



## GILLINGHAM TOWN COUNCIL

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# GENERAL PURPOSES COMMITTEE

The minutes of the **General Purposes Committee** meeting convened on **Monday, 1<sup>st</sup> June 2020**, at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4 April 2020.

## Present

Cllr Mick Hill (Chair)	Cllr Paul Harris
Cllr Graham Poulter (Deputy Chair)	Cllr John Robinson
Cllr Barry von Clemens	Cllr Donna Teye
Cllr Fiona Cullen	Cllr Roger Weeks joined at 7.42pm
Cllr Alison Gale	Cllr Keith Wareham

## Non-Members

Cllr Sharon Cullingford

## In Attendance

Julie Hawkins, Town Clerk

Clare Ratcliffe, Deputy Town Clerk

## Press and Public

Press: Gemma Gibson, Vale News and Michael Streeter, Gillingham and Shaftesbury News

Public: There were two members of the public present.

## Minute no.

**104. 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.**

A member of the public asked whether members would be able to comment on an email which had sent late the previous week about the destruction of the trees along Le Neubourg Way. The Town Clerk replied that the matter would have to be dealt with at another meeting as the item was not on the agenda for tonight.

**105. To receive apologies for absence.**

Cllr Dennis Griffin was unable to attend the meeting for personal reasons. It was agreed and **RESOLVED** to accept the apology received from Cllr Griffin. Cllr Evill was not present at the meeting. No apologies had been received.

**106. To approve the minutes of the last meeting held on Monday 4<sup>th</sup> May 2020.**

It was agreed and **RESOLVED** to approve the minutes of the General Purposes Committee held on Monday, 4<sup>th</sup> May 2020, and the minutes will be duly signed when it is possible to do so.

<b>107.</b>	<b>Questions.</b>
	There were no questions.
<b>108.</b>	<b>To receive any declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.</b>
	There were no declarations of disclosable pecuniary interests.
<b>109.</b>	<b>To receive and consider reports from sub-committee and task and finish groups, as follows:</b>
<b>(a)</b>	<b>Allotments and Burials (sub-committee)</b>
	Cllr Toye, Lead Member, reported that no meeting had taken place this month. A meeting will hopefully be arranged shortly.
<b>(b)</b>	<b>Annual Christmas Event and Festive Lighting (sub-committee)</b>
	Cllr von Clemens, Lead Member, reported that this sub-committee is not due to reconvene until at least July.
<b>(c)</b>	<b>Annual Remembrance Day Parade (sub-committee)</b>
	Cllr Weeks, Lead Member, reported that there has been no meeting.
<b>(d)</b>	<b>Assets and Liabilities (sub-committee)</b>
	Cllr Kilcourse, Lead Member, is not a member of the General Purposes Committee and was not present at the meeting. There was no report this month.
<b>(e)</b>	<b>Cycle link project – Gillingham to Motcombe (task and finish group)</b>
	Cllr von Clemens, Lead Member, reported that the next step forward will be to arrange a site meeting, which is proving difficult in the current circumstances.
<b>(f)</b>	<b>Estate Management and Properties (sub-committee)</b>
	<p>Cllr von Clemens, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to <b>Appendix A</b>. The report contained three recommendations. An addendum to the report had been circulated just prior to the meeting. Please refer to <b>Appendix A1</b>.</p> <p>It was agreed and <b>RESOLVED</b> that permission is given for Gillingham Action for Nature Group (GANG) to use an area of land at Upper Loddon for the purposes of a establishing a Community Orchard.</p> <p>It was agreed and <b>RESOLVED</b> that artwork undertaken by prisoners at HMP Guys Marsh to enhance planted areas in the town at a cost of £250 is financed from earmarked reserves budget code no. NL5405.</p> <p>It was agreed and <b>RESOLVED</b> that self-watering planters are purchased for a sum of £3,379 and financed from FY 2020/21 budget code no.5405 and earmarked reserves budget code no. NL5405 Summer Bedding Planting Scheme.</p>
<b>(g)</b>	<b>Health and Safety (sub-committee)</b>
	Cllr Robinson, Lead Member, reported that no meeting had taken place this month. All fire extinguishers have been checked by a specialist company.
<b>(h)</b>	<b>Traffic Management (sub-committee)</b>
	Cllr Potheary, Lead Member, is not a member of the General Purposes Committee and was not present at the meeting. No report had been tabled.

