



GILLINGHAM TOWN COUNCIL

The Town Hall

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GENERAL PURPOSES COMMITTEE MINUTES

The minutes of the **General Purposes Committee** meeting convened on **Monday, 3rd August 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 Graham Poulter (Deputy Chair)	Cllr Paul Harris
Cllr Barry von Clemens	Cllr John Robinson
Cllr Alison von Clemens	Cllr Donna Toye
Cllr Fiona Cullen	Cllr Roger Weeks
Cllr Rupert Evill	

Non-Members

Cllr Sharon Cullingford

In Attendance

Julie Hawkins, Town Clerk

Jill Ezzard, Office Manager

Press and Public

Press: There were no members of the press present.

Public: There were no members of the public present.

Minute no.

121. 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.

122. To receive and agree apologies for absence.

It was agreed and **RESOLVED** to accept the apologies for absence received from Cllr Dennis Griffin and Cllr Keith Wareham for personal reasons. Cllr Mick Hill (Chair) was unable to join the meeting due to technical difficulties.

123. To approve the minutes of the last meeting held on Monday 6th July 2020.

It was agreed and **RESOLVED** to approve the minutes of the General Purposes Committee held on Monday, 6th July 2020, as a true and accurate record. The minutes will be duly signed when it is possible to do so.

124. Questions.

There were no questions pertaining to the previous minutes.

125. 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 disclosable pecuniary interests declared.
126.	To receive and consider reports from sub-committee and task and finish groups, as follows:
(a)	Allotments and Burials (sub-committee)
	<p>A report was circulated prior to the meeting. Please refer to Appendix A. The report contained three recommendations.</p> <p>It was agreed and RESOLVED that consideration of the draft Grave Digging Policy and Procedures is deferred until the next meeting of the General Purposes Committee.</p> <p>It was agreed and RESOLVED that the GTC grounds team, liaise with Gillingham Allotment Association, and remove the compost bins at the Cemetery Road Allotment Gardens.</p> <p>It was agreed and RESOLVED that Item 10 of the Cemetery Road Allotment Agreement is amended from 1st January 2021 to take into consideration the removal of the communal compost bins.</p> <p>Members considered a retrospective application for kerbing on Grave No. 3479. The kerbing is constructed of black painted steel and is contrary to the cemetery rules and regulations.</p> <p>Cllr Toye proposed that the retrospective application is approved, and the kerbing is allowed to remain, subject to it being maintained to an acceptable standard. Cllr Evill seconded the proposal. Four voting members voted against the proposal as the application is contrary to the cemetery rules and regulations. Cllr Weeks and Cllr Robinson abstained from voting. The retrospective application for kerbing on Grave No. 3479 was not approved.</p>
(b)	Annual Christmas Event and Festive Lighting (sub-committee)
	<p>A report was circulated prior to the meeting. Please refer to Appendix B. The report contained one recommendation.</p> <p>It was agreed and RESOLVED that the event on Friday 4th December 2020 is scaled back due to the Covid 19 Pandemic and Government guidelines.</p>
(c)	Annual Remembrance Day Parade (sub-committee)
	Cllr Weeks, Lead Member, had nothing to report this month.
(d)	Assets and Liabilities (sub-committee)
	Cllr Kilcourse, Lead Member, was not present at the meeting. There was no report.
(e)	Cycle link project – Gillingham to Motcombe (task and finish group)
	Cllr B von Clemens, reported that this task and finish group was unable to convene at the present time due to the Covid 19 Pandemic.
(f)	Estate Management and Properties (sub-committee)
	Cllr B von Clemens, referred to an update report that had been circulated prior to the meeting. Please refer to Appendix C . There were no recommendations. Cllr von Clemens added that he had received reports of anti-social behaviour occurring at some areas of public open space and stated that anti-social behaviour should be reported to the police.
(g)	Health and Safety (sub-committee)
	Cllr Robinson, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix D . The report contained one recommendation.

