



## GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

# GENERAL PURPOSES COMMITTEE

The minutes of the **General Purposes Committee** meeting convened on **Monday, 6<sup>th</sup> July 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 John Robinson
Cllr Barry von Clemens	Cllr Donna Teye
Cllr Alison Gale	Cllr Roger Weeks
Cllr Paul Harris	Cllr Keith Wareham

## Non-Members

Cllr Mike Gould

## 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.	
112.	<b>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.</b>
	There was no public participation.
113.	<b>To receive apologies for absence.</b>
	Apologies of absence were received from Cllr Mick Hill It was agreed and <b>RESOLVED</b> to accept the apology for absence received from Cllr Mick Hill for personal reasons. The following were absent from the meeting; no apologies had been received: Cllr Fiona Cullen, Cllr Rupert Evill, Cllr Dennis Griffin.
114.	<b>To approve the minutes of the last meeting held on Monday 1<sup>st</sup> June 2020.</b>
	It was agreed and <b>RESOLVED</b> to approve the minutes of the General Purposes Committee held on Monday, 1 <sup>st</sup> June 2020, as a true and accurate record. The minutes will be duly signed when it is possible to do so.
115.	<b>Questions.</b>
	There were no questions.

116.	<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 disclosable pecuniary interests declared.
117.	<b>To receive and consider reports from sub-committee and task and finish groups, as follows:</b>
(a)	<b>Allotments and Burials (sub-committee)</b>
	Cllr Toye, Lead Member, commented that no meeting had been held.
(b)	<b>Annual Christmas Event and Festive Lighting (sub-committee)</b>
	Cllr von Clemens, Lead Member, comments that no meeting had been held.
(c)	<b>Annual Remembrance Day Parade (sub-committee)</b>
	Cllr Weeks, Lead Member, commented that no meeting had been held.
(d)	<b>Assets and Liabilities (sub-committee)</b>
	Cllr Kilcourse, Lead Member, was not present. There was no report.
(e)	<b>Cycle link project – Gillingham to Motcombe (task and finish group)</b>
	Cllr von Clemens, Lead Member, commented that no meeting had been held.
(f)	<b>Estate Management and Properties (sub-committee)</b>
	Cllr von Clemens, Lead Member, referred to a report that had been circulated prior to the start of the meeting. Please refer to <b>Appendix A</b> . The report contained no recommendations. There were no comments.
(g)	<b>Health and Safety (sub-committee)</b>
	Cllr Robinson, Lead Member, referred to a report that had been circulated prior to the start of the meeting. Please refer to <b>Appendix B</b> . The report contained no recommendations. Cllr Robinson commented that all the council's play areas and outside gyms will be open from Tuesday, 7 <sup>th</sup> July. The play areas have been Covid risk assessed and the appropriate signage has been displayed. The fire extinguishers at the Town Hall were inspected on 1 <sup>st</sup> July. Cllr Poulter asked whether the problem with the Ellis Whittam portal had been resolved. Cllr Robinson replied that there is still a problem and that he would be investigating.
(h)	<b>Traffic Management (sub-committee)</b>
	Cllr Potheary, Lead Member, was not present at the meeting. There was no report.
(i)	<b>Events – Green Gillingham (task and finish group)</b>
	Cllr von Clemens, Lead Member, commented that this event has been suspended due to the current pandemic.
(k)	<b>Fingerpost Refurbishment (task and finish group)</b>
	Cllr Toye, Lead Member, commented that no meeting had been held but hoped to hold one shortly.
(l)	<b>Gillingham Gateways (task and finish group)</b>
	Cllr Gould, Lead Member, commented that a report had been submitted prior to the meeting. Please refer to <b>Appendix C</b> . The report contained two recommendations.

