo Witherden for comment. Cllr Weeks volunteered to undertake the work. Cllr Cullingford volunteered to contact Jo Witherden to establish if there are any legal requirements that need to be included on the questionnaire and what timeframe is required for the consultation.

It was agreed that the consultation should be offered online using various social media platforms; however, there may be a cost to this. The Town Clerk will investigate the options and report back.

It was agreed that members will also engage with the public face-to-face (subject to government guidelines) at various events including the Gillingham and Shaftesbury Show, however, there will be a cost to this.

It was agreed that a recommendation should be made to the Planning Committee that the Neighbourhood Plan Sub-committee is authorised to spend up to a maximum of £7,500 from Cost Centre 17, Budget No. 7617 (Neighbourhood Plan) on professional and other expenses in furthering the neighbourhood plan review.

4. To consider arrangements for the Gillingham and Shaftesbury Show.

Practical arrangements were discussed. The pitch is 6m frontage x 7.5m depth open outside space, stand number J4. It was agreed to have one display board focussing on housing need and another display board focussing on public open spaces and sports pitches. It was agreed that the gazebo should be erected at Roman Court Workshops where the design can be worked on prior to the show.

5. Recommendation

- **That the Gillingham Neighbourhood Plan Sub-Committee should be amalgamated with the Station Road Masterplan Task and Finish Group.**
- **That the Neighbourhood Plan Sub-committee is authorised to spend up to a maximum of £7,500 from Cost Centre 17, Budget No. 7617 (Neighbourhood Plan) on professional and other expenses in furthering the neighbourhood plan review.**