	It was agreed and RESOLVED that a quotation is obtained to replace the Town Hall cold water tank feed with a mains fed supply and a replacement water heater for the front toilet to be funded from Budget No. 7065 Town Hall General Maintenance and Repairs.
(h)	Traffic Management (sub-committee)
	Cllr Potheary, Lead Member, was not present at the meeting. There was no report.
(j)	Events – Green Gillingham (task and finish group)
	Cllr von Clemens (the Mayor), reported that this event will remain on-hold for the foreseeable future.
(k)	Fingerpost Refurbishment (task and finish group)
	Cllr Toye reported that the GTC grounds team will commence work on the fingerpost at Madjeston in the next couple of weeks and a progress report will be made to the General Purposes Committee.
(l)	Gillingham Gateways (task and finish group)
	Cllr Gould, Lead Member, was not present at the meeting. An update report was circulated prior to the meeting. Please refer to Appendix E . There were no recommendations or further comments.
(m)	Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)
	This project has not been able to recommence since the lockdown.
(n)	Greener Gillingham (sub-committee)
	Cllr Cullen, Lead Member, informed the meeting that she had attended some webinars regarding climate change. The Town Clerk reported that there would be an opportunity for councillors to attend a webinar presentation on Wednesday, 23 rd September 2020 (to be confirmed). The webinar will be hosted by Dr Haydon Mort, Geochemist, Science Communicator, Climate Change. Dr Mort has previously held presentations in Gillingham Library. More details to follow, meanwhile further information can be found at web site: www.geologize.org ; You Tube: bit.ly/ geologize
(o)	Town Seating and Planted Areas Refurbishment (task and finish group)
	Cllr B von Clemens reported that the seats are now in position on the Town Bridge, but it was not possible to organise a photograph with students from Gillingham School prior to the start of the school holidays. Hopefully, there will be an opportunity in September.
127.	To receive and consider a request from RiversMeet Leisure Centre to use Hardings Park and the Multi-Use Games Area facility for group exercise classes.
	It was agreed and RESOLVED that a licence is issued to RiversMeet Leisure Centre for the use of Hardings Park and the Multi-Use Games Area facility for group exercise classes. Bookings to be made in advance.
128.	To receive a report on the monthly activities of Gillingham Direct.
	A list of activities undertaken by Gillingham Direct had been circulated prior to the meeting. Please refer to Appendix F .
129.	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).

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| a. | The Town Clerk reminded members that in line with current Government Guidance all meetings and sub-committee meetings should continue to be held remotely. The Town Clerk informed members that she had recently attended a remote meeting with the Monitoring Officer and members of the Dorset Council Senior Management Team and had been informed that councils must continue with virtual only meetings. Councils should not hold face to face or hybrid meetings unless it is impossible to conduct business any other way. |
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There being no other business on the agenda, the meeting closed at 8.17pm.

Signed: _____

Date: 7th September 2020

Cllr Mick Hill
Chairman, General Purposes Committee

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

Gillingham Town Council

ALLOTMENTS AND BURIALS

Author: Mrs Jill Ezzard, Office Manager

Due to the COVID19 restrictions it has not been possible to hold site meetings for councillors this May, therefore inspections and risk assessments have been undertaken by officers and the following report has been compiled.

1. CEMETERY MATTERS

1.1 Interments

Five interment of ashes and eight burials took place between 1st January and 31st July 2020

1.2 Complaints

A complaint has been received and dealt with regarding unapproved kerbing in the Cemetery.

1.3 Spoil Heap

The spoil heap has been removed.

1.4 Cemetery Inspection

An inspection of the Cemetery was carried out by the Town Clerk and Office Manager on Wednesday 15th July 2020.

During the site visit unapproved kerbing, prohibited glass and shrubs were photographed and noted.

Nineteen letters have been sent to the owners of graves with unapproved kerbing along with a copy of the regulations and a memorial application form. Some owners have already responded and will either apply for kerbing in the same material as their headstone or will arrange for the kerbing and stone chippings to be removed.

