



GILLINGHAM TOWN COUNCIL

The Town Hall

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GENERAL PURPOSES COMMITTEE

The minutes of the **General Purposes Committee** meeting held on **Monday, 2nd March 2020**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

Present

Cllr Mick Hill (Chairman)	Cllr Alison Gale
Cllr Graham Poulter (Deputy Chair)	Cllr Dennis Griffin
Cllr Barry von Clemens	Cllr Paul Harris
Cllr Fiona Cullen	Cllr John Robinson
Cllr Rupert Evill	

Non-Members

There were no non-members present.

In Attendance

Clare Ratcliffe, Deputy Town Clerk

Press and Public

Press: Michael Street, Gillingham and Shaftesbury News

Public: 1 member of the public

Minute no.

80.	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 were no public comments or questions.
81.	To receive apologies for absence.
	It was agreed and RESOLVED to accept the apologies received from: Cllr Donna Toye, Cllr Roger Weeks and Cllr Keith Wareham.
82.	To approve the minutes of the last meeting held on Monday 3rd February 2020.
	It was agreed and RESOLVED to approve the minutes of the General Purposes Committee held on Monday, 3 rd February 2020, and the minutes were duly signed as a correct record.
83.	To receive any questions pertaining to the previous minutes.
	There were no questions pertaining to the previous minutes.
84.	To receive any 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 pecuniary interests declared.
85.	To receive and consider reports from sub-committee and task and finish groups, as follows:
(a)	Allotments and Burials (sub-committee)
	Cllr Toye, lead member, was absent from the meeting. There was no report.

(b)	Annual Christmas Event and Festive Lighting (sub-committee)
	Cllr von Clemens, lead member, reported that there was no meeting this month; however, he reported verbally that the Chamber of Trade has declined to take on the Annual Christmas Event and this will remain in the ownership of Gillingham Town Council.
(c)	Annual Remembrance Day Parade (sub-committee)
	Cllr Weeks, lead member, was not present at the meeting. There was no report this month. Cllr Griffin reported that there would be a meeting with the RBL Branch shortly.
(d)	Assets and Liabilities (sub-committee)
	Cllr Kilcourse, lead member, was not present at the meeting. The inaugural meeting of this sub-committee will take place on Wednesday, 4 th March 2020 at 11am.
(e)	Cycle Link Project – Gillingham to Motcombe (task and finish group)
	Cllr von Clemens reported that the group had held an informal meeting on Monday, 24 th February 2020 and summarised a report that had been circulated prior to the meeting. Please refer to Appendix A. There were no comments or recommendations.
(f)	Estate Management and Properties (sub-committee)
	<p>Cllr von Clemens reported that the group had met on Thursday, 27th February 2020, and summarised a report that had been circulated prior to the meeting. Please refer to Appendix B. Additional information regarding Site of Nature Conservation Interest (SNCI) was tabled at the meeting. Please refer to Appendix B1.</p> <p>Cllr von Clemens reported that there has been a complaint from a family member of the late J Goodship whose name appears on the Rolls of Honour next to the war memorial as J Goodships. The name has been incorrectly spelt – with the letter 's' added at the end of the name (see photos below).</p> <p>A stone mason has confirmed that the letter 's' can be removed at a cost of £85. The Rolls of Honour has been in place for many years and it is unknown how the error has occurred. Checks will be made with the War Graves Commission to see whether this is an error or a recent family preference.</p> <div data-bbox="327 1131 933 1579" data-label="Image"> </div> <div data-bbox="965 1176 1396 1500" data-label="Image"> </div> <p>It was agreed and RESOLVED that the alleged incorrect spelling of a surname that appears on the Rolls of Honour next to the war memorial will be investigated with the deceased's relatives and the War Graves Commission and reported to the next General Purposes Committee before any correction is carried out by a stone mason at a cost of £85 to be funded from budget no.6001 – war memorial maintenance.</p>
(g)	Health and Safety (sub-committee)
	<p>Cllr Robinson, lead member, reported that the group had met on Monday, 24th February 2020, and summarised a report that had been circulated prior to the meeting. The report contained one recommendation. Please refer to Appendix C.</p> <p>Cllr Robinson made further amendments to the document at the meeting. There were no further comments.</p> <p>It was agreed and RESOLVED that the amendments of the Health and Safety Policy document, as presented, are agreed and recommended to Full Council for approval.</p>

