GILLINGHAM TOWN COUNCIL

The Town Hall School Road **GILLINGHAM** Dorset SP8 4QR

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GENERAL PURPOSES COMMITTEE

The minutes of the **General Purposes Committee** meeting convened on **Monday**, **4**th **May 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

		(Coronavirus) (Flexibility of Local Authority and	
	and Crime Paner Meetings) (England ons") which came in to force on 4 April 2	d and Wales) Regulations 2020 ("the 2020	
Present		020.	
	Hill (Chair)	Cllr Paul Harris	
	nam Poulter (Deputy Chair)	Cllr John Robinson	
	y von Clemens	Clir Donna Toye	
Cllr Fiona Cullen		Cllr Roger Weeks	
Cllr Aliso	Cllr Alison Gale		
Non-Me	mbers		
None			
In Atten	dance		
	wkins, Town Clerk		
	tcliffe, Deputy Town Clerk		
	nd Public		
Press: N			
Public: N	lone		
Minute no.			
	The meeting was chaired by the Vice was unable to fully participate in the m	Chairman, Cllr Poulter as the Chairman, Cllr Hill, eeting due to technical difficulties.	
96.	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 or the following agenda.		
	There were no members of the public present.		
97. To receive apologies for absence.			
	Cllr Dennis Griffin was unable to attend the meeting due to work commitments. Cllr Keith Wareham was unable to attend the meeting for personal reasons. It was agreed and RESOLVED to accept the apologies received from Cllr Griffin and Cllr Wareham. Cllr Rupert Evill was not present at the meeting and no apologies had been received due to technical difficulties.		
98.	To approve the minutes of the last meeting held on Monday 6th April 2020.		
		approve the minutes of the General Purposes 2020, and the minutes will be duly signed when it	

99.	Questions.		
	There were no questions pertaining to the previous minutes.		
100.	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.		
	There were no declarations of disclosable pecuniary interests.		
101.	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, had prepared a report prior to the meeting. Please refer to Appendix A . There were no recommendations. The sub-committee will be holding a meeting shortly to discuss a draft Grave Digging Policy. The Allotments Policy is due for renewal, which will also be discussed and amended, if necessary.		
(b)	Annual Christmas Event and Festive Lighting (sub-committee)		
	Cllr von Clemens, Lead Member, reported that this sub-committee is not due to reconvene until at least June or July.		
(c)	Annual Remembrance Day Parade (sub-committee)		
	Cllr Weeks, Lead Member, reported that there has been no meeting.		
(d)	Assets and Liabilities (sub-committee)		
	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.		
(e)	Cycle link project – Gillingham to Motcombe (task and finish group)		
	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.		
(f)	Estate Management and Properties (sub-committee)		
	Cllr von Clemens, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix B . The report contained one recommendation. It was agreed and RESOLVED that the flower displays this year will represent the following organisations: NHS, Community Volunteers and Gillingham Library.		
(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 C. The report contained no recommendations and there were no further comments or questions.		
(h)	Traffic Management (sub-committee)		
	Cllr Pothecary, Lead Member, is not a member of the General Purposes Committee and was not present at the meeting. Cllr von Clemens referred to a report that had been circulated prior to the meeting. Please refer to Appendix D. There were no recommendations. The Deputy Clerk reported that Gillingham Town Council had not funded the barrier at end of the cycle/foot path at Peacemarsh.		

