



GILLINGHAM TOWN COUNCIL

GENERAL PURPOSES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of a meeting of the **General Purposes Committee** held on **Monday, 5th November 2018**, in the **Jubilee Room, Town Hall, School Road, Gillingham** commencing at **7.30pm**.

These minutes do not constitute a true record until ratified by Full Council.

Present: Cllr Mrs B Ridout (Chairman),
Cllr B Von Clemens (Deputy Chairman),
Cllr Mrs A Beckley, Cllr Mrs S Cullingford,
Cllr R Evill, Cllr M Gould, Cllr M Hill, Cllr Mrs S Hunt,
Cllr S Joyce, Cllr J Robinson and Cllr Mrs D Toye.

**Non-voting
Members:** None.

**Members of the
Public:** There was one member of the public present.

**Members of the
Press:** No member of the Press was present.

In Attendance: Mrs C Ratcliffe, Deputy Town Clerk.
Mr S Dobie, Works Manager

At the start of the meeting Cllr Mrs Ridout informed members that agenda item no. 10 (c) had been withdrawn.

349. Apologies.

There were no apologies.

350. To approve the minutes of the last meeting held on Monday 1st October 2018.

Cllr Mrs Cullingford proposed that **“the minutes of the meeting held on Monday, 1st October 2018 were approved as a correct record of the meeting”**. Cllr Joyce seconded, and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

351. Questions.

There were no questions.

GENERAL PURPOSES COMMITTEE – Monday, 5th November 2018 (continued):

352. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.

There were no disclosable pecuniary interests.

353. To receive working party reports for consideration and approval, if available:

a) Allotments and Burials

Cllr Mrs Toye, Lead Member, reported that Blue Diamond, the new owners of Orchard Park Garden Centre, are happy for the allotments at Park Farm to remain but do not wish to be involved in the organisation or administration of the allotment gardens.

b) Estate Management

Cllr Von Clemens, Lead Member, referred to a report that had been circulated prior to the meeting. The report contained three recommendations. Please refer to Appendix A.

Cllr Mrs Beckley and others asked why there was a preference for wooden play equipment at Marlott Road play area.

Cllr Von Clemens replied that play equipment made from engineered wood is preferable in a semi-rural location. The play equipment being considered has a 20-year guarantee and is fixed to the ground via stainless steel ground fixings.

Cllr Von Clemens proposed that **“a request is made to the Policy and Resources Committee that the hedges are flailed at various locations specified by the Works Manager and as per agreed management plans at a cost of 2 no. days at £350 per day, total £700, to be financed from budget no. 7.01 – Management Plan Work”**. Cllr Joyce seconded, and the vote was unanimous. **RESOLVED**.

Cllr Von Clemens proposed that **“the failed Elm trees at Hardings Park are not replaced in the short term”**. Cllr Mrs Hunt seconded, and the vote was unanimous. **RESOLVED**.

Cllr Von Clemens proposed that **“a request is made to the Policy and Resources Committee that two members of the grounds team attend a specialist seminar in playground safety standards at a cost of £150 per delegate, total £300, to be financed from budget no. 4.07 – Staff Training”**. Cllr Cullingford seconded, and the vote was unanimous. **RESOLVED**.

c) Festive Lighting

Cllr Von Clemens, Lead Member, referred to a report that had been circulated prior to the meeting. The report contained one recommendation. Please refer to Appendix B.

Cllr Von Clemens proposed that **“a request is made to the Policy and Resources Committee that funds are released from budget no. 6.06 – Festive Lighting Event 2018 to pay for sweets at an approximate cost of £200, to pay for the motif lighting and fixings at a cost not exceeding £450 and to pay for an advert in the BVM Tinsel Town edition at a cost of £69.50”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED**.

d) Health and Safety

Cllr Robinson, Lead Member, had nothing to report this month. The Deputy Town Clerk informed members that a Health and Safety professional from Ellis Whittam will be visiting the Town Council on Wednesday, 7th November at 9.30am.

GENERAL PURPOSES COMMITTEE – Monday, 5th November 2018 (continued):

353. To receive working party reports for consideration and approval, if available (continued):

e) High Street Facilities.

Cllr Mrs Toye, Lead Member, reported that the refurbishment of the High Street facilities will commence on Monday, 3rd December 2018. Some legal details still need to be finalised, but this should not hinder the progress of the project.

f) Town Seating and Planted Areas.

Cllr Mrs Ridout, Lead Member, had nothing to report this month.

g) Traffic Management.

Cllr Mrs Ridout, Lead Member, had nothing to report this month. A meeting has been arranged for Thursday, 8th November 2018.

354. To receive and consider a report from the ‘Working Together – non- essential highway works’ working party.

Cllr Mrs Ridout, Lead Member, referred to a report that had been circulated prior to the meeting. The report contained three recommendations. Please refer to Appendix C.

Cllr Mrs Ridout proposed that

“the contract for non-essential highway works is suspended until after March 2019”;

“further quotations are sought for the work specified in 2018 in anticipation that an agreement will be made with the new unitary authority”; and

“a request is made to the Policy and Resources Committee that a figure of £9,000 for non-essential highway works is included in the draft precept for FY 2019/20”.

Cllr Von Clemens seconded, and the vote was unanimous. **RESOLVED.**

355. To receive and consider the following requests:

a) To remove specimen Elm trees from Hardings Park and replant elsewhere (the trees are the only remaining Elm trees left after planting approximately 25 no. Elm trees in March 2018).