<b>(i)</b>	<b>Events – VE Day 75<sup>th</sup> Anniversary Celebrations (task and finish group)</b>
	Cllr Weeks, Lead Member, reported, that despite the cancellation of the formal VE Day Anniversary Celebrations in the town due to the pandemic, many people had enjoyed a sunny afternoon celebrating in their gardens or social distancing in their driveways and streets. Cllr Weeks had raised the Union Jack in the High Street at the beginning of the anniversary weekend and lowered it at sunset on the Sunday. Cllr Weeks swept the war memorial and laid a personal wreath.
<b>(j)</b>	<b>Events – Green Gillingham (task and finish group)</b>
	Cllr von Clemens, Lead Member, commented that the event has been suspended due to the current pandemic.
<b>(k)</b>	<b>Fingerpost Refurbishment (task and finish group)</b>
	Cllr Toye, Lead Member, reported that the group had not met this month and will be arranging a meeting shortly.
<b>(l)</b>	<b>Gillingham Gateways (task and finish group)</b>
	Cllr Gould, Lead Member, was not present at the meeting. No meeting had taken place this month.
<b>(m)</b>	<b>Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)</b>
	Cllr von Clemens reported that this project has been suspended due to the current pandemic.
<b>(n)</b>	<b>Greener Gillingham (sub-committee)</b>
	Cllr Cullen, Lead Member, had submitted an update report just prior to the meeting. Please refer to <b>Appendix B</b> .
<b>(o)</b>	<b>Town Seating and Planted Areas Refurbishment (task and finish group)</b>
	Cllr von Clemens, Lead Member, reported that the bespoke seating would be installed later in the month. For more details, please refer to Appendix A - Estate Management, item no. 9, Bespoke Seating.
<b>110.</b>	<b>To receive a report on the monthly activities of Gillingham Direct.</b>
	<p>A report on the activities of Gillingham Direct had been circulated prior to the meeting. Please refer to <b>Appendix C</b>.</p> <p>Cllr Harris welcomed the information regarding the Pandemic Covid 19 response and thanked all the volunteers and especially those who had helped to deliver prescriptions. Cllr von Clemens reported that he had met with Roger Bell of DC Highways earlier in the day and had gone through all the DC Highways complaints that had been received by Gillingham Direct.</p> <p>Cllr Hill also wished to thank all those involved with the Pandemic Covid 19 response.</p>

111.	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).
	There were no matters pertinent.
<p>There being no other business on the agenda, the meeting closed at 7.55pm.</p> <p><b>Signed:</b> _____ <b>Date:</b> 6<sup>th</sup> July 2020</p> <p><b>Cllr Mick Hill</b>  <b>Chairman, General Purposes Committee</b></p> <p><b>PLEASE NOTE:</b> These minutes appear as draft minutes until reviewed and ratified by Full Council.</p>	



**Gillingham Town Council**

**Estate Management and Properties Sub-committee**

**Notes of a meeting held on Thursday, 21<sup>st</sup> May at 10.30am**

Present: Cllr Barry von Clemens, Lead Member  
Cllr Alan Frith, Cllr Mike Gould, Cllr Keith Wareham, Cllr John Kilcourse  
Simon Dobie, Works Manager  
Martin Down, Deputy Works Manager  
Julie Hawkins, Town Clerk  
Clare Ratcliffe, Deputy Town Clerk

Apologies: Bob Messer, Gillingham Action for Nature Group

Cllr von Clemens welcomed Cllr Kilcourse to the meeting. Cllr Kilcourse has volunteered to help with the refurbishment of the Town Bridge Community Office and public toilet.

**1. Refurbishment of the Town Bridge Community Office and Public Toilet**

A schedule of the work that still needs to be done to complete this project was circulated prior to the meeting. Most of the work will focus on refurbishing the public toilet, windows, roof and installation of steel doors.

**2. Play Areas including Marlott Road**

- The Works Manager will arrange for a contractor to remove the fencing. The grounds team are now busy mowing; some jobs are taking longer due to self-distancing measures.
- The groundwork contractor has been contacted and a date will be arranged for the grounds work to commence, hopefully towards the end of June.
- A tender for the fencing will be prepared.
- A play equipment supplier has yet to be chosen.