(i)	Events – VE Day 75th Anniversary Celebrations (task and finish group)
	Cllr Weeks, Lead Member, referred to a report that had been circulated prior to the meeting. Pleases refer to Appendix E . The report contained four recommendations. It was agreed and RESOLVED to share Dorset Council's suggestions regarding VE 75 th Anniversary celebrations on social media and encourage participation. It was agreed and RESOLVED to include the Mayor's video VE 75 th anniversary message on GTC Social Media. It was agreed and RESOLVED to fly the Union Flag for VE 75 th Anniversary weekend, as per Dorset Council instructions (Friday, 8 th May until Sunday, 10 th May 2020). Before a vote was taken on the final resolution, there was a short discussion on whether it would be prudent to defer the recommendation, as there is still much uncertainty about the current pandemic and continued restrictions on social gatherings. It was agreed and RESOLVED that recommendation (d) contained within the attached report, Appendix E, is deferred.
(j)	Events – Green Gillingham (task and finish group)
	Cllr von Clemens, Lead Member, commented that the event has been suspended due to the current pandemic.
(k)	Fingerpost Refurbishment (task and finish group)
	Cllr Toye, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix F . There were no recommendations. Cllr Toye thanked Cllr Robinson for his offer of practical help with the project and asked if there was anyone else who would like to help.
(I)	Gillingham Gateways (task and finish group)
	Cllr Gould, Lead Member, is not a member of the General Purposes Committee and was not present at the meeting. There was no report this month.
(m)	Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)
	Cllr von Clemens reported that this project has been suspended due to the current pandemic.
(n)	Greener Gillingham (sub-committee)
	Cllr Cullen, Lead Member, commented that there was no report this month but that she would be attending a webinar entitled 'So you've declared a Climate Emergency' hosted by Frome Town Council on 13 th May. The Town and Deputy Town Clerk will also be attending. The webinar is free of charge.
(o)	Town Seating and Planted Areas Refurbishment (task and finish group)
	The Deputy Town Clerk reported that the bespoke seating commissioned for the planted area in the High Street was almost complete.
102.	To receive a report on the monthly activities of Gillingham Direct.
	There was no report for Gillingham Direct this month. Gillingham Direct has been very busy assisting with volunteers and members of the public who require assistance as a result of the current pandemic. There have been very few phone calls relating to the usual day-to-day items.

103.	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.		
There being no other business on the agenda, the meeting closed at 7.51pm.			
Signed:	2	Date: 1st June 2020	
	Cllr Mick Hill Chairman, General Purposes Committee		
PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.			

Cemeteries and Allotment Sub-committee

Author: Cllr Donna Toye, Lead Member

1. Cemeteries

Burial grounds in Gillingham remain open and to date no behaviour in breach of the Covid-19 lockdowns have been reported.

2. Allotments

No reports of any problems this month. A site visit will be organised as soon as possible (ideally late May early June) depending on Covid-19 restrictions.

Estate Management & Properties Sub-Committee

Notes of the meeting held on Thursday, 30th April at 2pm

Present:

Cllr Barry von Clemens

Cllr Alan Frith Cllr Mike Gould, Bob Messer (GANG)

Simon Dobie, Works Manager

Martin Down, Deputy Works Manager Clare Ratcliffe, Deputy Town Clerk

1 UPDATE

1.1 Trees – list of trees required for Maple Way – not purchased

Location	Tree Type	Name
Maple Way	Sycamore	Acer pseudoplantanus spaethii 12-14cm 35lt
Maple Way	Field Maple	Acer platanodies Fairview 12-14cm 45lt
Maple Way	Field Maple	Acer platanodies Fairview 12-14cm 45lt
Maple Way	Chestnut	Aesculus x carna Briotti 10-12cm 35lt

Chantry Fields

- The donated tree is being planted by Plantworld (this has not been done yet). The location has already been agreed and marked.
- The trees shown in the box below for Chantry Fields will look nice with existing trees and the tree being donated.
- Bob will liaise with Mrs Kendall and Ben Drew on the choice of trees for the area of scrub that was cleared behind Waitrose, which belongs to Sherborne Estates.

1.2 Trees – various locations – awaiting delivery

Location	Type of Tree	Quantity
	Acer plantanoides Crimson King	
Leddington Drive	10-12cm 45lt	5
	Italian Ader or Grey Alder	
Rolls Bridge	10-12cm 45lt	2
	Hornbeam Carpinus betulus	
Rolls Bridge	10-12cm 45lt	1
	Hornbeam Carpinus betulus	
Ham Farm	10-12cm 45lt	1
	Populus tremula Erecta	
Ham Farm	10-12cm 45lt	1
Crabb Apple (edible)		
Hawthorne Ave	12-14cm 35lt	1
	Sweat Gum Liquidamber sty Worplesdon	
Weatherby Road	12-14cm 45lt	1
	Cornelian Cherry	
Chantry Fields	10-12cm 45lt	2

1.3 Play Areas

Annual Inspections: These will take place in May by an independent inspector.

Marlott Road: Groundworks have been suspended until social distancing rules have been relaxed.

The Gillings: The installation of the goal end by the grounds team has been suspended until social distancing rules have been relaxed.