(h)	Traffic Management (sub-committee)
	Cllr Potheary, lead member, was not present at the meeting. There was no report this month. Cllr von Clemens reported that an informal catch-up had been held recently with the Dorset Council Highways Liaison Officer.
(i)	Events – VE Day 75th Anniversary Celebrations (task and finish group)
	Cllr Weeks was not present at the meeting. There was no report this month. The group had met prior to the General Purposes Committee and a report may be available next month. Cllr Griffin informed members that the event planning is progressing well.
(j)	Events – Green Gillingham (task and finish group)
	Cllr von Clemens, lead member, reported that the event planning is progressing well.
(k)	Fingerpost Refurbishment (task and finish group)
	Cllr Toye, lead member, was not present at the meeting. No written report was available. A site visit took place on Friday, 21 st February 2020, attended by Cllr Toye, Cllr Poulter, Cllr Robinson, Deputy Works Manager and the Project Administrator. On information supplied by the ANOB (Area of Natural Outstanding Beauty) Dorset, eleven out of a possible twelve finger posts were surveyed (one appeared to be missing). It is possible that the repairs could be carried out between the grounds team, Cllr Robinson and volunteers from ANOB Dorset. Cllr Poulter commented that it is unlikely that the current budget for repairs will be sufficient and that this will need to be reviewed in due course. Repairs will be prioritised.
(l)	Gillingham Gateways (task and finish group)
	Cllr Gould, lead member, was not present at the meeting. There was no report this month. Cllr Harris verbally reported that work on the installation of a bus shelter by Dorset Council at the layby near the new supermarket – Aldi - would commence shortly.
(m)	Gillingham Royal Forest Steering Group (DWT project lead)
	Cllr von Clemens reported that the DWT Royal Forest project has received additional funding from an external source to raise the profile of the Gillingham Royal Forest project within the community and support the development of the town as a visitor attraction as well as strengthening local identity, improving the environment and encouraging local businesses/organisation to see environmental tourism as a source of social and economic development. The project will include improving walking routes linked to the station and provide multi format information, e.g. leaflets, signage and interpretation. There will also be a series of heritage and educational events. A logo for the project is being developed similar to the logo used for the DWT Great Heath Project in Poole/Broadstone/Corfe Mullen. The next steering group meeting will take place on Tuesday, 17 th March 2020. Cllr von Clemens and the Deputy Town Clerk represent the Town Council at the Steering Group meetings.
(n)	Greener Gillingham (sub-committee)
	Cllr Cullen, lead member, presented at report that was tabled at the meeting. Please refer to Appendix D. There were no comments or recommendations.
(o)	Town Seating and Planted Areas Refurbishment (task and finish group)
	Cllr von Clemens, lead member, reported that there was no report this month.
86.	To receive a report on the monthly activities of Gillingham Direct.
	Please refer to Appendix E. There were no comments.
87.	To receive matters pertinent to this meeting. <u>Please note:</u> 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).
	Cllr Griffin appealed for volunteers to help the VE Day celebrations on Friday, 8 th May 2020.

There being no other business on the agenda, the meeting closed at 8.03pm.

Signed: _____

Date: 6th April 2020

**Cllr Mick Hill
Chairman of General Purposes Committee**

PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.

Cycleway Sub-Committee

Notes of Informal Meeting held on 24 February 2020

Author: Serena Burgess, Project Administrator

Present:

Cllr Barry von Clemens (Lead member)
Cllr Fiona Cullen
Cllr Alan Frith
Cllr Paul Harris
Cllr Graham Poulter
Julie Hawkins, Town Clerk
Clare Ratcliffe, Deputy Town Clerk
Serena Burgess, Project Administrator

1. Background

The original objective was to provide a safe route to Gillingham Secondary School/Riversmeet to/from Motcombe.