Several graves were found to have glass vases, jars or lanterns. Contact has been made with some of the grave owners but as this is a health and safety issue the grounds team will be asked to remove any remaining glass and bring vases to the Town Hall for collection by family members.

Four graves have large shrubs growing on them. In accordance with the Cemetery regulations these shrubs may be removed by Gillingham Town Council. The Works Manager has been asked to assess the graves and undertake any necessary work.



1.5 Future Burial Provision

In 2015 Gillingham Town Council agreed to extend the burial provision in Gillingham Cemetery by removing three paths and one hard standing area as shown in the diagram below numbered 1 – 4 thus providing provision for 61 additional graves.



Currently, Gillingham Cemetery has 90 full burial spaces remaining, and provision should be made in the council's five-year action plan to increase capacity again. This would be possible by removing the path between no. 3 and 4 on the plan above.

1.6 Grave Digging Policy and Procedure

Following the risk assessment carried out by Ellis Whittam in December 2018, the council were asked to provide a Grave Digging Policy and Procedures document. A draft policy is attached for members consideration.

2. ALLOTMENT MATTERS

2.1 Risk Assessment and Inspections

A risk assessment and allotment inspection took place on Wednesday 15th July 2020 at the allotments in Cemetery Road and Park Farm, this was carried out by the Town Clerk and the Office Manager.

2.2 Park Farm

The standard of allotments at Park Farm is excellent overall. Plots PF01 and PF11 were clearly being worked, however they were both quite weedy and will be reassessed in August.

A letter has been sent to the tenant of Plot PF13 due to a sub-standard plot. This is the second letter in two years regarding the same issue. To date we have not received a response from the tenant. If there is no improvement at the next inspection, in accordance with the allotment rules and regulations, the council can repossess the plot.

2.3 Cemetery Road

The standard of allotments at the Cemetery Road allotments is good overall. Some of the paths between the plots are overgrown with a few potholes. Letters have been sent to all tenants reminding them that paths between allotment plots must be kept at least 2ft wide and must be cut, clear and tidy, this includes adjoining pathways to allotment gardens. Tenants have also been asked to ensure the path between plots are level and any potholes are filled, to avoid trip hazards.

There were several minor issues with a few plots, but it was not felt that a letter was necessary at the present time. These plot holders have received a telephone call highlighting the issues. The plots will be reassessed in August.

It was observed that the ground was uneven around the pedestrian entrance gate and the Works Manager has been asked to undertake any necessary work to improve the surface.

At the General Purposes Committee meeting held on 5th August 2019 it was agreed that the large communal compost bins will be partially cleared by Gillingham Allotment Association and then removed entirely by GTC staff in the autumn. Unfortunately, due to the wet winter followed by Covid-19 the association has not been able to clear the bins and it will be necessary for this work to be undertaken by the council's grounds team over the winter period.

An amendment will need to be made to the 2021 Cemetery Road Allotment Agreement, item 10, to remove mention of the communal compost area, which currently states:

The Tenant shall not deposit any rubbish or decaying matter in any other part of the allotment garden accept the designated areas provided by the Allotment Association, or on their own compost heap.

2.4 Allotment Waiting List

There are currently 26 people on the waiting list for an allotment at Cemetery Road and 20 people on the waiting list for an allotment at Park Farm.

One tenant has moved out of the Gillingham area but still retains their allotment. In accordance with the tenancy agreement, this allotment holder will not be eligible to renew their tenancy agreement at the end of the year as the rules state:

To be eligible to rent a statutory allotment a person must be 18 years or older and resident within the defined Parish of Gillingham.

3. RECOMMENDATIONS

- That the Grave Digging Policy and Procedures is agreed and adopted.
- That the GTC Grounds Team, liaise with Gillingham Allotment Association, and remove the compost bins at the Cemetery Road Allotment Gardens.
- That Item 10 of the Cemetery Road Allotment Agreement is amended from 1st January 2021 to take into consideration the removal of the communal compost bins.