**3. Proposed Orchard at Upper Lodden Meadow**

GANG has confirmed that they would like to use part of Upper Lodden Meadow as a community orchard. The Deputy Works Manager will liaise with GANG. The site gets very wet. Extract from GANG report as follows:

At the far east of the site stretching north of the path. The site is a triangle with a tapering corridor between back garden walls and trees on boundary. The orchard would have to be an L shape reaching down towards the path to fit in 25 trees. The narrow piece of land in the northern edge is too shaded and restricted for trees but could take something like a row of blackcurrant and red currant which would supplement an orchard and require minimum maintenance.

- The site seems fertile enough and not too liable to vandalism, but does it drain well enough?
- GANG would source the funding for the trees and purchase trees, stakes, ties, fertiliser, mycorrhizal gel.

- Gang would seek volunteers from the surrounding streets to help plant and manage the orchard.
- GANG and the community would need help from the council with watering, mowing and mulch.
- Does the Council have the capacity to take on another orchard for watering?
- GANG would provide initial pruners and training.
- The Orchard is on Council land and would be council property, managed by GANG if GANG had enough active members. If GANG could no longer fulfil this role then the orchard management would revert to the council.
- I have already located some residents who would be keen on looking after an orchard.

The sub-committee has considered this request and concluded:

- The grounds team are confident that they can help with watering new trees.
- GTC have trained horticultural staff who can help with future maintenance.
- The community orchard at Shires Gate has been a success and worth replicating elsewhere in the town.
- Orchards are part of the heritage of the town and surrounding area.
- GANG can finance the project and organise volunteers.

#### **4. Purchase of self-watering planters**

A summary of planters to be purchased this year and over the next few years was circulated at the meeting. The list of planters required for this year is appended to this report. The purchases will exhaust this year's budget for self-watering planters and the remainder can be made using some of the funds earmarked for bedding schemes held in the General Reserve.

#### **5. Le Neubourg Way – Build Love CIC/HMP Guys Marsh**

Build Love CIC are once again keen to work with GTC to enhance the planted area on the bank along Le Neubourg Way. The proposed artwork is suitable for the men to do within the confines of their prison 'wings' and social-distancing measures taken at the prison. As usual GTC will need to fund the purchases of supplies, estimated at £250. This can be funded from earmarked funds for bedding schemes held in the General Reserve

#### **6. Open Spaces Report including purchase of trees**

The grounds team have finally taken delivery of the following trees:

<b>Location</b>	<b>Type of Tree</b>	<b>Quantity</b>
Leddington Drive	Acer - plantanoides Crimson King	5
Rolls Bridge	Italian Ader or Grey Alder	2
Rolls Bridge	Hornbeam -carpinus betulus	1
Ham Farm	Hornbeam - carpinus betulus	1
Ham Farm	Poplar - Populus tremula Erecta	1
Hawthorne Ave	Crabb Apple (edible)	1
Weatherby Road	Sweet Gum - Liquidamber sty Worplesdon	1
Chantry Fields	Cornelian Cherry	2

The trees arrived later than anticipated due to the pandemic and will now be planted in the autumn at the locations specified in the table above.

The trees that were to be purchased for Maple Way will now be purchased in August for planting in the autumn.

Phase I of the tree surgery work planned for this year is complete. There will be more work to do in the autumn.

## **7. Report from Works Manager**

- Grass cutting has commenced.
- Training on the new tractor has been completed and social distancing maintained.
- The bespoke seating will be installed later in June.
- A mower has been rebuilt.
- Planted flower beds have been re-designed following the postponement of the Olympics.
- Hanging baskets have been planted.
- Some watering has been done due to the recent dry weather.
- Routine play area inspections continue.
- Annual inspection by external inspector due in May.
- Safety signage has been added to the vehicles as per requirements for working on the highway and H&S audit.
- Working practices reviewed so that social distancing etc. is maintained and PPE supplies purchased, as required.
- Numerous remote meetings attended.