1.4 Groundworks

Maple Way: This work cannot go ahead until a Street Works Licence has been applied for and rules on social distancing have been relaxed.

1.5 Themes for Gardens

Station Road flower bed: The Olympics will not be held this year. An alternative suggestion is a garden display to celebrate the NHS.

High Street flower bed (long bed): This flower bed will be dedicated to our Community volunteers.

High Street 'D' bed: library theme – Peter Rabbit – using flowers and vegetables.

1.6 Graffiti

A lot of graffiti has appeared during the lock down. Works team will remove where possible. The working party considered that graffiti should be removed as soon as it appears including any that appears on private property such as fencing alongside footpaths. The grounds team will investigate how much they can remove themselves and how much will need a specialist company.

1.7 Dog Fouling/Dog Control

Discussion about revising current signage that has become faded and additional sign like the signs used at Motcombe Meadows. The 'Love Where You Live' logo could be incorporated into the design. A mock-up will be prepared.



To help reduce the amount of dog fouling on farmland that adjoins our public open spaces it was suggested that a sign like the photo opposite was used but would include reference to sheep, arable land and the countryside code.





These signs are produced by the NFU but are currently out of stock. They can be supplied free of charge.

Dogs: you may take your dog with you on a public right of way, provided that it is kept on a lead or is otherwise effectively controlled, remains on the path and does not worry livestock.

The law requires dog owners to keep their dogs under close control [which means walking at heel or on a short (2 metre) lead] when on a public right of way. Dogs should not be allowed to run loose in fields crossed by public rights of way or to roam off the path on extending leads. Don't allow your dog to run through arable crops or to flush out game from hedgerows or scrub. Such actions will not be appreciated by the landowner, and can easily harm wildlife, especially nesting birds.

It is an offence under the Dogs (Protection of Livestock) Act 1953 to allow a dog to attack or chase livestock. When on enclosed land where there are sheep, dogs must be kept 'on a lead or otherwise under close control. A landowner can also shoot a dog that is apparently out of control and worrying sheep or other livestock, and the dog's owner will not be compensated.

Stiles are the responsibility of the landowner but there is no duty on landowners to make stiles suitable for dogs.

1.8 Works Manager's Report

The team have been emptying extra rubbish bins on behalf of DWP. Undertaking repairs and maintenance to vehicles and machinery. Completing health and safety risk assessments, safer systems of work to including social distancing. Grass cutting will commence in May with some areas being left until after the dandelions have seeded.

1.9 Open Spaces Report

The areas of grass left uncut will be marked this year with blue hearts to support the Blue Campaign – a rewilding project. Each heart will have reference to the Blue Campaign and will be followed up by a press release/social media. For more details about this rewilding project go to: bluecampaignhub.com. Little Free Dorset are going to do something similar but using their own logos, which will be placed on roadside verges.

1.10 GANG Report

Path work: Before lockdown the path at Chantry Fields was completed and the path at Frog Hollow made up.

Community Orchard: The recent rain was vital for the community orchard. The orchard has been mulched and bramble suckers removed. GANG would like to plant another orchard elsewhere. The area at the top of POS Upper Lodden was suggested.

Edible Hedge: GANG would like to plant an edible hedge. Works Manager to suggest a location.

Other: GANG has been liaising with Bourton PC and also new councillors at Motcombe Meadows who would like advice on a BMX track.

Attenuation Ponds: Work will be needed on the attenuation pond at Jubilee Fields in the autumn.

Green Gang: Bob is keeping in touch with his Green Gang via phone calls. The group is anxious to get back to work.

1.11 Chantry Fields

Sherborne School and Gillingham School are keen to see a desire lines cut though the field so that the area can be utilised as an amenity area. The sub-committee will produce a report on how this can be achieved to suit those concerned.

1.12 Date of the Next Meeting

No date was arranged.

2 RECOMMENDATIONS

That the flower displays this year will represent the following organisations: NHS,
 Community Volunteers, Gillingham Library.

Health and Safety Sub Committee

Author: Cllr John Robinson

1. General

There has been no physical meeting of the Health and Safety Sub-Committee since 24th February due to the current situation. However, the following notes provided by the Works Manager outline progress to date.