Cllr Mrs Ridout commented that it was a great disappointment that so many trees had failed due to a combination of drought and vandalism. The trees were planted with care by the children of Gillingham Primary School and were watered regularly during the very dry summer by grounds staff. It was suggested that the remaining trees could be replanted on the public open space at Jubilee Fields.

Cllr Gould proposed that **“the surviving Elm trees at Hardings Park are replanted on the public open space at Jubilee Fields”.** Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

b) To remove the NCS multi-coloured bench from Hardings Park to a more suitable location elsewhere in the town.

The Deputy Clerk referred to the National Citizen Service (NCS) community projects that took place in the town over the summer. One of the NCS groups decided to refurbish a garden seat and dedicate it to people suffering from mental health issues. At the time, the most appropriate place to site the seat was at Hardings Park; however, the seat looks rather ‘lost’ in this large space and would be better suited to a more intimate location. Gillingham School is looking to create a ‘Healing Garden’ within the school grounds and this would be an ideal place for the NCS seat.

355. To receive and consider the following requests:

- b) **To remove the NCS multi-coloured bench from Hardings Park to a more suitable location elsewhere in the town.**

Cllr Mrs Toye proposed that **“the NCS seat at Hardings Park is donated to Gillingham School for their ‘Healing Garden’”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

356. To receive and consider a request from RiversMeet to use the skate park for a mountain bike stunt demonstration in early January 2019.

Cllr Von Clemens reported that he had received a request from RiversMeet leisure centre to hold an event at the skate park and the multi-use games area at Hardings Park on Wednesday, 2nd January 2019. The event will be a demonstration and skills tuition by Ben Moore, a British Urban Mountain Bike champion. The event will last for about for about two hours with the intention of raising money for the refurbishment of the dance studio at RiversMeet.

The Deputy Town Clerk commented that a licence would need to be granted by the Town Council to ensure that the event is organised correctly and have all necessary insurance policies in place.

Cllr Von Clemens asked if members to support the event and, if possible, to volunteer practical help on the day to marshal the event. The event will be supporting: RiversMeet leisure centre, Hardings Park and the young people.

The date of the event falls within the school holidays but for many will be the first working day after the Christmas break. This may prove a problem with recruiting volunteers.

Cllr Joyce proposed that **“the Town Council supports the event ‘in principle’ on the proviso that all the necessary licenses and insurances are applied”**. Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

357. To receive and consider a quotation for pest control at the parish closed churchyard.

Cllr Mrs Ridout referred to a report that was circulated prior to the meeting. The report contained one recommendation. Please refer to Appendix D.

There was a short discussion on which pest control contractor to use. Cllr Mrs Hunt and others were of the opinion to choose the contractor who had provided the most detailed quotation.

Cllr Mrs Hunt proposed that **“a request is made to the Policy and Resources Committee that pest control is undertaken at St Mary’s closed churchyard at a cost of £480 and financed from budget no. 3.18 – Environment”**. Cllr Evill seconded, and the vote was unanimous. **RESOLVED.**

358. To receive and consider the following reports from the Works Manager:

- a) **Asset Management Software for Play Areas**

Cllr Mrs Ridout referred to a comprehensive report that had been circulated prior to the meeting. An amended report was tabled at the meeting and included one recommendation. Please refer to Appendix E.

The Works Manager answered questions from members. After a short discussion it was concluded that the software would be hugely beneficial for the monitoring and recording of play equipment repairs. Records would be held in a secure location for easy access. The software would require an annual fee of £1,800.

GENERAL PURPOSES COMMITTEE – Monday, 5th November 2018 (continued):

358. To receive and consider the following reports from the Works Manger (continued):

Cllr Gould proposed that **“a request is made to the Policy and Resources Committee that the play inspection software (app) and initial training is purchased at a cost of £2,170 ex VAT and financed from budget no. 8.24 – Land Management”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

b) Workwear requirements for the grounds staff

Cllr Mrs Ridout referred to a report that had been circulated prior to the meeting. An amended report was tabled at the meeting and included one recommendation. Please refer to Appendix F.

Cllr Von Clemens proposed that **“a complete kit list for grounds staff, including any PPE and safety footwear, as per the report, is agreed and that quotations are obtained from three suppliers”**. Cllr Gould seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“a work wear policy is written and presented initially to the Estate Management Working Party in advance of the General Purposes Committee”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

c) Electrically Operated Hand Tools

Cllr Mrs Ridout referred to a report that had been circulated prior to the meeting. An amended report was tabled at the meeting and included one recommendation. Please refer to Appendix G.

The Works Manager answered several questions from members. After a short discussion it was concluded that it would be beneficial to move towards battery powered hand operated tools as soon as practicable. The Works Manager had used the equipment during a demonstration and was very impressed.

Cllr Mrs Cullingford proposed that **“whilst the principle of moving towards battery powered hand tools is agreed, further quotations should be obtained before any purchase is made”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

d) Vehicle / Machinery and Hand Tools Servicing Costs

Cllr Mrs Ridout referred to a report that had been circulated prior to the meeting. An amended report was tabled at the meeting and included one recommendation. Please refer to Appendix H.

The Works Manager explained that the cost of replacement parts had been obtained from different suppliers and the prices compared; however, some parts can only be obtained from specialist suppliers and prices are set nationwide.