	It was agreed and <b>RESOLVED</b> that the strap line used on the new entrance signage to Gillingham supplied by Dorset Council will be 'Home to the Royal Forest'. It was agreed and <b>RESOLVED</b> that the recently installed bus shelter positioned near the new supermarket at Shaftesbury Road will become an asset of Gillingham Town Council and as such will be maintained and cleaned as required.
<b>(m)</b>	<b>Gillingham Royal Forest Steering Group (DWT lead)</b>
	Cllr von Clemens, who attends the steering group meetings on behalf of the Town Council had nothing to report this month. The project has been suspended due to the Covid Pandemic.
<b>(n)</b>	<b>Greener Gillingham (sub-committee)</b>
	Cllr Cullen, Lead Member, was not present at the meeting. There was no report.
<b>(o)</b>	<b>Town Seating and Planted Areas Refurbishment (task and finish group)</b>
	Cllr von Clemens reported that the new benches will be installed shortly.
<b>118.</b>	<b>To receive information from Dorset Council on the proposed Toucan Crossing on Le Neubourg Way.</b>
	For information, a Public Notice received from Dorset Council regarding the proposed Toucan Crossing on Le Neubourg Way had been circulated to members prior to the meeting. There were no comments or objections. Further details available from: <a href="http://dorsetcouncil.gov.uk/trafficregulationorders">dorsetcouncil.gov.uk/trafficregulationorders</a>
<b>119.</b>	<b>To receive a report on the monthly activities of Gillingham Direct.</b>
	A list of activities undertaken by Gillingham Direct over the last month had been circulated prior to the meeting. Please refer to <b>Appendix D</b> . There were no comments.
<b>120.</b>	<b>To receive matters pertinent to this meeting. Please note: 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).</b>
<b>(a)</b>	Dorset Council: Public Notice: Temporary Closure of A30 Front High Street, East Stour – will be enforced from 21 <sup>st</sup> July 2020 between 9am and 4pm for 5 days and completed by 27 <sup>th</sup> July. Further details available from <a href="http://dorsetcouncil.gov.uk/traveldorset">dorsetcouncil.gov.uk/traveldorset</a> .
<b>(b)</b>	Dorset Council: Public Notice: Temporary Closure of various roads, Gillingham, East Stour and Quarr – the notice applies from 21 <sup>st</sup> July to 14 <sup>th</sup> August 2020. Further details available from <a href="http://dorsetcouncil.gov.uk/traveldorset">dorsetcouncil.gov.uk/traveldorset</a> .
<b>(c)</b>	Dorset Council: Consultation: Le Neubourg Way – from 19 <sup>th</sup> August until 2 <sup>nd</sup> September 2020, the road will be closed at night between the hours of 7pm until 6am and remain open daily and at weekends. Further details available from <a href="http://dorsetcouncil.gov.uk/traveldorset">dorsetcouncil.gov.uk/traveldorset</a> .
There being no other business on the agenda, the meeting closed at 7.46pm.	
<p><b>Signed:</b> _____ <b>Date:</b> 3<sup>rd</sup> August 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**

**Notes of Meeting to be held on Thursday 2<sup>nd</sup> July 2020 at 9.30am**

Present: Cllr Barry von Clemens (Lead Member), Cllr Mike Gould, Cllr Alan Frith,  
Cllr Keith Wareham, Cllr John Kilcourse, Bob Messer (GANG),  
Julie Hawkins (Town Clerk), Clare Ratcliffe (Deputy Town Clerk)

Guests: Graham Stanley, DC Countryside

Cllr von Clemens welcomed Graham Stanley to the meeting.

**1. Verge Cutting**

The Town Council has been cutting the highway verges in the town for the past five years. Dorset Council has requested that, where possible, some of the verges are left so that wildflowers can be established.

Two areas have been identified: an area at the top of Common Mead Lane and the grass verge along the cycle path lead to Milton-on-Stour primary school.

The residents at Common Mead Lane are very keen to look after the emerging 'wildflower' area and there has been a request from another resident at Peacemarsh for the verges to be left uncut along the cycle path.

All members of the sub-group were supportive of the idea. Gillingham Action for Nature Group (GANG) have some members who would like to plant additional wildflowers at Common Mead Lane.

The Works Manager explained that it would take longer to mow these areas because of collecting and disposing of the grass cuttings. Graham Stanley offered to help with the grass collection this year. Initially there would be a lot of grass to remove but would get less each year as the wildflowers become established.

The Works Manager commented that other areas in the town have been left uncut to encourage wildflowers and that a contractor will be engaged to cut and remove the grass from these sites in the autumn.

'Love your verge' notices to inform residents about the benefits of leaving the grass verges uncut will be organised. Action: Deputy Clerk

**2. Peacemarsh – Barriers**

The metal barriers at Peacemarsh were installed by DC Highways without further consultation with the Rights of Way Officer. It was suggested that any ideas to 'soften' these urban structures is made to DC Highways/Dorset Councillor Val Potheary. Action: Deputy Clerk

### **3. Seat Replacement**

Two public seats have been vandalised recently. One at Rolls Bridge by the flagpole and the other in the Garden of Remembrance.

