



# GILLINGHAM TOWN COUNCIL

## GENERAL PURPOSES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of a meeting of the **General Purposes Committee** held on **Monday, 4<sup>th</sup> March 2019**, in the Jubilee Room, Town Hall, School Road, Gillingham commencing at **7.30 pm**.

**These minutes do not constitute a true record until ratified by Full Council.**

- Present:** Cllr Mrs B Ridout (Chairman),  
Cllr B Von Clemens (Deputy Chairman),  
Cllr Mrs A Beckley, Cllr Mrs S Cullingford,  
Cllr R Evill, Cllr M Gould, Cllr M Hill,  
Cllr Mrs S Hunt, Cllr G Poulter,  
and Cllr J Robinson.
- Non-voting Members:** None.
- Members of the Public:** There were two members of the public present. Cllr Miss N Purkis, Cllr D Walsh and the Town Clerk were in attendance.
- Members of the Press:** There was no were no members of the Press present.
- In Attendance:** Mrs C Ratcliffe, Deputy Town Clerk

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**At the start of the meeting the Chairman referred to agenda item no. 5(f) High Street Facilities. The comprehensive report had been circulated late. It was suggested, that under the circumstances, this item was withdrawn.**

### **383. Apologies.**

Apologies were received from Cllr Mrs Toye. The Chairman informed the meeting of the reasons for the apologies, which were duly recorded in the attendance register.

Cllr Hill proposed that "**the apology for absence received from Cllr Mrs Toye was accepted**" Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

**GENERAL PURPOSES COMMITTEE – Monday, 4<sup>th</sup> March 2019 (continued):**

**384. To approve the minutes of the last meeting held on Monday 4<sup>th</sup> February 2019.**

Cllr Mrs Cullingford proposed that “**the minutes of the meeting held on Monday, 4<sup>th</sup> February 2019 were approved as a correct record of the meeting**”. Cllr Mrs Beckley seconded, and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

**385. Questions.** There were no questions.

**386. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.**

There were no declarations of pecuniary interests.

**387. To receive working party reports for consideration and approval, if available:**

**a) Allotments and Burials**

Cllr Mrs Toye, Lead Member, was absent from the meeting; a working party report had been circulated via email prior to the meeting. An amended report was tabled at the meeting. Please refer to Appendix A. There were no further comments.

**b) Estate Management**

There was no report circulated prior to the meeting. Cllr Mrs Ridout gave a verbal report on the success of the Britain in Bloom South West Pride in Parks Awards. Gillingham scored top marks of 5 stars for all its open spaces that have previously been judged by Green Flag. Verbal report appears below:

*On Thursday, 28th February The Mayor, Cllr Mrs Su Hunt, myself, as Chairman of General Purposes Committee, Clare Ratcliffe - Deputy Town Clerk, Simon Dobie - Works Manager and members of the grounds team: Martin, Anthony, Matthew, George and Archie attended Britain in Bloom South West Annual Spring Seminar at Neeld Hall in Chippenham for the presentation of the Pride in Parks Award. (The open spaces were judged last June.)*

*Fantastic, informative and very proud day for us representing Gillingham Town Council. We received not one, but FIVE GOLD STARS for our open spaces. It is the Town Council's first attempt at this competition and we were unsure of what to expect. Britain in Bloom judge, Derek Beer said, "The quality of the management plan is excellent and with the same level of commitment the people of Gillingham and their children will have parks to enjoy and be proud of well into the future."*

*Fantastic result and we were all so very proud which is a credit to the commitment of all the staff, particularly Clare Ratcliffe, the Deputy Town Clerk and the Estate Management Working Party, who drive this council forward with such achievements and the grounds team for their skill and knowledge and downright hard work.*

*The day included an exceptional speaker, Fergus Beeley, BBC wildlife cameraman and film maker. We came away enthused and eager to support his BLUE Campaign – a campaign to reduce the amount of grass cutting and tidying of our gardens, to allow some weeds to grow for pollinators to lay their eggs on and a home for small mammals and invertebrates. The message was that everything that grows wild has a purpose, the dandelion, the nettle and that we are mere Guardians of our Gardens.*

*It struck me that YES, we, the town council are already doing much of what was spoken about – leaving patches of brambles and nettles and leaving areas of grass uncut for bio-diversity to flourish. The Blue campaign is a way forward that we should all embrace.*

**GENERAL PURPOSES COMMITTEE – Monday, 4<sup>th</sup> March 2019 (continued):**

**387. To receive working party reports for consideration and approval, if available (continued):**

*We also heard from the renowned Jekka McVicar RHS Vice President and winner of numerous RHS Gold medals, RHS Lawrence Medal and Tudor Rose for her herb floral displays, as well as author of Jekka's Herb Cookbook. Her story was inspirational. Perhaps we too can have a collection of herbs known as a 'herbetum'.*

**c) Festive Lighting**

Cllr Von Clemens, referred to a report that was circulated prior to the meeting. Please refer to Appendix B. The report contained one recommendation.