## **8. Report from Gillingham Action for Nature Group (GANG) / Town Meadow Group (TMG)**

The Chairman of GANG and TMG, Bob Messer, was unable to join the meeting due to technical issues and submitted a written report as follows:

### **8.1 Community Orchard at Shires gate**

- Nov 2018 trees all seem to be doing well even the one snapped off.
- Council mowing has been very sensitive, marking the paths and reducing slightly grass in the orchard.
- The watering has been very necessary and has saved the trees but of the row planted in Nov 2019 the damson and greengage seem to be suffering from the drought.
- Any future interpretation board will need metal legs or footings because the site is sodden for at least a month and wooden legs will rot.
- The board should have a map showing the location of cookers, eaters, dual use and cider apples and pears and crab apple.

### **8.2 Frog Hollow**

The scrapes held water for longer and had tadpoles but needs a larger, deeper pond in the corner of the site, maybe to be dug in winter of 2020/21. Our digger driver seems keen.

Frog Hollow is a hot spot for the common blue butterfly and gatekeepers, but moth trapping planned for 2020 is cancelled and will have to wait for next year – we are not getting children together and bringing an expert up from Bournemouth in the present situation. Hopefully, we have headed off the annual panic over caterpillars who spin silk webs with some postings on Facebook.

### 8.3 Town Meadow

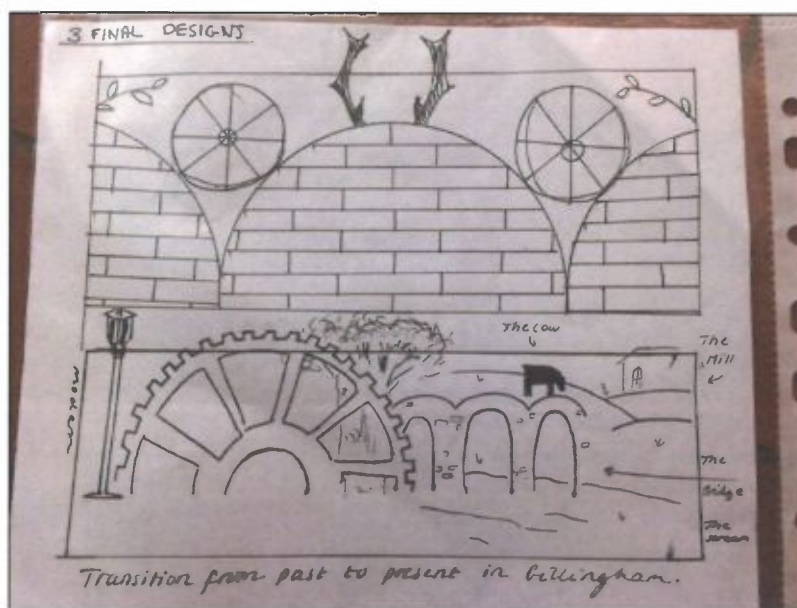
Town Meadow Group (TMG) has refused permission for Hidden Pizza to sell on the Meadow and Hidden Pizza will sell from the old printworks in South Street for take away. TMG has put it on face book not to take pizza to the meadow with blanket and bottle of wine but several people are disgruntled and seem likely to ignore the request.

### 9. Bespoke Seating

Kington Magna Metalcraft has done an amazing job of incorporating the original design done by students at Gillingham School into the back of the seat. The seats will be installed in late June by the grounds team. It is hoped that some students will be available for a photograph with the Mayor when the seats are installed. A planter will be placed between the seats, once installed.



Bespoke seating with panel reversed in the second seat, to give symmetry when the seats are positioned at the Town Bridge by the Oak tree.



The original design done by art students at Gillingham School.



## **10. Graffiti / Vandalism**

Unfortunately, there is a lot of graffiti. The works manger has made a list of the areas that need to be cleaned. Some areas may require specialist attention. The police are aware of the problem.

## **11. Dog Fouling**

This was not discussed.

## **12. Interpretation Panels**

The following interpretation panels are required. Assistance with other organisation and professional design help will be required.

- Community Orchard
- Public Open Spaces
- War Memorial
- Town Bridge/Constable Corner

## **13. Recommendations**

- That permission is given for Gillingham Action for Nature Group (GANG) to use an area of land at Upper Loddon for the purposes of a establishing a Community Orchard.
- That artwork undertaken by prisoners at HMP Guys Marsh to enhance planted areas in the town at a cost of £250 is financed from earmarked reserves budget code no. NL5405.
- That self-watering planters are purchased for a sum of £3,379 and financed from FY 2020/21 budget code no.5405 and earmarked reserves budget code no. NL5405 Summer Bedding Planting Scheme.