Cllr Joyce proposed that **“a request is made to the Policy and Resources Committee that the servicing costs as per the report are agreed and financed from budget no. 3.16 – Machinery, Plant and Vehicle Servicing”**. Cllr Gould seconded, and the vote was unanimous. **RESOLVED.**

e) The purchase of second-hand equipment

This item had been withdrawn from the agenda and was not debated.

359. To receive and consider a report on the funding of outreach youth work 2018/19.

Cllr Mrs Ridout referred to a report that had been circulated prior to the meeting. The report contained three recommendations. Please refer to Appendix I.

GENERAL PURPOSES COMMITTEE – Monday, 5th November 2018 (continued):

359. To receive and consider a report on the funding of outreach youth work 2018/19 (continued):

Cllr Mrs Ridout proposed that

“a request is made to the Policy and Resources Committee that:

- **budget no. 8.25 – Hardings Park, is made available for youth outreach work;**
- **Rendezvous is awarded an additional £597.38 funded from budget no. 8.25 to help toward the recruitment of additional outreach youth workers for RV Gillingham; and**
- **a request is made to the Policy and Resources Committee that a figure of £5,360 for outreach youth work is included in the draft precept for FY 2019/20”.**

Cllr Gould seconded, and the majority were in favour. Cllr Hill abstained. **RESOLVED.**

360. To receive and consider a report on highway enhancement and footpath improvements.

Cllr Mrs Ridout referred to a report that had been circulated prior to the meeting. The report contained one recommendations. Please refer to Appendix J.

Cllr Von Clemens referred to the proposal to enhance the roundabout at Ham and commented that this aspiration should not be seen as a vanity project; it is about economic growth. Investment in the town's appearance with new entrance signage, attractive landscaping and flowers will attract future investment to the town. Cllr Gould concurred with Cllr Von Clemens.

Cllr Gould proposed that **“a request is made to the Policy and Resources Committee that £5,000 towards roundabout landscaping costs is included within the draft precept for FY 2019/20”.** Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

361. To receive and consider a report on the maintenance of the war memorials.

Cllr Mrs Ridout referred to a report that had been circulated prior to the meeting. The report contained four recommendations. Please refer to Appendix K.

The Works Manager had seen first-hand the repairs that were made in January 2018 to the finial at the top of the war memorial in the High Street.

Cllr Von Clemens commented that the Town Council is obligated to maintain the war memorials and the cost of doing so is a small price to pay compared to the sacrifice made by many for the freedom that we enjoy today.

Cllr Von Clemens proposed that

“a request is made to the Policy and Resources Committee that:

- **the annual maintenance cost for war memorials of £2,750 is included in the draft precept FY 2019/20;**
- **a repair fund for war memorials of £2,000 is included in the draft precept FY 2019/20;**
- **a drone survey is undertaken for the war memorial in the High Street at a cost not to exceed £500 to be funded from budget no. 6.01 – War Memorial Maintenance; and**
- **a stonemason is given permission to source a piece of suitable Ham Hill stone in advance of the repair that will be necessary in the next 12 to 24 months to be funded from budget no. 6.01 – War Memorial Maintenance”.**

Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

GENERAL PURPOSES COMMITTEE – Monday, 5th November 2018 (continued):

362. To receive and consider a draft precept for the General Purposes Committee, if available.

A copy of the draft precept was circulated prior to the meeting. The Deputy Clerk explained that the draft precept was an estimate only. More accurate figures for running costs were being ascertained. The figures that appear against projects have been previously agreed. The draft GP precept figures will be included in an overall draft precept. Only when all figures have been included will it be possible to tell if any expenditure budgets need to be revised.

Cllr Mrs Ridout proposed that **“the draft budget for the General Purposes Committee is agreed ‘in principle’ subject to updates and review by the Town Clerk/Deputy Town Clerk”**. Cllr Gould seconded, and the vote was unanimous. **RESOLVED.**

363. To receive a monthly report on the activities of Gillingham Direct.

Cllr Mrs Ridout referred to a report that had been circulated prior to the meeting. Please refer to Appendix L.

Cllr Joyce asked if Cllr Mrs Ridout could ask the DCC Community Highways Liaison Officer why the hedges at Bay Bridge have not been cut back.

364. Matters Pertinent.

- a) **Community Christmas Lunch:** Cllr Von Clemens had been asked by the organiser, Lynn Broom, if any town councillor knows of a spare kitchen and volunteer chef/helpers for the community Christmas lunch. If anyone can help, please contact Lynn direct.
- b) **Bulb Planting:** Cllr Mrs Ridout reminded members that volunteer bulb planting will take place this year on Saturday, 10th and Saturday, 24th November. Meet at the Town Hall at 10am. Please bring gloves, spade and/or trowel. All welcome.
- c) **Remembrance Sunday, 11th November:** The Remembrance Parade starts at the Royal British Legion, at 10.15am. Please would members of the Town Council muster at the Town Hall by 10am.
- d) **Bees Needs:** The Deputy Town Clerk entered the Town Council for a DEFRA ‘Bees Needs’ Award in October and has just been notified that the Town Council will receive an award at a ceremony at Kew Gardens on Tuesday, 13th November 2018. The Mayor will attend accompanied by the Deputy Town Clerk.

The meeting closed at 9.15pm

Gillingham Town Council

Estate Management Working Party

Held on Thursday, 18th October 2018 at 10am

Present: Cllr B Von Clemens (Lead Member), Cllr Mrs B Ridout, Cllr Mrs S Hunt, Deputy Town Clerk and Works Manager

1. Hedges

- Date of hedge laying at Jubilee Fields has yet to be confirmed but it is likely to be Feb/March 2019.
- Flailing hedges at Shires Gate and other areas – a quotation has been received for 2 days at £350 per day.