Cllr Von Clemens proposed that **“the festive lighting event takes places on Friday, 29<sup>th</sup> November 2019”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

**d) Gillingham's Gateways**

There was nothing to report this month.

**e) Health and Safety**

Cllr Robinson, referred to a report that was tabled at the meeting. Please refer to Appendix C. The report contained two recommendations, which were proposed en block, as per below:

Cllr Robinson proposed that **“the Town Council complete all the health and safety actions contained within the General Risk Assessment Report compiled by Ellis Whittam and that the Health and Safety Policy and the Health and Safety Handbook is presented to the Policy and Resources Committee for consideration on Monday, 18<sup>th</sup> March 2019”**. Cllr Poulter seconded, and the vote was unanimous. **RESOLVED.**

**f) High Street Facilities**

This item had been withdrawn prior to the start of the meeting.

**g) Town Seating and Planted Areas**

There was nothing to report this month.

**h) Traffic Management**

Cllr Mrs Ridout referred to a report that was tabled at the meeting. Please refer to Appendix D. There were no recommendations.

Cllr Mrs Ridout referred to the new traffic regulations / speed restrictions that have recently been installed at Milton-on-Stour and she praised the determination of the Milton-on-Stour Village Committee for all their hard work raising funds to finance this initiative, which was widely supported by residents and the primary school.

Cllr Mrs Ridout was also aware of the on-going traffic/parking issues raised by RiversMeet Leisure Centre and will refer all concerns to the next meeting of the working party.

**388. To receive and consider a report on the faulty land drain at Maple Way.**

Cllr Mrs Ridout referred to a report that had been circulated prior to the meeting. Please refer to Appendix E. the report contained two recommendations.

**GENERAL PURPOSES COMMITTEE – Monday, 4<sup>th</sup> March 2019 (continued):**

**388. To receive and consider a report on the faulty land drain at Maple Way.**

Cllr Mrs Ridout proposed that “**a local contractor is instructed to carry out investigation trenches to ascertain the depth and location of the land drain at a cost not to exceed £250 ex VAT and financed from budget no. 3.18 – Environment and that quotation(s) is obtained following the investigation of the above to repair and/or relocate the land drain**”. Cllr Mrs Hunt seconded, and the vote was unanimous.  
**RESOLVED.**

**389. To receive a monthly report on the activities of Gillingham Direct.**

A report on the activities of Gillingham Direct had been circulated prior to the meeting. Please refer to Appendix F.

Cllr Mrs Cullingford reported that some tree roots are coming up through the pavement at Milestone Way and have become a trip hazard. Cllr Cullingford volunteered to report this fault direct on web site: Dorset for You.

**390. Matters pertinent to this meeting:**

- a) Cllrs Mrs Ridout reminded those present about the **Community Litter Pick** on Saturday, 16<sup>th</sup> March starting at the Town Hall at 10am. A litter pick at Milton-on-Stour will take place on the same day in the afternoon, commencing 2pm. Please contact Cllr Mrs Hunt for the details of the litter pick at Milton-on-Stour, tel: 01747 840333. All welcome.
- b) A meeting to discuss this year’s **South West in Bloom** entry will take place on Saturday, 23<sup>rd</sup> March at 10.30am at Gillingham Youth Centre All welcome.
- c) Cllr Mrs Cullingford confirmed that the **Rotary Club** is happy to pay for the repairs/replacement to the seat in Cemetery Road that has become rotten. The seat was originally donated by the Rotary Club and there is a plaque on the seat, which should be retained. The seat was originally made by HMP Guys Marsh and it is hoped that they will be able to carry out the repairs.

The meeting closed at 8pm

Minute no. 386 (a)

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**Gillingham Town Council**

**Allotments and Burials Working Party**

**Author: Cllr Mrs Donna Toye**

**Burials**

1. Three burials have taken place.
2. The memorial safety inspection for 2019 has begun (topple testing).
3. The spoil heap has been fenced off and gates will be fitted to the front (currently being made by Fencewise).
4. Any remaining Christmas wreaths have now been removed from graves.