<b>Gillingham Town Council</b> <b>Summary of Planters and Litters Bins to be Purchased FY 2020/21</b>							
	Location	Planter/Bin	Type	No.	Cost per each planter @ 2020	Total cost @ 2020	Notes
1	Garden of Remembrance	Planter	Amberol Product no. MSP-OP Meter Square Planter	2	£292.00	£584.00	FY 20/21 Budget code: 5405, Earmarked Reserves Budget code: NL 5405
2	Cemetery	Planter	Amberol Product no. MSP-OP Meter Square Planter	2	£292.99	£585.98	FY 20/21 Budget code: 5405, Earmarked Reserves Budget code: NL 5405
3	Hardings Park	Planter	Amberol Product no. PRM-OP 1500 Promenade	1	£396.34	£396.34	FY 20/21 Budget code: 5405, Earmarked Reserves Budget code: NL 5405
4	Town Hall	Planter	Amberol Product no. WBX Window Box	2	£113.28	£226.55	FY 20/21 Budget code: 5405, Earmarked Reserves Budget code: NL 5405
5	Fairy Crescent	Planter	Amberol Product no. PRM-OP 1500 Promenade	2	£396.24	£792.48	FY 20/21 Budget code: 5405, Earmarked Reserves Budget code: NL 5405
6	King Edmund	Planter	Amberol Product no. OCT-OP, 1200mm Octagonal	1	£396.71	£396.71	FY 20/21 Budget code: 5405, Earmarked Reserves Budget code: NL 5405
7	High Street by bespoke seating	Planter	Amberol Product no. PRM-OP 1500 Promenade	1	£396.34	£396.34	FY 20/21 Budget code: 5405, Earmarked Reserves Budget code: NL 5405
					<b>TOTAL</b>	<b>£3,378.40</b>	

Minute no. 109 (n)

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**Gillingham Town Council**  
**Greener Gillingham Sub-Committee**

**Author: Cllr Fiona Cullen**

**Updates**

There was no meeting of the Greener Gillingham sub-committee in May.

I attended a webinar, hosted by Frome Town Council (FTC), entitled "Climate Change - What Next for Town and Parish Councils?" for council representatives across the region. FTC's Resilience Manager, Anna Francis, outlined their vision for the future of the town. She talked about the barriers and opportunities, some specific to the current Covid-19 situation, to making this happen. Anna shared some of their 'big ideas' and projects which are working well for them in reducing their emissions. I believe many of them would work equally well for us here in Gillingham and would be of low or no cost to the Town Council.

These include:

- Solar Streets - Residents sign up together, in groups of ten or more, for significantly discounted solar installations.
- Community Energy – Energy Co-ops enable community owned and funded solar panels to be installed on local buildings such as medical practices, sports clubs and schools.
- Schools – Encourage local schools to sign up to Energy Sparks. Helping schools to become more energy efficient by providing real time information on energy usage and curriculum led activities to reduce carbon and cut costs.
- Travel - Car sharing, Car clubs, Electric Vehicle Charging Points and Cycle Lanes
- Food Waste – Community fridges. Frome's fridge saves 90,000 food items from being wasted each year.


**Actions**

FTC will be hosting a follow up meeting to the webinar on 17<sup>th</sup> June which I will also be attending. I suggest the Sub-Committee meet a week or so after that via MS Teams to discuss which ideas could be implemented successfully in Gillingham.