Minute no. 126(b)

Gillingham Town Council
Festive Lighting Working Party
Meeting Notes Tuesday 14th July 2020

The meeting took place via Teams

In Attendance: Cllr B von Clemens, Cllr A Gale, Cllr M Hill,
Mr S Dobie, Works Manager and
Mrs J Ezzard, Mayor's Executive Assistant

Apologies: Cllr S Cullingford and Mrs M Bailey

Due to the Covid-19 crisis and social distancing, was recommended to scale back the event on Friday 4th December 2020.

1. The road closure, parade, grotto, Father Christmas costume and stage will be cancelled.
2. The Lions will be asked if they are willing to supply their float and Father Christmas. Since the meeting The Lions have confirmed their attendance.
3. The event will consist solely with the Town Meadow Christmas Tree turn on at 6pm with the Mayor and Lions in attendance. If social distancing allows the Community Choir will be contacted nearer the time to provide carols around the tree.
4. Quotes will be requested to purchase 100, 4ft dowelled Christmas trees and the Town Meadow Christmas tree from the same suppliers as 2019.

Recommendation

- **That the event on Friday 4th December 2020 is scaled back due to the Covid 19 Pandemic and Government guidelines.**

Minute no. 126(f)

Gillingham Town Council

Estate Management and Properties Sub-Committee

Update Report

1. Dogs / Dog Fouling

Dorset Councillor Belinda Ridout shared a response she had received from Dorset Council Environmental Protection, as follows:

Public Space Protection Orders (PSPO) can only be made by Unitary, District or Borough Councils. Dorset Council has just finished the consultation process on the introduction of the new PSPO. The consultation did not propose that the town meadow at Gillingham was an area requiring dog exclusion, therefore this restriction cannot be included under the current Order. It could be added at a later date as a variation by way of increasing the restricted area for dog fouling but would need evidence of a problem, public consultation and agreement by Cabinet members.

The Town Council does have the power to make a byelaw that addresses this issue but would need to consider whether this is a proportionate measure to the problem and that it did not breach the Equalities Act and it could be adequately enforced.

Alternatively, landowners can ban dogs, which is what Sherborne Town Council have done in relation to their gardens. As a leaseholder you will need to check that the terms on which you hold the land permit such a ban. The same considerations as above would apply.

If helpful, we can redirect our patrols in this area to create more visibility within the gardens.

2. Trees with Housing Estates

GTC grounds team staff have reported that many of the trees within housing development have failed/failing or need some arboriculture work. Below is a response that Dorset Councillor Belinda Ridout received from the Dorset Council Tree and Landscape Officer:

Sorry for the delay in getting back to you, I have now had an opportunity to review your emails and I am really sorry to hear this. How old are the developments? Are they outside of the 5-year maintenance period?

Has the land now been handed over to the TC for its ongoing maintenance, or is it still in the control of the developer?

If the initial maintenance was carried out appropriately, it could be that the planting pits were poorly executed, or the quality of the tree stock was just not good enough. If that is the case, even with the best intentions, it may be an uphill struggle getting them back to a good condition.

The last few years have had prolonged dry spells throughout the growing season and trees in hard landscaping are more likely to struggle. Watering and mulching (if possible) may help. Are the metal grids able to be removed to enable the application of mulch? Are there irrigation pipes present? Sometimes these can get blocked up with debris, so it is worth checking them to see if they need clearing.

Trees are amazing organisms and can often pull through, even when you think there is no hope (I found this uplifting article <https://www.forbes.com/sites/trevornace/2017/09/11/tree-survived-911/#512923e0de0a> in my search for links). Species and current vitality will play a big part on their recovery, but I definitely think it sounds worth giving them a chance.