All generic risk assessments have now been completed and work is progressing on 'Safe Systems of Work' and 'Toolbox Talk sheets'. The latter includes a record of when training is delivered to all staff.

The second phase of the electric works in the workshops have been completed, inspected and signed off.

Both council vans are now booked in to have rear decals fitted to chapter 8 regulations. These are high visibility rear chevron markings with upward facing stripes in alternating red and yellow materials. These are required if a vehicle is stopping or is in use for work purposes on any highway or high-speed road.

The Works team were due to go to occupational health in April for jabs, vibration assessments etc, but this was cancelled due to the current climate.

The documentation of risk mitigation on the Ellis Whittam portal is continuing.

A Safe System of Work has been developed for work during this pandemic to ensure social distancing between operatives and operatives and the public. This has been completed with assistance from Michelle from Ellis Whittam who agreed that the procedures put in place were good.

2. Date of Next Meeting

TBA

3. Recommendations

None

Minute no. 101(h)

Gillingham Town Council

Traffic Management Sub-Committee

Update Report

Author: Cllr Val Pothecary

Further to the verbal update given by Cllr Von Clemens to the General Purposes Committee held in March, an informal meeting was held on 14th February 2020.

Unfortunately, the Highways Officer, Roger Bell, had been unable to attend the meeting of the TMWP held at the Town Hall, due to sickness, so it was arranged that he would call in to update Cllr Von Clemens and myself on the outstanding issues.

These were as follows:

Speeding issues along the B3092 at Peacemarsh.

There have been complaints about speeding along the B3092 and injury to a dog had been reported opposite the junction to Purn's Mill. This matter was discussed in depth and a request was made for 30 and 40 mph roundalls to be painted on the road to make drivers aware of the speed restriction changes. **This work has now been carried out.**

Roger Bell recommended that we contact Michael Potter, Road Safety Team Manager, Highways, to ask what the rational was for the variation in speeds from 30mph to 40mph, then back to 30mph on entering Milton-on-Stour. **VP emailed Michael Potter and a copy of his response is attached.**

It was also decided that a staggered barrier gate should be installed at the end of the path near Neal's Yard, to make residents aware of the main road and stop children running out. VP contacted Graham Stanley (Ranger) to ask if this was possible. Graham agreed to carry out the work when time allowed and would speak to the Deputy Town Clerk regarding S106 money to cover the cost.

Traffic Regulation Orders (TRO's)

After many years on the waiting list, we were advised that the requested double yellow lines on the main road at Wyke were finally to be put in place – reducing parking at the southern end where householders had off street parking. It is hoped that this measure will help the visibility of cars travelling north and reduce the need for further measures to be taken.

We were also advised that a TRO had been requested by the Co-operative Store at Bay for double yellow lines to be placed around the entrance to Bay Road. This would assist their delivery lorries.

Email received from Mike Potter, as follows

Dear Councillor Pothecary,

Thank you for message.

The is quite a lengthy back story to the 30mph limit at Milton on Stour. I'll try to keep it as concise as I can. I apologies if you are already aware of the background.

A petition was raised by residents of Milton on Stour to the then Dorset County Council requesting that the speed limit on the B3092 from 40mph to 30mph.

The officers report to the petition panel suggested that a 30mph limit on the B3092 did not meet with Department for Transport (DfT) criteria for a 30mph limit. One reason for this is adherence would likely be poor. Elected members on the petition panel decided that a 30mph limit should be installed on the B3092 as requested but that it would not be ranked as a priority but that the local community could look to raise the required funding for it to progress.

The local community via Gillingham Town Council raised funds for a 30mph limit to be installed.

The extent of the 30mph limit on the B3092 at Milton on Stour was decided upon in order to best achieve compliance and awareness of the 30mph limit on the approach to Milton on Stour. The benefit of having the 30mph limits set up as they are now is the terminal signs at the beginning of the 30mph limit for Peacemarsh (facing southbound traffic) and for Milton on Stour (facing northbound traffic). The benefit of these terminal signs would be lost if the 30mph limit were to be continuous from Peacemarsh through to the existing terminal for the 30mph limit on the B3092 (facing southbound traffic).

The existing 30mph limit extents on the B3092 were seen as the most appropriate balance between the concerns of the community of Milton on Stour and the assessment of highway officers that a 30mph limit on the B3902 on Milton on Stour did not meet with DfT criteria for a 30mph limit.