**Gillingham Town Council**

**Addendum Report**

**Estate Management and Properties Sub-committee**

- **Maple Way:** Complaint about social distancing/play equipment. There is a long-standing issue regarding the play equipment placed on the open space by residents, which the Council has tried to resolve amicably in the past; however, improvements were short-lived. Social distancing posters have been displayed as other residents are concerned that current government advice is not being observed. Advice regarding possible impact on GTC public liability insurance is being sought.
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- **Fern Brook:** A resident has volunteered to assist with the removal of grass cuttings, which may be the cause of an allergy suffered by some members of their household. The Works Manager will liaise with the resident with the removal of grass clippings to help improve the situation.
  - **Withywood:** A spent BBQ was found at Withywoods with coals still white hot. This could be a potential fire hazard and a sign has been erected to warn about the possible danger of discarded BBQs. Possible BBQs at King Edmund Green.
  - **Upper Lodden Meadow:** A dirt track has been made from the ground which was turned over resulting from tree work by SSE. Works Manager to investigate this week.
  - **Otter Springs grassed area:** The Works Manager/Deputy Works Manager will meet with the owner of the adjoining property to discuss the management of this small area of grass.
  - **Horsefields:** An ash tree on the boundary of the open space will need lateral pruning following a complaint from a neighbouring property-owner that the tree is touching the roof of their property. It is likely that the tree will suffer from Ash Dieback disease in the future and a better choice of tree for the location could be planted in the autumn to future proof the vegetation used to screen this area from the adjoining public open space.



Minute no. 110

## Gillingham Town Council

## Gillingham Direct May 2020

## Covid 19 Issues

Emails	Calls	Prescription orders
72	101	64

## General Issues

	Issue	Reference No.
1	Fly tipping in Chantry car park	DWP-FT204280839
2	Missing post box in Colesbrook. This will be replaced once the covid crisis is over.	Royal mail
3	Broken footbridge at Ham Farm, near Sat. Mary's School.	MNT47006
4	Tree branches between Wyke traffic lights and Waitrose are too low and pedestrians are having to duck.	DC 1146562.
5	The low wall next to 15 Fairey Crescent has been damaged	Sovereign Housing
6	People playing football at the Downsview Drive MUGA	Police patrolling
7	The bench on Rolls Bridge has come apart.	GTC
8	The white lines need repainting between Kingsmead Business Park roundabout and the traffic lights heading into Gillingham.	DC 1146902
9	Fly tipping in Chantry car park	DWP
10	Graffiti on the back wall of Town Bridge Office	Dorset Police 55200071852
11	Graffiti in the skate park	Dorset Police 55200071917.
12	The footpath between Lodbourne Green and the Parade is overgrown with brambles and weeds.	MNT47737
13	A traveller's horse is on the triangle shape of grass at Addison Close	Dorset Countryside notified.
14	Footpath overgrown between Camelot Way and Windsor Lane	MNT 47864
15	Several bins overflowing on our open spaces	GTC
16	Unapproved earth works at the far end of Upper Lodden at the end of the path to nowhere.	GTC
17	Request for social distancing signage on footbridges between Waitrose and the Meadow and Waitrose and Buckingham Road.	GTC
18	Large amount of litter at Withy Woods.	GANG
19	Litter at Shreen Meadows.	GTC

20	Request for social distance signage on POS at Maple Way.	GTC
21	Overflowing litter bin at Jubilee Fields <i>Please note that bin emptying rounds have been increased to cope with the increase in use of GTC's public open spaces.</i>	GTC
22	Broken footbridge at Withy Woods	GANG
23	Request for zebra crossing in High Street to be re-painted	1147307
24	Overhanging trees at High Street car park	Dorset Council (Mike Coker)
25	Misuse of public open space at Maple Way	GTC
26	Children have broken into Hardings Park and are using the skate park <i>Please note that current government guidance states that outdoor gyms, playgrounds and outdoor swimming pools will remain closed.</i>	GTC (change signage) Safer Neighbourhood Team advised
27	Pothole at junction of Clarendon Close and the B3081, Wyke Road.	Dorset Highways 1147308.
28	Willow branches blocking River Stour at King Edmund Court.	Environment Agency
29	Pothole at junction of Common Mead Lane and B3081, Wyke Street	Dorset Highways 1147309
30	Trees from Rawson Court are overhanging the pavement	Dorset Council 1147310.
31	Litter around bench near to footbridge between Hawthorne Avenue and King Edmund Green	GTC
32	Report of open fires and BBQs at Withy Woods <i>Please note that signs have been erected</i>	GANG
33	Notice boards in Bus Shelter have been vandalised and contents removed	GTC
34	Holes have been dug around the bench at King Edmund Green (believed to be for a fire pit)	GTC
35	Overhanging tree from private house at Broad Robin	1147311
36	Broken bench at Withy Woods	GANG