**Allotments**

1. A site visit will be planned in the very near future and of course all Councillors are welcome to attend. Exact date to follow.
2. Given that growing season is nearly upon us, it seems prudent that the Town Council write to all allotment holders with a gentle reminder of the rules.
3. There has been a request for Bee Hives to be sited on one of the Allotments. A policy regarding this will be discussed at the next working party meeting. In the meantime, GTC is in contact with the person who has made the request to gather further information.
4. The last available plot at Park Farm allotments has been let on 4<sup>th</sup> March.

Minute no. 387(c)

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**Gillingham Town Council**

**Festive Lighting Working Party**

**Meeting Notes Thursday 21st February 2019**

In Attendance: Cllr B Von Clemens, Cllr Mrs S Hunt,  
Cllr Mrs B Ridout, Cllr Mrs S Cullingford  
Mr S Dobie, Works Manager,  
Mr Martin Downs Grounds Supervisor  
Mrs J Ezzard, Mayor's Secretary

Apologies: Cllr M Hill and Mrs M Bailey

**1. Provision of the Christmas Market**

Due to Cllr Hill's absence this was deferred to the next meeting.

**2. To Decide the Parade Format**

The parade will follow the same format as the 2018 event. The local primary schools, nurseries, and children's groups in Gillingham will be invited to take part in the parade. They will be asked to make one giant lantern which will be paraded on the night by two pupils only and accompanied by 1 adult. The parade will start at the Town Hall at 6.00pm and finish on the stage at the Town Meadow. Judging will take place on the stage where the winner will be announced. Also parading will be the Gillingham Carnival Princess along with Father Christmas and some of the town councillor's in fancy dress. The youth groups will also be asked if they would like to contribute to the parade.

**3. To Set the Date**

It was recommended to hold the event on Friday 29<sup>th</sup> November 2019.

**4. Date of the Next Meeting**

Wednesday, 27<sup>th</sup> March at 9.00am.

Minute no. 387 (e)

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**Gillingham Town Council**

**Health and Safety**

**Author: Julie Hawkins, Town Clerk  
and  
John Robinson, Lead Member Health and Safety Working Party**

**General Risk Assessment Report**

Ellis Whittam has prepared a general risk assessment on behalf of Gillingham Town Council. The assessment covers significant health and safety issues and identifies areas for improvement to meet compliance. The information on which the assessment is based, was obtained from discussions with the Working Party and members of staff, direct observation during a walk-round of the premises and, where possible, examination of relevant documentation.

The primary purpose of the report is for Ellis Whittam to comment on the existing risk control measures the Town Council has in place and to provide the council with the details of improvements required to health and safety arrangements to comply with legislative requirements and best practice. The report also comments on the existing risk control measures in place.

By completing the actions recommended within the timeframes the council will improve health and safety conditions within the workplace. This means the council will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against the council whether by the Regulator or in the civil courts.

The council will also benefit from improvements in operational efficiency and a motivated and contented workforce.

The Town Clerk, Deputy Town Clerk and Works Manager are now working through the Safety Action Plan with the support and help of the Health and Safety Working Party.

Members wishing to view the report should contact the Town Clerk.

It is recommended that the Town Council complete all the recommendations within the timeframes specified by Ellis Whittam.

Ellis Whittam has prepared a Health and Safety Policy and Health and Safety Handbook which will be presented to the Policy and Resources Committee for consideration on Monday, 18th March 2019.

**Other Health and Safety Matters**

New health and safety signage has recently been erected.

Additional fire extinguishers are now in place at the Cemetery Chapel and Old Mortuary Building.

Tick awareness leaflets have been issued to all staff members this month and a tool-box talk has been carried out by the Works Manager.

All members of staff will be attending a Conflict Management training course.

Risk assessments are being updated.

Ladder safety tests are being carried out by the Works Manager this month.

Topple testing is currently being carried out on headstones and monuments in Gillingham Cemetery and a report will be made available to the Allotments and Burials Working Party on completion of the testing. This is a time-consuming job as each fault must be photographed and recorded.

## **RECOMMENDATIONS**

- **That the town council complete all the health and safety actions contained within the General Risk Assessment Report compiled by Ellis Whittam.**
- **That the Health and Safety Policy and the Health and Safety Handbook is presented to the Policy and Resources Committee for consideration on Monday 18th March 2019.**

Minute no. 387 (h)

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**Gillingham Town Council**

**Traffic Management Working Party Report - March 2019**

**Author: Cllr Belinda Ridout**

Since the last working party meeting in January, there are a few updates to report.