Cllr von Clemens and the Town Clerk provided some background on the issues surrounding previous attempts over the last 17 years:

- Landowners not on board.
- Ramblers would not approve hard surfacing an existing footpath.
- Would take a minimum of 5 years to get a footpath or bridleway diversion approved.
- Bridleway could be hard surfaced but would get damaged by the horses.
- Network Rail would like the footpath diverted under the bridge but there are landowner issues with this.

Most of the route would fall into the parish of Motcombe, and the Parish Council are very keen to achieve this project

2. Section 106 funds

There is around £80,000 available but most of this is now at risk.

3. Possible routes

It was agreed by all present that, as the landowners have not changed since the previous attempts, we should look for a completely different route.

The preferred suggestion was to ask CG Fry to upgrade the footpath on their new development to a cycleway, then route it north, following the field boundary to meet with the boundary of Donedge Lodge land and then to meet the tarred highway that leads to the Coppleridge Inn.

This route does not meet with the original objective; however, it would give good access to the proposed new primary school and is the most achievable solution for now. Linking to the school/Riversmeet under the railway bridge should be considered at a future date.

A completely new cycleway would take less than the 5-year process for a diversion.

Dorset Council may not be willing to take on the responsibility for the maintenance of the new route.

4. Way forward

- Contact Agent who represents both CG Fry and landowner of the field that links with Donedge Lodge.
- Update Cllr Peter Mouncy (Motcombe Parish Council).
- Measure the route and ask DC Rights of Way (Graham Stanley) to provide a cost and whether he can foresee any issues.

5. Next meeting

- Meet at Motcombe and look at the suggested route.
- Invite Cllr Peter Mouncy, DC Rights of Way, Walkers are Welcome and the Ramblers.
- Date to be advised.

Gillingham Town Council

Estate Management and Properties Sub-committee

**Notes of a meeting held on
Thursday, 27th February 2020 at 9am**

Present: Cllr Barry von Clemens, Cllr Alan Frith,
Bob Messer (GANG), Deputy Town Clerk,
Works Manager and Deputy Works Manager.

Apologies: Cllr Mike Gould, Cllr Keith Wareham,

1. Orienteering Project

- A meeting with Laura Everett-Coles, Health Programme Advisor/Workforce Development Lead and others will take place on Tuesday, 3rd March from 9am till 11am. The project is progressing well, and draft orienteering maps have already been developed.

2. Trees – Update

- Sorrell Way: TPO application resubmitted, awaiting response from the Tree Officer.
- Tree planting: trees selected, quotations received and will be purchased shortly.
- Tree work: GTC has completed tree work and the contractor will complete by April.

3. Play Areas – Update

- King John Road – Installation of new play equipment complete.
- The Gillings – Awaiting installation by GTC (when the weather improves).
- Marlott Road – Drainage contract awarded, all play equipment removed. A meeting to discuss play equipment will be organised shortly.

4. Maple Way – Update

- Drainage contract awarded. DC Street Licence required before the work can commence. This will incur a fee of £475.

5. Green Flag

All sites have been entered for this year, as follows:

Shires Gate and Shreen Meadow – mystery shop

Jubilee Fields, Rolls Bridge etc – full judging

Upper Lodden, Lower Lodden, Ham Farm – full judging

It was agreed to review comments made by Green Flag judges last year and to walk the sites.

Shreen Meadow: following extensive gorilla gardening by people unknown, a site visit will be made. Green Flag signage will be erected on site to emphasise the importance of this site.

6. South West in Bloom – Pride in Parks

The results of the judging held in September 2019 will be known at the SWB Spring Seminar on 19th March.

7. GANG Report

Community Orchard: Apple trees mulched and mowed around, removed blackthorn. GTC to review cut paths to keep away from the apple trees.

Drainage ditch: GTC to investigate the ditch along the western boundary as there is a lot of flooding on site between the orchard and the raised bank.