I think your suggestion in setting up a volunteer group is a good one (albeit initial effort from the TC will probably be necessary). There are a few good organisations out there that may be able to help/offer support in how to do this:

<https://www.woodlandtrust.org.uk/protecting-trees-and-woods/street-trees/>
<https://www.treesforcities.org/are-you-looking-for-financial-support-for-tree-planting-this-year>
<https://treecouncil.org.uk/take-action/seasonal-campaigns/tree-care-campaign/>
<http://www.treesfordorset.co.uk/about-e.htm>

Are there any local schools/community groups who may be interested in this as a project? (I appreciate these sorts of things are difficult with the current pandemic!)

In respect of future developments; I completely agree the initial care of newly planted trees is vital to securing longevity. However, if a tree has failed to successfully establish within the 5-year period following planting, it is unlikely to ever achieve longevity, despite continued management. When conditioning schemes, the key thing to focus on is getting good nursery stock, a robust 5-year maintenance scheme and appropriately designed planting pits. One of the ex-East officers is starting to look at our tree conditions and I think it is important we try and secure some tightly worded conditions to ensure new tree planting has a long-term future.

The following documents are useful references:

BS 8545:2014 Trees: from nursery to independence in the landscape- Recommendations
<http://www.tdag.org.uk/> in particular <http://www.tdag.org.uk/trees-in-the-townscape.html> and <http://www.tdag.org.uk/trees-in-hard-landscapes.html>
Green Blue Urban are one of the many companies that provide products for planting in hard landscapes but their website has a lot of useful information and resources available:
<https://greenblue.com/gb/>

I think bringing it up at the Climate Emergency EAP is also a really good idea as focus shouldn't just be on planting new trees, it should also be protecting the ones we already have! Sandie and I are both keen to ensure TPO's are applied to any new major developments that aren't within a Conservation Area. The only difficulty is keeping on top of what developments go ahead, which is where a compliance officer would come in handy!

We have a team meeting next week and I will bring the issue of failures up, to see if any of the other team members have any other suggestions.

If you have any further information on the affected developments, I am more than happy to look into what was conditioned and whether there is any technical information on the pits that were installed, but I must make you aware I do have quite a high work volume at present, so it is something I could probably only pick up in quieter spells.

3. Green Flag

Our sites will be, judged by Green Flag this year, albeit a bit later than normal.

The following sites will be fully judged this year sometime in August, with results known by 25th September:

- Jubilee Fields, Rolls Bridge, King Edmund Green and Hawthorne Avenue
- Upper Lodden, Lower Lodden, Ham Farm

Full judging requires the Mayor and staff to hosting the judge for a day and meeting local volunteers.

The following sites will receive a Mystery Shop in September, with results know by 25th September:

- Shires Gate and Shreen Meadow

Mystery shops are untaken on any day by a Green Flag judge with no involvement from staff or volunteers.

4. Recommendations

None.

5. Date of Next Meeting

A meeting will be scheduled in September. Date to be advised.

Gillingham Town Council

Health and Safety Meeting held 16th June 2020

Author: Cllr John Robinson

Present: Cllr John Robinson
Julie Hawkins (Town Clerk)
Clare Ratcliffe (deputy Town Clerk)

Apologies: Simon Dobie (Works Manager)

1. General

A virtual meeting was held on the 16th June 2020 of the Health and Safety sub-committee and the following is a record of the notes taken.

Fire Risk assessments have been completed and these are located on the Churches Fire Security Ltd. Website. The Works Manager and Council staff have access to these.

A computerised (spreadsheet) training record is to be put in place for Council staff. Fire training for all Council staff is to be completed and will be added to the training records.

Training completed in the last month is as follows:

- Works Manager has completed a course on abrasive wheel training
- The Town Clerk has completed Asbestos Awareness training, Manual Handling training and a Stress in the Workplace training course
- The Office Manager has completed a Lone Working training course, Driving Safety Interactive course, Manual Handling training course and Fire Safety course

Legionella assessments have been carried out and several points were raised concerning the Town Hall:

- The cold-water taps in the building are fed from a cold water tank in the loft space and this tank is too big. To reduce possibility of Legionella, it was recommended that the tank contents are either refreshed once a year or the tank is replaced with a smaller tank. A recommended alternative (simpler) solution would be to ensure that all cold-water taps are mains fed.
- The hand basin water heater in the toilet is non-compliant with regards to the temperature and should be replaced.