Action: Works Manager to organise flailing work.

2. Attenuation Ponds

- Clearance of ponds – it was agreed that costings should be ascertained before work to commence next autumn.

Actions:

- a) Works Manager to obtain costs and monitor water levels.
- b) GANG volunteers may be able to help with some of this work.
- c) Deputy clerk to seek funding from Wessex Water.
- d) Grounds staff to check brickwork and grills in attenuation ponds.

3. Community Orchard

- GANG has organised the planting for Saturday, 24th November. Milton Primary School children have been asked to help and a letter is being sent to parents.

Actions:

- a) GANG would like to borrow the Town Council's gazebo and hot water flasks.
- b) Cllr Mrs Hunt will liaise with a resident about the storage of the trees the night before planting, if it is not possible for GTC grounds staff to deliver on the day.
- c) GTC grounds staff to use weedkiller prior to planting. GANG to organise parking with the Bubble Shop/Tennis Club and numbered pegs for trees.

4. Tree Works

- Horsefields boundary wall with POS Shires Gate. This work has been done to GTC specification.
- Rolls Bridge (near highway). This work has been done to GTC specification
- More tree work required at various locations.

Action: Works Manager to organise quotations for the work.

5. Replacement trees

- Hardings Park – do not replace trees at current time.
- Chaffinch Chase – do not replace trees at current time.
- Marlott Rd/Leddington Drive – Bird Cherry (*prunus padus*), 12-14cm, 45 ltr @ £79.00 plus £130 delivery plus planting kit £23.75
Total: £232.75 – seek an alternative supplier that may be cheaper.
Action: Deputy Clerk to source a cheaper alternative.

6. Play Areas

- Marlott Road Play Area. Wood-style play equipment would be preferred at this location. A preliminary quotation has been obtained for this work in the region of £33,253 including delivery and installation but not post installation inspection. The ground would need to be prepared in advance.
Action: Works Manager to ascertain groundwork costs.



7. Play Area Repairs

- King John Road. Repairs have been made to basket swing. Previously agreed equipment has been purchased.
- Downsvew Drive. The leisure surface around the goal has been distressed during the summer due to the shrinkage of the clay soils.
Action: Works Manager to obtain a cost for the repair.

8. Play Area Inspections

- A play area inspection and asset management system was demonstrated to councillors and staff on 8th October 2018. The system is very impressive. A quotation is awaited. This item will go before the General Purposes Committee as a separate agenda item.
- There is a play area inspection one-day course at Poole on 13th November. This course will update GTC grounds team on upcoming changes to standards in play equipment. The cost is £150 per delegate. No travel expenses would be incurred as the employees can travel in a GTC owned vehicle.

Action: The Works Manager to ascertain whether places are still available.

9. Volunteering Activities

- Bulb Planting. Volunteer bulb planting is being organised by Cllr Mrs Ridout for 10th and 24th November. Cllr Von Clemens will ask to Lions to help organise volunteers. Bulbs have already been purchased.
- Snowdrop planting. Plants 'in the green' will be purchased later for planting in the early spring.

10. Budget considerations for FY 2019/20

- Cllr Von Clemens and Cllr Mrs Ridout will have an informal discussion about this prior to the General Purposes Committee.

11. Health and Safety Issues

- All health and safety matters will shortly be dealt with by Ellis Whittham.

12. Any Other Business

- The project to install dog runs along the riverbanks between Rolls Bridge and Peacemarsch has not been progressed yet due to other projects taking priority. This work will need a specification prepared and an ecology report before seeking EA consent. This work will need to be costed and included in the precept to be undertaken in the autumn.

Action: Works Manager to obtain costings.

- Cllr Von Clemens has a sixth form student volunteer looking to do wildlife survey work, which GANG may be able to help with.

13. Date of Next Meeting

- The next meeting will be held on Thursday, 10th January 2019.

14. Recommendations

- That the hedges are flailed at various locations specified by the Works Manager and as per agreed management plans at a cost of 2 no. days at £350 per day, total £700, to be financed from budget no. 7.01 GTC Management Plan Work.
- That the failed Elm trees at Harding Park are not replaced in the short term.
- That 2 no. members of the grounds team attend a specialist seminar in playground safety standards at a cost of £150 per delegate (total £300) to be financed from budget no.4.07 – Staff Training.

Gillingham Town Council

Festive Lighting Working Party

Notes of meeting held on Thursday 18th October 2018

Present: Cllr Barry Von Clemens (Lead Member)
Cllr Mrs Su Hunt (Mayor of Gillingham)
Mrs Mary Bailey (Carnival Committee)
Mr Simon Dobie (Works Manager)
Mrs Jill Ezzard (Clerk and Mayor's Secretary)
Mrs Cheryl Sinclair (The Breeze Radio)

Apologies: Cllr Mick Hill Cllr Mrs Belinda Ridout

1. Radio advertisement on The Breeze FM

The completed radio advertisement will be emailed to the working party members for approval once the advert is completed. The advertisement will run from 19th November and the presenters will make a special mention of the event on 29th and 30th November. The event is also on display on The Breeze's website events guide.

2. Banners

The 2 new banners will read:

Gillingham Town Council
Festive Light Event

Entertainment from 5pm on the Town Meadow

Santa's parade starts at 6pm

The Anonymous Travelling Market will be at The High Street Car Park.