Frog Hollow: Green Gang have spread 4 tonnes of gravel to top up the steps and path, which had become worn.

Elizabeth's path (Chantry Fields): Part of the path will be resurfaced by Kingsmere Surfacing at a cost of £3,500 and the remainder will be resurfaced with gravel by volunteers at a cost of £1,500. So far £500 has been raised donated by Walkers Are Welcome and £300 from public donations. GANG is confident that they will have enough funds to cover the costs of the project.

8. Finalise flower bed themes - Update

Work has begun on the themed beds. Station Road: If the Olympics do not go ahead because of the coronavirus, then the VE anniversary theme will remain or remodelled with summer flowers.

9. Works Manager Report

- SID relocated and data removed.
- Play Area inspections.
- Electrics complete at workshop.
- Tree works.
- Attenuation pond at Wren Place has been cleared and future works planned.
- Honeycomb planter along Le Neubourg Way under construction.
- Seats and benches maintained.
- Closed churchyard – bark pit under Yew tree complete. Noticeboards refurbished.
- Path edging at Rolls Bridge
- H&S ongoing
- Preparing Town Hall for painting – plasterboard etc.
- Various meetings.

10. Graffiti

A contractor has tried to remove the graffiti, but a 'ghost' mark remains. GTC staff to try to see whether this can be removed by using another type of cleaner. British Telecom are responsible for the graffiti on the green switch boxes. The graffiti on the fence at Lodbourne is the responsibility of private landowners.

11. Highway Works – Gully emptying

Quotation received from Dorset Council. More research required.

12. Any Other Business

- **Edible Hedges:** GANG would like to plant an edible hedge (blackberries etc) but would like suggestions for a location.
- **Visiting grounds personnel:** Grounds personnel from neighbouring parishes have been invited to visit GTC workshop to look at electric hand tools etc. The grounds team from Sturminster Newton will be visiting shortly.
- **Visit by South Somerset District Council, Horticultural Staff:** This was a reciprocal visit following a visit made by GTC to SSDC at the end of last summer. Lots of ideas and information exchanged. A very worthwhile meeting.
- **Community Orchard:** A representative from Bourton Parish Council visited the community orchard. GANG hosted.

13. Date of Next Meeting

To be arranged.

Estate Management Sub Committee

SNCI (Site of Nature Conservation Interest)

Following biodiversity surveying carried out by DWT over the last couple of years, we have been advised (2nd March 2020) that our public open spaces could be considered for SNCI (Site of Nature Conservation Interest) status. Shreen Meadows has the most records for botanical interest.

Site of Nature Conservation Interest (SNCI), is a designation used by local authorities for sites of substantive local nature conservation and geological value.

There are approximately 35,000 local sites in the UK, that make a vital contribution to delivering the UK and Local Biodiversity Action Plans and the Geodiversity Action Plan, as well as maintaining local natural character and distinctiveness.

Local sites do not have statutory protection (unless they are also SSSIs or LNRs), but local authorities are expected to take account of the need to protect them in deciding their planning and development policies.¹

Local sites are designated by local authorities in cooperation with Wildlife Trusts. The approach is similar to that used for the selection of biological Sites of Special Scientific Interest (SSSI), but the thresholds are lower.

Selection is primarily for habitats of inherent wildlife interest, but some sites may be selected for supporting rare or scarce species of plants or animals outside such habitats.

Once identified, designation and protection of the areas is done by local authorities through planning policies in their development plans. National government guidance (PPS 9) requires all development plans to include such policies.

For information on SNCI's owned by Dorset Council, please visit:

<https://www.dorsetcouncil.gov.uk/countryside-coast-parks/countryside-management/countryside-site-designations/sites-of-nature-conservation-interest-snci.aspx>

Gillingham Town Council

Health and Safety Sub Committee

Notes of a meeting held on 24th February 2020

Author: Cllr John Robinson

Present: Cllr John Robinson (Lead Member), Cllr Alan Frith
Julie Hawkins (Town Clerk), Clare Ratcliffe (Deputy Town Clerk),
Simon Dobie (Works Manager)

1. General

This was the fifth meeting of the Health and Safety sub-committee. Most of the meeting discussed the annual review of the Health and Safety policy. The complete document with 'track changes' showing amendments has been distributed to all councillors via email.