The Works team were due to go to occupational health in April for jabs, vibration assessments etc, but this was cancelled due to the lockdown. A new date should be arranged.

Risk Assessments were carried out on July for the allotments both at Park Farm and Cemetery Road.

Gillingham Town Council

Gillingham Gateways Sub-Committee

Notes of a meeting held on 22nd July 2020

Present: Cllr Mike Gould (Lead Member)
Cllr Barry von Clemens
Cllr Sharon Cullingford
Cllr Paul Harris
Dorset Councillor Belinda Ridout
Simon Dobie, Works Manager
Julie Hawkins, Town Clerk
Clare Ratcliffe, Deputy Town Clerk

1. Roundabouts

1.1 Ham and Peacemarsh

The Dorset Council Landscaping Officer had been in contact regarding the landscaping of the roundabouts at Ham and Peacemarsh to ask whether the group would consider using wildflower meadow turf on the roundabouts rather than the landscaping design already agreed.

The group agreed that the original landscaping design remained the preferred option. The roundabouts should be an iconic feature in the town. Wildflower turf may produce a lovely display in May and June (years 1 and possibly year 2) but will look unimpressive at other times of the year and will deteriorate over the years as dominate weeds take over.

DC have submitted a bulb planting scheme and the choice of bulbs is being investigated with the grounds team.

Dorset Council have confirmed that landscaping of the roundabouts will commence in the autumn.

1.2 Lodbourne

Dorset Councillor Belinda Ridout shared correspondence she had received from Dorset Council re making improvements to the roundabout at Lodbourne.

Email from Dorset Council Highways:

As a design engineer I am often asked what can be carried out in the form of changes to the existing highway network. At this location it would be a significant change, this must be carefully considered singularly and Gillingham as a whole.

For your information roundabout design has very significant design rules. Size of the roundabout will depend on the amount of traffic intending to use it. The roundabout shape and approach speeds of the vehicular traffic also play a major part in the design process, the list goes on.

As there is no definitive answer to your enquiry at this point in time, I am going to forward your email to the Transport Planning Team who has been involved in the forward planning of the Gillingham development plan. He will be in a better position to comment on policy, future planning and funding of this project.

Email received from Dorset Council Transport Planning Team:

Any fundamental change to a roundabout, especially one on a main 'B' road would require significant input from design and safety teams and would take a lot of money and resource to deliver. As far as I can tell from your email this is essentially about the aesthetics and look of the roundabout rather than any significant improvement for highways users, however they are travelling. While I have a lot of sympathy with you about the current look of this area, we could not assign any time, budget or resource to a project just for aesthetics as we already have more schemes, which have been through a prioritisation process, than we can develop. These schemes will have been prioritised due to external funding deadlines, delivery of development, safety, delivery of sustainable transport improvements etc and I cannot see how your scheme would be moved forward if it were to be prioritised against others.

Technically I expect that it would be possible, and the roundabout clearly looks to have been over designed. The fact that cars seem to think it's OK to park on the circulatory carriageway of the roundabout is a good indication that it is larger than needed. In doing so, the adjacent footways could be widened and/or greenspace provided but we don't have the money or, perhaps more importantly, the resource to take forward a scheme like this.

The Deputy Town Clerk reported that Dorset Advertising have said that the large advertising banners that appear on this roundabout will be removed and hopefully not replaced. This is great news as the flowers will be more visible.

2. Area in front of Howdens, Mole Valley and Fitness by Design

This area will not be landscaped under the current improvements (even though this was thought to be included with the current highway improvement works). Nevertheless, this area was highlighted in the original Gateways project. DC may be able to help us with this project while diggers and manpower are on site dealing with the current road works. The Deputy Clerk will investigate this with DC Highway Engineers/DC Landscaping.