3. Event Layout



4. Event Sponsorship

The following local companies have agreed to sponsor this event since the last meeting:

Station Road Garage	£250.00
Neal's Yard Remedies	£250.00
Peacemarsh Garage	£100.00

5. Motif Lights

The motif rope lights sponsored by Farnfields Solicitors have been ordered.

6. The Shop Window Competition

The Gillingham & Shaftesbury News, Valley News and Freeman Mr Braddick have agreed to be judges. Freeman Mr Crocker declined the invitation to be judge, stating that as he owned several properties in the High Street it could be seen as a conflict of interests.

7. Sweets from Father Christmas

It was recommended to release funds of up to £200 to purchase the children's sweets and bags. Buckets will be in place outside of the grotto for donations on the night.

8. Any Other Business

The scouts have agreed to sell burgers on the Town Meadow.

9. Date of Next Meeting

Thursday 22nd November 2018 at 9.00am.

RECOMMENDATIONS

To refer to the Policy and Resources Committee a request to release funds from budget no 6.06, Festive Lighting Event 2018, for the following:

- To pay for sweets and gift bags approximate cost £200
- To release funds not to exceed £450 to pay for the motif lighting and fixings.
- To pay for an advert in the Blackmore Vale Magazine's Tinsel Town edition £69.50

Gillingham Town Council

Working Together – Highways – Non- Essential Highway Works

Notes from a meeting held on Thursday, 25th October 2018

Present: Cllr B Von Clemens, Cllr Mrs S Hunt, Cllr M Gould, Cllr Mrs B Ridout, Mr R Bell (DCC Community Highways Officer), Mrs C Ratcliffe (Deputy Clerk)

1. To appoint a Lead Member

Cllr Mrs Belinda Ridout was appointed lead member of the working party.

2. Introduction

The Town Council committed to non-essential highway works in 2017 and an Agency Agreement with DCC was signed. A local private contractor was appointed to provide gully emptying, road sweeping, pavement and kerb cleansing twice a year in April and November.

3. Outcomes achieved in FY 2017 and 2018

Gully emptying was carried out at specific locations in April 2017, November 2017 and April 2018 to reduce surface water flooding and significant improvements were recorded at Rolls Bridge and Bay. The work at Eccliffe was suspended in 2018 as it was difficult for the contractor to locate all the gullies due to the amount of detritus on the highway (Eccliffe is rural) and it was suggested by the DCC Highways Liaison Officer that efforts were better spent dealing with the gullies and road sweeping in the High Street.

The road sweeping certainly improved the appearance of the main roads through the town, and was appreciated by residents.

4. Project Shortfalls in FY 2018/19

The pavement and kerb cleansing was never carried out as anticipated in 2017 or 2018 due to unforeseen circumstances. It was hoped that this work would clear debris from the cracks in the kerbs and pavements and consequently reduce the amount of weed growth in the summer months (the Town Council receives many complaints about the number of weeds in the kerbing at the sides of the road) without the need to apply weed killer.

Weed growth from some of the kerbs and paving was removed by volunteers prior to the South West in Bloom judging in July 2018; however, this work can be hazardous and the waste, which can be heavy, needs to be collected and disposed of correctly.

The Deputy Clerk explained that five companies were originally asked to quote for the work but only two responded. The quotations ranged from £3,500 to nearly £8,000. The lower quotation was accepted. However, the full cost of waste disposal was not evident and in April/ May 2018 when the Town Council received a huge bill for the disposal of contaminated waste and the planned work scheduled for November 2018 was cancelled.

5. Future Objectives

The objective of the working party is to decide whether to continue with non-essential highway maintenance and, if so, to consider a realistic figure to include in the draft precept for FY 2019/20 to enable the project to be delivered as originally intended.

6. Conclusion

With hindsight, it appears that the true cost of providing non-essential highway works at specified locations was not £3,500 but somewhere nearer to £8,000 or possibly up to £10,000, especially as the government has increased its levy on the disposal of contaminated waste. The amount of waste collected cannot be easily determined and will vary depending on how often the gullies are cleared and the condition of the gullies (whether they are broken etc).

It is assumed that the current Agency Agreement with DCC will be invalid when the new unitary authority takes over from 1st March 2019. A new Agency Agreement will need to be drawn up.

Despite the initial shortfalls, the working party agreed that the project should continue in FY 2019/20 (pending agreement with the new unitary authority), but that further research should be done to ensure that sufficient funds are allocated in the future.

7. Recommendations

- **To suspend the contract for non-essential highway works until after March 2019.**
- **To seek further quotations for the work specified in 2018 in anticipation that an agreement will be made with the new unitary authority.**
- **To include a figure of £9,000 for non-essential highway works in the draft precept for FY 2019/20.**

Gillingham Town Council

Pest Control

Author: Mrs C Ratcliffe, Deputy Town Clerk

1. Introduction

The Town Council has been notified by St Mary's PCC that there are rats in the closed churchyard. Rats have also been seen in the daytime by residents whose properties overlook the churchyard and by GTC grounds staff.

Due to the river and various food outlets there has always been a problem with rats in the High Street and nearby environs.

The district council's environmental health officers have been contacted and they are dealing with the various food outlets in the High Street to ensure that cooking fats and food waste are disposed of correctly.

2. Costs

Two pest control businesses have been contacted. Both are assumed to be sole traders and have visited the churchyard.

Contractor A: Costs: Min cost £320 max cost £450 (depending on visits and time taken)

Contractor B: Costs: £160 per visit (total 3 visits required), total £480.