There were no matters raised regarding Ellis Whittam. There were no health and safety training requirements raised by staff.

2. Fire Risk Assessment

A Fire Risk Assessment carried out by Churches and a report for the Town Hall and the Chapel has been received. The Chapel, as expected, was considered a 'Low Risk' premises and the Town Hall a 'Medium Risk' premises.

There was one observation of non-compliance raised for the Chapel and ten observations of non-compliance for the Town Hall. The Fire Risk Assessment included an Action Plan to clear the non-compliances.

The report recommended that the non-conformity for the Chapel should be addressed before the next annual visit and the non-conformities for the Town Hall completed before 6th March 2020. Work to address the non-conformities started on 25th February 2020.

3. Health and Safety Issues

All grounds staff will attend an occupational health and wellbeing surveillance appointment on Thursday, 9th April. They will also receive a Hep B inoculation at the same time.

4. Date of Next Meeting

The next meeting will be held on Wednesday, 25th March at 10am.

5. Recommendations

That the amendments to the Health and Safety Policy document, as presented, are agreed and recommended to Full Council for approval

Gillingham Town Council

Greener Gillingham Sub-Committee

Notes of a meeting held on Monday 17 February 2020 at 6.30pm

Author: Cllr Fiona Cullen

Present: Cllr Fiona Cullen, Cllr Sharon Cullingford, Cllr Alison Gale, Cllr Paul Harris, Cllr Mick Hill, Clare Ratcliffe (Deputy Town Clerk), Serena Burgess (Project Administrator).

Apologies: Cllr Keith Wareham

1. Updates

- a. Jenny Morisetti, Sustainability Champion for North Dorset, has offered to meet and recommend improvements that could be made at the Town Hall. She also suggested running a series of workshops to advise residents, living in older properties, how to make their homes more energy efficient. Both would be free of charge.
- b. Toilet rolls made from recycled paper have been sourced for the Town Hall – these will be trialled by the staff. Cost and carbon footprint also need to be considered.
- c. A household recycling bin has been provided for the Town Hall.
- d. Two recycling bins for the Town will be sourced and the amount of recycling will be monitored. Longer-term, as bins are replaced throughout the Town, a larger recycling bin at the Town Hall will be required.

2. Fairtrade Resolution

Following agreement at the last Full Council meeting to achieve Fairtrade Town status by 31 December 2020, a resolution will need to be made by Full Council to meet the goal no. 1 of the requirements.

***Note:** This has now been achieved; a resolution was agreed and adopted by Full Council on Monday, 24th February, minute no. 207.*

3. Actions

- a. The changes identified in the Green Audit for the Town Hall are to be implemented before 25 April 2020.
- b. Consider changing the name of this Sub-Committee to avoid confusion with the Greener Gillingham group operating in the Town.

4. Date of next meeting

The next meeting will be held on Monday 16 March 2020 at 6.30 pm.

Minute no. 86

Gillingham Town Council
Gillingham Direct March 2020

	Issue	Reference No.
1	Pothole in the pavement outside the Copy Shop	DC 1140861
2	Drains blocked at the bottom of Common Mead Lane near	DC 1141698
3	Pothole on Newbury bridge	DC 1142248
4	Pothole o the corner of Fairey Crescent and the B3082	DC 1142691
5	Blocked drains causing flooding at the junction of Cherry Orchard Lane and Wyke Road.	DC 1142797
6	A computer has been fly tipped at Sorrel Way	DWP FT 176417103
7	An abandoned caravan has been left in the cemetery lay by. The police are aware.	DWP AV 176414149
8	Many members of the public have raised concerns regarding the possible loss of the X2 bus.	

- 25 no. Replacement recycle bins have been collected.
4 no. Blue Badge application form requests
3 no. Bus Pass application form requests
2 no. Weddings have taken place.