END.

Have you had a view from Dorset Police regarding the enforcement of the speed limits on the B3092?

With regards to remedies, if the concerns are regarding adherence to the 30mph on the B3092 at Milton on Stour then I would encourage Gillingham Town Council to consider extending their existing speed indicator device programme to include Milton on Stour.

Kind regards Mike

Michael Potter Road Safety Team Manager Highways Dorset Council

VE Day 75th Anniversary Celebrations Task and Finish Group

Author: Clir Roger Weeks, Lead Member

1. Introduction

Due to the lockdown during the current COVID-19 pandemic, the event due to be held on Friday 8 May 2020 has been cancelled. All participants have been notified.

2. Alternative Suggestions

SSAFA (whose National format we were following for our event) are encouraging the following:

3pm: The Nation's Toast to the Heroes of WW II

We would very much like to encourage you all to still take part in the Nation's Toast from the safety of your homes to pay tribute to the many millions in the United Kingdom and overseas who sacrificed so much to secure the freedom we have today. We would invite you stand at 3pm and raise a glass or cup of refreshment of your choice and undertake the following toast: "For those that gave so much, we thank you." This will be the first time such a tribute has ever taken place so please encourage others to join in from their own homes.

Dorset Council have issued a Press Release which includes:

Ways to commemorate:

- Pause for a Two Minute Silence at 11am and <u>watch stories and memories</u> from those who served and sacrificed during the Second World War
- Join 'The Nation's Toast' at 3pm raise a glass with the nation to the heroes of WWII (broadcast starts at 2.45pm on BBC1)
- Watch further VE Day 75 special broadcasts on the BBC, including extracts from Churchill's famous victory speech and <u>Her Majesty The Queen addressing the nation at 9pm</u>
- Take part in a national singalong of <u>Dame Vera Lynn's 'We'll meet again'</u>
- Decorate your home in red, white and blue. Print and colour in bunting, posters and thank you cards to display in your windows
- Have an indoor or back garden picnic. Your menu choices could include recipe ideas from 1945!
- Visit the <u>English Heritage website</u> to learn songs from the era, including classics from Glenn Miller and Vera Lynn, and get tips on how to dance the Lindy Hop

- Visit the <u>VE Day 75 website</u> to learn about the history of the war. They've also got some recipes to take it back to 1945, including spam hash and eggless fruit cake
- Take Dan Snow's <u>VE Day challenge</u> for young people
- Share your VE Day activities on social media using the #VEDay75 hashtag

Our Mayor has offered to make a short video for inclusion on our social media pages thanking people for staying at home and talking about the significance of VE Day.

3. Finances

There were no expenses incurred in the cancellation of the event.

We will be able to use the £1,000 awarded from #CelebrateNationalLottery25 towards a similar event that brings the community together.

4. Recommendations

- a. Share the Dorset Council's suggestions regarding VE celebrations on social media and encourage participation.
- b. To include the Mayor's video regarding VE celebrations on our social media.
- c. To fly the Union Flag at the Town Council (as instructed by Dorset Council).
- d. That the funds allocated to the VE Day event, together with the National Lottery grant, are used to hold an event at an appropriate time to thank our COVID-19 Community Volunteer network.

Fingerposts Task and Finish Group

Author: Cllr Donna Toye, Lead Member

1. Site visit

A visit of every fingerpost within Gillingham Parish was concluded in March before lockdown. A grid of all fingerposts and current condition was produced allowing us to prioritise the posts in greatest and most urgent need of attention.

2. Costing Guide

Following the site visit, a thorough costing guide has been produced by Martin Down to indicate costs for each fingerpost.