Note: Contractor B gave the most detailed account of the work to be undertaken.

3. Recommendation

- **That pest control is undertaken in St Mary's closed churchyard at a cost of £TBD and financed from budget no. 3.18 – Environment.**

Gillingham Town Council

Report on the Purchase of a Play Inspection (Asset Management) App

Author: Mr S Dobie, Works Manager

1. Introduction

British and European Standards relating to Children's Play Areas, Multi Use Games Areas, Skate Parks etc., all recommend a regime of inspections. These are also recommended by the Health and Safety Executive (HSE).

There should be an independent annual inspection from a suitably qualified organisation such as RoSPA or The Play Area Inspection Company. In addition, there should be an operational inspection every three months, and regular routine inspections. Routine inspections could be weekly or monthly inspections, depending on the site size and site conditions. Where a site is subject to vandalism, a daily inspection may be necessary.

2. Current position

- **Daily litter picks and visual inspections are carried out by Town Council Staff.**
- **Monthly recorded routine inspections are carried out by RoSPA trained Town Council Staff.**
- **An annual independent inspection is carried out by The Play Inspection Company.**

The need to ensure staff are trained to an operational level, has been identified and would allow the quarterly inspections to take place. This training is due to take place in late January 2019.

Currently inspections and recording is done using a pen and paper system. A total of 19 areas are inspected with multiple items on each site. The findings are recorded, risk ratings made and any monitoring work required. This system generates at least 19 sheets of monitoring each month which is subsequently stored securely for a recommended period of 21 years.

When the inspections have been carried out, a maintenance/repair sheet is produced so work can be programmed and completed. When the work has been fully completed, the relevant inspection sheets are located and dates logged, to demonstrate the work had been completed. This is a very time-consuming process, some monitoring work through inspections, can go on for months or even years, (e.g. chain wear on swings) and there is a high volume of forms to complete, often with duplicated detail entries.

In conjunction with the annual reports, these forms have been successfully used to disprove council negligence when it has been alleged that an accident or injury has been caused by faulty play equipment. This type of information would be more readily accessible via the app.

3. Play Inspection App

The App has been designed by play area inspectors, for the use by play area inspectors, local authorities and their contractors. The software streamlines the entire inspection procedure from the initial site visit, right through to the secure storage of data. The app is opened on site for inspection and the pre- programmed site information is visible at the touch of a finger. This includes equipment information, previous inspections, annual inspections, any previous work carried out, monitoring that is ongoing etc. The inspection can then take place with the pre-programmed forms. Photos can be uploaded of any damage alongside any work required or completed and any additional notes made by the inspector.

The inspection is carried out on a tablet in offline mode and then stored until a wifi connection is available, for upload to a secure server. There is no size or time limit to the amount of data that can be stored, and there is also no limit to the number of users that can log on and view or use the system. The app platform can also be adapted for other use, alongside play inspections such as the mapping of assets.

All the data is stored securely on line, reducing paper storage and any area can be instantly retrieved to view a history of site work previously carried out, any future work required - including photographs, part numbers, installer dates and any other relevant information.

Additional information or new equipment can all be quickly added to the system and updated providing real time information on faults and repairs. All of this together enables a secure audit trail for each area or item of equipment. The system would provide an efficiency in work time as the inspection app saves the need to complete or search through hand written sheets. The system can continuously grow (at a cost) if further items or areas have to be added in the future.

4. Budget Costs

The cost of the annual licence fee for the app is £1,675.00 ex VAT. There is an initial extra cost for four hours training for persons using the app at £495 ex VAT. Total cost £2,170.00 ex VAT.

5. Conclusion

The Play Area App would provide an opportunity to improve the record keeping and monitoring of play equipment and possibly could be extended to include other assets such as public seating, bins and trees.

It would simplify the inspection procedure, save operator time and produce a far superior audit of all play areas and equipment together with a comprehensive inspection report. The information would be securely stored and easily accessed and retrieved at any time.

6. Recommendation

- **That the play inspection app and initial training is purchased at a cost of £2,170 ex VAT and finance from budget no. 8.24 – Land Management.**

Minute no. 358 (b)

Gillingham Town Council

Report on Work Wear and PPE

Author: Mr S Dobie, Works Manager

1. Background

The current work wear issued to the grounds staff is of a high standard.

The exception to the rule are work boots, these are often a cheaper brand and do not always last a full year. For this reason, we are sometimes forced to buy additional boots in the winter months.

Coats are included in the winter clothing list; however, these are normally issued every second or third year as they last a considerable time, unless damaged, in which case they may require more frequent replacement.

The work wear must be robust enough to allow the function of a wide range of activities, whilst offering adequate protection and adhering to health and safety regulations. Clothing items must be comfortable to work in and available in multiple sizes.

The approach was taken some years ago, to identify the clothing suitable for all these needs ensuring that the ground-staff are protected, whilst also portraying a unified and smart appearance to the public.

Work boots and brush-cutter trousers are taken from the work wear budget, it could be argued that these are PPE and should be part of the PPE health and safety budget.

2. Work Wear

Current annual work wear issue per member of staff:

April (Summer)

1x pair of Brush-Cutter Trousers
2 x T-shirts
1 x pair of Work Boots
Total £164.36 each staff member

October (Winter)

1 x Brush-Cutter Protect Trousers
1 x T shirt
1 x Sweater / Hoodie
1 x Thermal Under Vest
1 x Water Proof Jacket
Total £245.70 each staff member

Overall annual total of £410.06 per staff member.