- 1. SID (Speed Indicator Device) and pole locations update** – since reporting problems with the battery charger to top up the solar power, all now seems to be working.
- 2. Park Farm Development – emergency access points**

As reported last month, 'KEEP CLEAR' markings are at last to be installed at the emergency only access between Rookery Close and King's Chase on the developer side (this has not been possible until Highway's adoption of the roads). Following the outline approval of the Park Farm development (part of the Southern Extension) in February, it has been requested that in the interests of public safety, appropriate emergency/keep clear signage is installed *before* the completion of the development rather than having wait for highway adoption. Highways agreed to keep a note on file to action this.
- 3. Gillingham Sustainable Transport Improvements Scheme Proposals**

Following the outline planning approval of the Park Farm and Welbeck developments to the south of Gillingham on Tuesday, 26<sup>th</sup> February, this is assurance that the sustainable transport improvements will be going ahead. The £3.45m secured by the Dorset Local Enterprise Partnership to deliver the Gillingham Growth project (including Gillingham junction improvements) must be spent by 31<sup>st</sup> March 2021. The Grampion Condition in the outline approval includes a stipulation that the sustainable transport improvements must be installed before the 450<sup>th</sup> dwelling is built. The Town Council awaits details of a follow up meeting with Emma Baker, Project Engineer, Highway Improvements and Wayne Sayers, Sustainable Transport Team, before draft proposals for the scheme go out for public consultation.

## Gillingham Town Council

### Maple Way - Water Leak

Author: Simon Dobie, Works Manager

#### 1. Background

During late January 2019, a DCC Community Highways Engineer visited the Town Council to ascertain who was responsible for a piece of land situated at Maple Way as they had been called out to investigate a water leak. The area of land is a grass area with a footpath around the perimeter and a small tree at one end (see map below).



The land is located close to private properties and is now the responsibility of the Town Council having been part of a land transfer from NDDC several years ago.

DCC informed the Town Council that many residents have complained about the leak. A resident asked Wessex Water to investigate the leak and this had been done in August 2018. Wessex Water confirmed in a letter that the investigation revealed

that the leak was not related to the mains water supply or sewerage system. On further investigation it was discovered that the source of the leak was a land drain, which is not the responsibility of Wessex Water.

The Works Manager, after acquiring a site services plan, instructed members of the GTC grounds team to dig a trial hole. The trial hole backfilled with water very quickly. No evidence of a land drain was discovered. Unfortunately, it is very difficult to determine the location of the excavation made previously by Wessex Water last summer. DDC has suggested that the source of the leak may be a natural spring.

#### 2. Town Council Responsibilities

The land drain is situated on land owned by the Town Council and therefore the responsibility of the Town Council.

A local contractor has been asked to provide a cost for sourcing the leak and to make the area safe while work is in progress. Following investigation, a further quotation will be obtained to repair and/or relocate the drain.

#### 3. Financial Implications

The quotation received to carry out this work is in the region of £250. Funding for this work can be financed from budget no. 3.18 - Environmental. This budget has a 43% spend of precept up until December 2018.

#### **4. Recommendations**

- 1. That a local contractor is instructed to carry out investigation trenches to ascertain the depth and location of the land drain at a cost not to exceed £250.00 ex VAT and financed from budget 3.18 - Environment.**
- 2. That a quotation(s) is obtained following the investigation of the above s to repair and/or relocate the land drain.**

Minute no. 389

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**Gillingham Town Council**
**Report from Gillingham Direct 29<sup>th</sup> January – 25<sup>th</sup> February 2019**

The following matters have been dealt with by Gillingham Direct:

	<b>Issue</b>	<b>Reference No.</b>
1	Highway flooded at New Road between Knapp Corner and the Eccliffe junction.	DCC 1117862
2	Highway flooded on the Shaftesbury Road between the layby and the poultry farm.	DCC 1117914
3	A large puddle has formed outside Topsyie Rabbit in South Street	DCC 1117955
4	Vehicles are parking across the dropped kerb outside Topsyie Rabbit.	Parking Services notified.
5	Balls of fat are floating in the river Stour at Chantry Fields	EA 1678080
6	A bollard has been knocked over in Wavering Lane West.	DCC 1117973
7	A drain is blocked near 4 Great House Walk.	DCC 1118048
8	Pothole in Lydfords Lane outside Bell Cottage.	DCC 1118176
9	2 potholes on Lodden Bridge.	DCC 1118178
10	Uneven footpath next to the Lodbourne Green playarea.	DCC 1118502
11	Fly tipping on public open space near 63 Cloverfields	DWPFT 105819301
12	A gate has been inserted into a garden wall of a property in Cloverfields	FS-case 105820477
13	Broken Street light in the High St car park	SSE 00187241
14	Broken light on the Town Meadow	TMG aware.
15	Fly tipping in the Bay Road layby near Windyridge Farm	DWP FT

30 Replacement recycle bins have been collected.