The merits of a wooden seating over a recycled plastic seating were discussed.

It was decided that the Works Manager and Deputy Works Manager would review all seating to find out whether some seats could be relocated.

Preference is for the style of seating to remain consistent throughout a site. It may be possible to introduce recycled plastic seating on a site where no style of seating has been decided.

This item will be discussed further after a review has been done.

### **4. Town Bridge Office**

Little progress on this project. A meeting has been arranged for 9<sup>th</sup> July at 10am.

### **5. Groundworks**

A Street Works Licence is still outstanding for Maple Way. Action: Deputy Clerk.

### **6. Marlott Road**

The ground works contractor has been working on site during w/c 29<sup>th</sup> June and works should be completed within the week.

Following a report to the Extra-Ordinary Full Council meeting on 25<sup>th</sup> June. A play area supplier has been chosen.

A further meeting to discuss this project will be arranged. Action: Deputy Clerk.

### **7. Graffiti / Vandalism / Dog Fouling**

The Works Manager reported that the graffiti from the Town Bridge office has been successfully removed. Nearly all the graffiti has been removed from the skate park. Graffiti removal kit is still awaited from south of the county.

The Town Clerk reported that the 'community volunteer heart' had been found in the river and this will be reported to police.

The Town Meadow group would like dog fouling posters. Action: Deputy Town Clerk.

### **8. Open Spaces**

#### **8.1 Barnaby Meadows**

Following a complaint from three or four residents at Barnaby Mead, regarding the use of the public open space by young people, Cllr von Clemens visited the site. The site was spotless. Possibly only two broken branches on trees. Cllr von Clemens spoke to residents on his visit and advised residents to contact the police regarding anti-social behaviour. Since then Gillingham School has posted on their Face Book page warning youngsters about the dangers of swimming in the river and to respect residents living nearby and social distancing guidelines. Future maintenance of the site will be reviewed to limit access to the river.

The Town Clerk commented that she had received a further complaint about the area from a resident who was concerned that youngsters swimming in the river could risk contracting Weils Disease and requested that posters about the hazard were erected.

## **8.2 Land off Gyllas Way**

Transfer of land (a ditch) off Gyllas Way is still with Bloor Homes.

Young people/young adults are causing a disturbance when using the goal end at Downsview Drive late at night. The cause may be a faulty back panel, which has been ordered. Signage to be erected to ask users to respect those who live nearby. Action: Deputy Clerk.

## **8.3 Orienteering**

A meeting with Public Health Dorset and the local CCG has been arranged for Thursday, 16<sup>th</sup> June. Cllr von Clemens, Deputy Town Clerk, Works Manager and Deputy Works Manager to attend.

## **9. Volunteering**

It was suggested that it would be a good time to develop a volunteering schedule for those who would like to help with the management of our open spaces, especially as so many people have enjoyed the areas over lock-down.

It was decided to hold a site meeting with GANG to discuss what needs to be done. Possibly GANG would be able to co-ordinate the volunteers. Action: Deputy Clerk.

## **10. Future Planting Schemes**

It was suggested that a meeting is held with the grounds team. Action: Deputy Clerk.

The bespoke seating and planter will be installed by the Oak tree near the High Street bridge later in the month and before the schools break for holidays. Hopefully, the students who designed the back panel of the seat will be available for a photo with the Mayor and Dorset Councillor Belinda Ridout who originally instigated the project in 2018.

## **11. Work Manager's Report**

- All the grass cutting is up to date
- Hedge cutting in progress
- A large amount of grass has been collected from Fern Brook (the residents were very appreciative)
- Getting play areas ready for re-opening on 7<sup>th</sup> July
- Goals ends have been re-opened
- H&S tasks ongoing
- All bedding plants have been planted
- Watering rota commenced
- Extra self-watering planters have arrived
- Graffiti removed, where possible
- Public seating repaired
- Fallen Willow at Rolls Bridge to be removed
- Maintained garden at Town Hall
- Obtained price for SiD pole at Milton-on-Stour