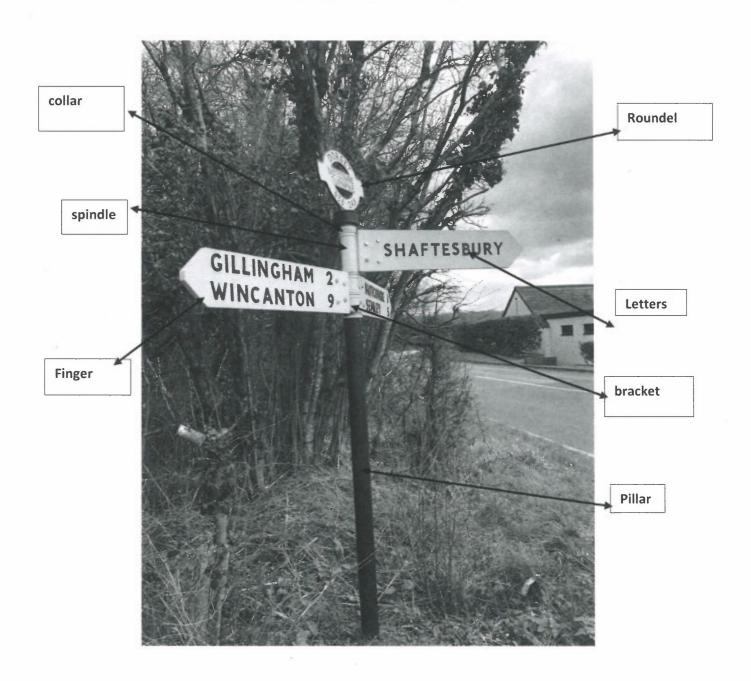
3. Offer of help

Cllr. John Robinson has offered to help with the physical restoration. Should any other Councillors be interested in helping please do let either Cllr Toye or the office team know.

4. Next steps

- a. We are working with the AONB and to the standards of renovation that they recommend. They have offered us practical help and training. This will mean that even the recently restored fingerpost in Milton will need to be upgraded to these standards.
- b. An application for an AONB Grant will be progressed, this was pushed back a little due to Covid-19 and volunteer work but is being looked at.
- c. Working party and grounds team to meet virtually to formulate a timescale, within current restrictions faced by the grounds team, to progress the works.
- d. To begin work on this project as soon as possible.

Finger post material costings



Part price guide

Post - mild steel, available blasted and primed, £ 50 plus extra for galvanised

Fingers - 8 inch £ 30, 11 inch £ 60

Letters - £ 3 each (cast)

Letters - fettle/drilled & surface prepped £ 2 each

Roundel – all roundels are bespoke – rough guide £ 350 (painted and finished in black & white)

Inner spindle - £ 50

Bottom socket, bracket, top collar - £ 80 each (painted)

Bolts & fixings - bulk buy - £ 10-20

Town council ground staff hours – 9-20 hours estimate per finger post

Work break down

Post – 2-3 hours- depending on location (some fingerpost in middle of hedges)

Finger lettering- 1-3 hours fitting new letters (depending on length names etc.)

Finger lettering – refurbing original lettering could take 2-4 hours depends on condition

Spindle – fitting new 1-1.5 hours

Spindle – refurbing -1-3 hours condition dependent

Bracket, collar, socket - fitting new -1-2 hours

Bracket, collar, socket - refurbing - 2-4 hours

Difficult to put exact hours on each job when all will require different amounts of work, like most restoration projects there is always extra work that unravels through the job. Can only produce a rough guide.

Ground staff rate - £ 21 hour (believe this is the rate when we have been contracted out before)

This is a hidden cost may have no relevance to the pricing, just adding in case its needed.

Prices above are flexible and only a rough guide from previous finger post work carried out by Roger Bond, sourcing the materials are straight forward we are in contact with Roger who has restored and does restore finger post, he has most materials in stock and with bulk ordering we can save money.

To refurbish madjeston finger post it would cost -

Post - £50-60

Fingers - 11-inch x3 - £180

Roundel - £ 350 (if wanted and design dependent)

Collars, spindle, brackets – could be refurb potentially – but if not then - £ 160

Letters - £ 165 incudes miles if wanted (some letters may be refurbed potentially)

Paints - £50

ground staff hours - £315 (based on 15 hours work)

total - £ 1220

could obviously be less if more is refurbed from original parts which is desired,

predicted amounts of materials needed for remaining finger post

we most likely looking at 9-12 new oak fingers needed for all finger post, (£400-£700 depending on size)

roundels need 5-6 (£ 1750-£ 2100)

specialised paint - £250- £350

lettering, collars, brackets, spindles can't be estimated as unsure what's reusable until works started.

Rough subtotal - £ 2400- £ 3150

Hopefully this will help budget for works going forward

Guidance on works

(click here)

Refurbishment rev3.p