With the possibility of 8 ground-staff members from April 2019 this would equate to an annual spend of **£3,280.48 ex VAT**.

3. Personal Protective Clothing (PPE)

There are many different items of PPE required for the various tasks carried out by the team. The ground staff are responsible for maintaining and taking care of their own PPE, after it has been supplied.

The PPE is regularly inspected for defects and any replacements purchased from budget No.8.20 'Health and Safety'. For new members of staff, a basic PPE selection is issued to enable them to carry out their role. Further PPE is issued as team members carry out different activities or receive training to carry out additional tasks required. For example, waders and life jackets were purchased for two members of the team to carry out Himalayan Balsum bashing or other river works. Chain Saw trousers, helmets and boots are also examples of PPE required for those with chain saw licences.

Standard PPE Issue:

Ear Defenders

Safety glasses / mask (hedge cutting/brush-cutting)

Work Gloves

Steel Toe Boots

Total: £96.50 + VAT

Additional PPE used:

Chain Saw Protection Trousers

Chain Saw Boots

Chain Saw Gloves

Chain Saw Helmet (incorporating face mesh & ear defenders)

Wellington Boots

Water Proofs

High Visibility Bibs

Anti-vibration Gloves

Pesticide Spray Suit

Pesticide Gloves

Pesticide Face Mask

Waders

Under vest

Overalls

These are normally issued on a required basis and as and when funds are agreed.

Dust masks, disposable gloves, barrier creams etc. are all kept in stock for use by all.

4. Recommendation

- **That a complete kit list for grounds staff, including any PPE and safety footwear, is agreed prior to quotations being obtained from suppliers.**

Gillingham Town Council

Report on Battery Operated Hand Tools

Author: Mr S Dobie, Works Manager

1. Background Information

Over the last 3 seasons, we have been closely monitoring the range of battery powered equipment coming on to the market. These tools have historically been good products but, until recently, they have been specifically marketed at the domestic rather than professional market.

This situation has now changed, with most leading brands offering professional user machines that are on par with the petrol two stroke equivalents. So much so, that these companies are now heavily investing in battery technology and the petrol machines look to be phased out over the coming years, driven largely by the Governments plans to restrict emissions.

The operational benefits of these machines, in terms of both the impact on the operator and the environment alone, are fantastic. The impact is strengthened further when you consider the financial savings in running these machines.

After exploring a range of suppliers and comparing the function of different machine models, it was concluded that the Husqvarna range of tools, seemed to be best suited to the professional user. A demonstration of the equipment was arranged for the Council during which works staff could demo the equipment first hand and make comparisons with our existing petrol equipment.

Benefits of Husqvarna Battery Series:

- **One battery** - the same battery can be used with all the battery series range.
- **High performance** - some tools now on par with petrol equivalents.
- **Saves money** - as little as 4p per full charge, very high value when compared to a petrol machine.
- **Easy to use** - Low weight and excellent balance, push button start, no fuelling/mixing etc.
- **Durability** - Professional range put through the same tests as petrol equivalents.
- **Healthier working** - No direct emissions; clean and pleasant to use in confined areas.
- **Low noise** - Products are 18db(a) lower than petrol equivalents. A reduction of 3db is half the noise level. This benefits the user and the wider public when working in sensitive areas e.g. Cemetery, Town Centre.
- **All weather use** - machines have sealed motors and battery units.

- **Lower vibration** - less moving parts ensures low vibration, allowing longer safe usage times and an increase in work efficiency.

The current price of purchasing the machinery is low, compared to the petrol equivalent, but the batteries are priced quite high. However; when you compare the battery price against the fuel costs the saving is substantial: a £1000 battery investment is equivalent to £7000 in fuel over the life cycle of the battery. There is also a large saving in servicing costs, as the battery machines are sealed units, with only the need for blade sharpening and/or head replacements.

The machines are light and easy to use. They do not emit fumes or loud noises. The machines lower the risk of hand arm vibration. They have quick charge times and a two-year warranty.

There is also an option for fleet services on the machines, this incorporates Bluetooth technologies that can be used with the Husqvarna app (free). This enables connection to the battery and machines, to monitor battery condition; to view the last time the machine was used; to identify the machine the battery was used in; to understand who last used the machine and the duration of use.

This system can also be programmed to allow only an operator to be able to start the machine, making them safer to put down on site, reducing the risk of accidental operation and rendering the machine useless, if stolen.

It would be prudent to invest in battery powered equipment for the reasons outlined above.

Currently there is a need to replace one brush cutter and one blower but it would be preferable if two brush cutters were purchased to enable both grass cutting teams to have a battery option, one blower and one long handle hedge cutter, making top hedge cutting and yew shaping much easier and quieter in sensitive areas.

A battery would be required for each, along with two spares, to be on a charge backup. There is a backpack battery option for the equipment. This is the same price as four individual batteries. When the equipment was trialed at the demonstration, the machines felt better balanced without the back-pack battery.

A quotation for battery powered tools was circulated with the report prior to the meeting for members' consideration.

2. Recommendation

- **That replacement hand tools as outlined in the report above are purchased at a cost of £2,603 ex VAT and funded from monies held in budget no.5.02 - Replacement of hand tools.**

Gillingham Town Council

Winter Servicing and Repairs

Author: Mr S Dobie, Works Manager

1. Background

The Town Council ground staff carry out, when possible, all the service and repairs to vehicles and equipment. This ensures that work is carried out straight away to minimise machine down time and saves on large labour costs.