## **12. GANG Report**

- The path at Withy Woods is overgrown and a work party will tackle this shortly
- Wildflowers will be sown/planted at Common Mead Lane and down the drove to the sewage works
- Work on the area recently cut back at the back of Waitrose will commence shortly
- Raising funds for the proposed orchard at Upper Lodden
- Looking for a suitable site to plant an edible hedge
- Looking for sites to plant shrubs that are beneficial to pollinators

### **12.1 Town Meadow Group (TMG)**

- TMG have asked the Town Council if the grass along the path from the bridge at Waitrose to the High Street bridge is left uncut until at least June 2021. The grass on the meadow is too short, please leave until it is a longer; this will be more comfortable for picnickers. The people who look after the herb garden near the bridge will help Topsie Rabbit Kindergarten with the planters at the rear of the site.
- The adjacent building to the Town Meadow is dangerous. No contact can be made with the owner. The Town Clerk has contacted the Conservation Officer and Building Control Officer. An approach will be made to the estate agent who is selling the property on behalf of the owner. Action: Town Clerk. GTC grounds staff to erect barrier.

## **13. Dorset Wildlife Trust (DWT)**

An update from DWT was circulated at the meeting. It is hoped that DWT will be able to survey our open spaces later in July.

## **14. Any Other Business**

### **14.1 Park Run**

Gillingham School hope to organise a Park Run using the land known as Chantry Fields opposite Waitrose. The land is a popular unofficial recreational area that belongs to Sherborne Estates.

### **14.2 'Happy to Chat' Seats**

This idea has been used in many towns but has recently been set up in Portland. It was agreed that this item would be discussed again after the Covid-19 Pandemic has eased.



## **15. Date of Next Meeting**

No date was agreed.



**Gillingham Town Council**

**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 24<sup>th</sup> February due to the current situation. However, the following notes provided by the Works Manager and Council staff outline progress to date.

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.

The Works Manager has carried out a risk assessment for the grounds department works and workshop, produced a toolbox talk and delivered to staff and have controls in place to be Covid secure (includes Management daily checklists) and relevant posters and information are displayed at the workshops.

The two vans have received GTC signage and Chapter 8 decals.

One member of the grounds team was sent home as his partner was showing symptoms; they both received a negative test the next day and the staff member returned to work.

The grounds team are currently operating a works rota, so staff are starting and finishing work at different times and staggering lunch breaks etc. This ensures the social distancing can be managed.

The Works Manager now has access to the online training portal from Ellis Whittam and it is hoped that online training and training plans can set up for all staff.

There remains difficulty accessing to the Ellis Whittam portal, which is far from ideal.

Legionella assessments are due to be completed on Friday 3<sup>rd</sup> July 2020 for the Town Hall, Chantry and Town Bridge offices.

An electrician has attended on site to provide quotation for a 5-year fixed installation tests for The Chapel, Garden of Remembrance, Chantry Office and the Town Hall.

The appointment for all members of the grounds team to attend an occupational health assessment scheduled for April was cancelled due to the lock-down.

The skate park, goal ends and multi-use games area have been re-opened following Government guidelines.

Following Government guidelines, play areas can be re-opened from Saturday, 4<sup>th</sup> July; however, it will take a few days to get all our play areas risk assessed and made ready. Play areas in Gillingham will all be re-opened on Tuesday 7<sup>th</sup> July.



A Covid-19 Health and Safety Policy has been drafted based largely on a template produced by Ellis Whitham. This document will be circulated at Full Council on 27<sup>th</sup> July.

Fire extinguishers have been tested at the Town Hall and the Community Office on 1<sup>st</sup> July 2020.

## **2. Date of Next Meeting**

Proposed meeting: Thursday, 16<sup>th</sup> July

## **3. Recommendations**

None

Minute no. 117 (I)

---

**Gillingham Town Council**

**Gillingham Gateways Meeting**

**To be held on Thursday, 25<sup>th</sup> June at 2.15pm**

**Present:** Cllr Mike Gould (Lead Member), Cllr Barry von Clemens, Cllr Paul Harris, Cllr Graham Poulter, Cllr Keith Wareham, Julie Hawkins (Town Clerk), Clare Ratcliffe (Deputy Town Clerk).

**Guests:** Fran Bridgwater and Dorset Councillor, Belinda Ridout

**1 Welcome to Fran Bridgwater**

Cllr Gould welcomed Fran and Belinda to the meeting.