3. Jubilee Path, Peacemarsh, email correspondence from Adam Frost

Dorset Councillor Belinda Ridout shared correspondence she had received from the Dorset Council Estimator who organised the installation of the metal barriers at Peacemarsh:

Further to the completed pedestrian barrier works in Gillingham.

I was asked to provide an estimate together with my specification to install two pedestrian guardrails at two locations in Gillingham. I rather foolishly made the mistake of issuing the works order in good faith following an email instruction that confirmed that the Rangers would like to proceed but were just waiting for an internal code number to be issued. I assumed that the works had been requested on safety grounds to stop/slow cyclists/pedestrians from running out onto oncoming traffic hence why the works were turned around so quickly.

You mention the guardrails have been erected partly obscured. I would hope that they have been erected in accordance within the guidelines and specification to slow down cyclists/pedestrian when approaching the carriageway? I haven't seen the works so i can't comment but noted that both sites had verges either side of the footpaths.

Obviously, the Town Council don't like the style of pedestrian guardrail installed however these are the type specified by the Highways Department and are used throughout the country. As far as I know there are no timber pedestrian guardrails available to install in the Highway as previously mentioned. If the works were in the town centre then I can see why you would want something a more ornate, although I am struggling to think of other towns where something different has been installed for this purpose in a residential area. I assumed that the Rangers had agreed the works with Town Council as normally this would be one of the client duties, although does all the responsibility for the rails lie with Dorset Council? Acting as the contractor one would assume that agreement had been made by all parties.

At the moment we are not going to get paid for the works from the Rangers as they hold the budget, so unless instructed to do so we will not be carrying out any further improvement works. If required however should the Rangers instruct us, we will return to site and remove the barriers, as we can re-use these elsewhere in the County. Ideally, we would like confirmation of this as soon as possible. Although, if the barriers were asked to be installed on safety grounds, would it be prudent to remove them and put nothing back?

I believe the best way forward as I'm only an estimator is for the Rangers now to complete their consultation with the town council and agree what is acceptable and what is realistic with a nominal budget that they hold or alternatively agree that we just remove the barriers. If a new specification can be agreed I will provide an estimate for the proposed works.

These footpaths for some reason come under the responsibility of the Rangers rather than Highways. I am sure that the Highways department would be able to assist with any queries the Rangers or the Town Council have regarding any new proposal of works.

The Deputy Clerk to arrange a site visit with Dorset Council Rights of Way to discuss how the appearance of the barriers can be improved.

4. Bus Shelters – Principle Street (Southern Extension)

Dorset Councillor Belinda Ridout had made enquiries regarding bus shelters along the Principle Street in the new development. The response is below:

The Design Team Manager has confirmed that on-road bus stop locations are included in the scheme together with raised kerbs and paved waiting areas, but no allowance has been made for shelters as the bus routes will not become viable until a substantial amount of the development is occupied. Until then any shelters would become obsolete or have the potential to be targets for anti-social behaviour.

5. Recommendations

None.

6. Date of Next Meeting

To be advised.

Gillingham Town Council
Gillingham Direct July – August 2020

	Issue	Reference No.
1	The privet part of the hedge alongside St Mary's church path is overgrown and if it has been raining one can't get along the path without getting wet.	GTC
2	Rats have been spotted along church walk	GTC staff will monitor the churchyard
3	Trees belonging to Dorset Council are overhanging the public toilets and war memorial and need cutting back and crown lifting	DC 1149482
4	Teenagers are congregating at Bayfields POS and have removed the bin from its concrete base. They have also been having BBQs and have burnt the grass.	GTC & police
5	Overgrown brambles and bushes along the footpath obstructing pedestrians between Stuart Lane and Hanover Close	MNT48687
6	2 kerb stones are raised and damaged causing a trip hazard outside 12 Cloverfields	DC1149951
7	Uneven Pavement in Newton Close	DC1150554.
8	Hidden Pizza sign on many lamp posts throughout Gillingham	Roger Bell DC
9	Dead Deer on the verge along the Shaftesbury Road	DWP-DA234514694