Fran is a local marketing expert and is assisting with the Town Team.

**2 Entrance Signage – a strap line**

A report was circulated prior to the meeting, please see attached. There was a short discussion on the merits of the various suggestions for a strap line that had been put forward previously and at the meeting. 'Home of the Royal Forest' was the most favoured.

Dorset Council (Advertising) has got at least two companies lined up for sponsoring the entrance signage.

**3 Butterfly and Bee Garden (Belinda Ridout)**

Dorset Councillor, Belinda Ridout has been working on this project for the last three years.

*Business Clearance process. As a result of the Virus the clearance process has been much slower than normal due to restrictions during COVID-19 but as at 8<sup>th</sup> June, the submission has now gone in and going through due consultation.*

*Importantly, I am establishing internally, a framework to help provide fencing for this scheme (on completion); as well as to enable a works team to go in and tidy the site up before landscaping. Both are subject though to the clearance processes (above) being approved without issue, alongside the lifting of COVID-19 restrictions sufficient to allow a team (as yet to be identified), to go in and undertake such work. So, I believe this to be a real positive step forward. Also as mentioned before, we now have the buried services report which can often take longer.*

**4 Update on Roundabout Project**

The roundabout project is on schedule to commence in the autumn.

Dorset Council (Highways) are aware that Gillingham Town Council would like to be consulted on the landscaping of the new traffic layout along Le Neubourg Way in due course.

Dorset Council (Advertising) will investigate whether any future advertising should appear on the Lodbourne roundabout. It is a very small roundabout and the current advertising obscures the planter which is part of the Gateway project.

## **5 Project spend to-date**

The project has committed £31,330 out of the £70,000 project. This includes landscaping two roundabouts, purchase of planters, purchase of sculptures and the cost of a butterfly and bee garden at the railway station.

## **6 Bus Shelters – Shaftesbury Road and Railway Station**

Dorset Council has installed the bus shelter. The bus shelter will now be the responsibility of the Town Council.

An idea to have a montage of quality photographs of Gillingham to appear on either end of the shelter was discussed. A local photographer, possibly professional, would need to be sourced.

Apparently, the Isle of Purbeck is promoted via iconic photos on bus shelters.

## **7 AOB/Date of Next Meeting**

No date was agreed.

## **8 Recommendations**

- **That the strap line used on the new entrance signage to Gillingham supplied by Dorset Council will be 'Home to the Royal Forest'.**
- **That the recently installed bus shelter positioned near the new supermarket at Shaftesbury Road will become an asset of Gillingham Town Council and as such will be maintained and cleaned as required.**



Minute no. 119

**Gillingham Town Council****Gillingham Direct****Enquiries received during June 2020**

	<b>Issue</b>	<b>Reference No.</b>
1	Vehicle parked outside Reynolds on the yellow lines for over 2 days	DC Parking Services
2	Vandalism of a planter in Queen Street, a bench in the Garden of Remembrance and a bench at Rolls Bridge.	Police notified
3	Report of asbestos roofing at the site of the new petrol station site at Fern brook Lane	Agent WYG contacted
4	Abandoned BMW next to the cemetery gates.	DWP-AV214318418
5	The drains in Hardings Lane between the school and leisure centre a blocked with weeds.	GTC
6	Tree obstructing the walkway between 31 and 33 King John Road	DC 1147702
7	The drains in Hardings Lane between the school and leisure are blocked. Our grounds staff have removed the weeds and dug down 3ft but were unable to go deeper	DC 1147773
8	Drain blocked Shaftesbury Road B3081 opposite junction with King John Road at traffic lights	DC 1147774
9	The fence at the St Martins site has been bent over.	DC Mark Osborne notified
10	A bench at Rolls Bridge has loose slats	GTC
11	Young people are playing loud music, abusive, urinating in the hedge, leaving litter and underage drinking at Barnaby Mead public open space.	The police and Rendezvous are monitoring
12	Hedging and trees at Bay Bridge, Gillingham need to be trimmed. Currently highway signage is obscured	DC1148534
13	Hedge along railway line by Little Gems Nursery.	Complaint passed to Network Rail
14	Report of Dutch Elm disease in trees to the rear of 5 Bridge Close on land parallel to the River Lodden.	Referred to Environment Agency

55 Prescription requests received in June