Currently the GTC grounds staff maintain two vans, three compact tractors, three rtv vehicles, two trailers, one bowser, three ride-on mowers, four cutting attachments, the digger and back hoe and a whole host of hand and power tools.

There are regular inspections of all the equipment and many maintenance tasks carried out throughout the year, oil changes on mowers after 25hrs, sharpening hedge cutters etc.

The main bulk of work though is the winter servicing and this is carried out between the work on festive lighting. Four different suppliers are used to purchase all the service parts required. Some can only be sourced from main dealers, for example John Deere or Kubota.

2. Likely service cost breakdown for December 2018

Tractors and Utility Vehicles including attachments - £1841.13

Peugeot Vans X 2 - £89.74

Stihl Power Equipment - £411.15

Husqvarna Mowers - £155.13

Wessex Trailers and Bowser - £369.11

Oils, Lubricants etc. - £239.99

Total £3,106.23 ex VAT

Note: Costs could possibly increase if any additional parts or faults are discovered during the service process. Costs will increase or decrease each year depending on whether additional equipment has been purchased or removed or the level of service required.

3. Recommendation

That servicing costs totaling £3,106 ex VAT are financed from budget no. 3.16 – Machinery, plant, van servicing.

Gillingham Town Council
Provision for Future Outreach Youth Work
Author: Mrs C Ratcliffe, Deputy Clerk

1. Background Information

The Outreach Youth Work project commenced in September 2017 to engage with young people who 'hang out' in the town. The project was entirely funded by a DCC grant – Inspired by 2012 Health and Wellbeing Legacy Fund totalling £5,600 as part of the Hardings Park project. When Rendezvous started the outreach youth work in Gillingham, the amount of grant remaining was £5080 (approximately £520 had been used prior to Rendezvous to fund outreach youth work carried out by Dorset Youth Service). The remaining grant was paid in 12 monthly instalments of £423.34 from October 2017 until September 2018.

As reported to the General Purposes Committee in May 2018, the project has proved a success and is widely supported. The General Purposes Committee, minute no. 297, recommended to the Policy and Resources Committee that funds were made available to finance the project beyond September 2018 and up until the end of March 2019, as follows:

The following budgets have been identified where there is a surplus in FY 2017/18. This surplus will be returned to the General Reserve unless it is decided that it could be earmarked to Rendezvous to cover the costs for the remaining financial year, as follows:

- Budget No: 8.12 – Advertising costs – Town Crier £1,468.00 (held for the past two years)
- Budget No: 6.11 – DCC Ditch Clearance £700.00 (not requested by DCC)
- Budget No: 6.13 – Public Works Loan Board £407.70
- Budget No: 3.10 – Green Waste Disposal £499.58

Total £3,075.28 to cover the required costs.

This expenditure was approved by the Policy and Resources Committee held on 21st May 2018, minute no. 356(b) (see below) and subsequently ratified by Full Council later in the month.

Cllr Harris proposed that **“surplus monies held in the General Reserve totalling £3,075, identified by the Town Clerk, is earmarked for Outreach Youth Work from September 2018 until March 2019”**. Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

2. Expenditure to Date

Below is an outline of agreed income and expenditure for the outreach youth provision:

Outreach Youth Budget 2017/18			
Date	Invoice no.	Description	Amount £
Sep-17		DCC - Inspired 2012 legacy fund balance for outreach youth work	5080.00
09/10/2017	327	Outreach Sept 2017: 1st of 12 payments	423.34
02/11/2017	333	Outreach Oct 2017: 2nd of 12 payments	423.34
04/12/2017	336	Outreach Nov 2017: 3rd of 12 payments	423.34
08/01/2018	341	Outreach Dec 2017: 4th of 12 payments	423.34
08/02/2018	345	Outreach Jan 2018: 5th of 12 payments	423.34
12/03/2018	350	Outreach Feb 2018: 6th of 12 payments	423.34
		Total for 6 months	2540.04
11/04/2018	353	Outreach Mar 2018: 7th of 12 payments	423.34
14/05/2018	364	Outreach Apr 2018: 8th of 12 payments	423.34
04/06/2018	371	Outreach May 2018: 9th of 12 payments	423.34
11/07/2018	375	Outreach June 2018: 10th of 12 payments	423.34
13/08/2018	385	Outreach July 2018: 11th of 12 payments	423.34
13/09/2018	391	Outreach Aug 2018: 12th of 12 payments	423.34
		Total for 12 months	5080.08
May-18		P&R Committee 21/05/18, min no. 356 (b) or 7 monthly payments of £439.32	3075.28
15/10/2018	403	Outreach Sept 2018: 1st of 7 payments	423.34

Rendezvous have confirmed that they have received all the payments listed above.

Balances at 31st October 2018

Budget no. 8.02 – Outreach Youth Work shows an unspent balance of £1,804.66. This will only be sufficient to sustain the project until January 2019 (4 months) at monthly payments of £423.34.

Budget no. 8.25 – Hardings Park shows an unspent balance of £1,868, which could be used to provide the shortfall in budget no. 8.02. This is the surplus from the Hardings Park project and has not been allocated for pay for any further work as the project is now complete.

If budget no. 8.02 and 8.25 are combined this would give a balance of £3,672.66 available for youth outreach work; with a surplus of £597.38 from the figure agreed in May 2018 (£3075.28).

The surplus would be welcomed by Rendezvous to help towards the recruitment and training costs for additional outreach youth workers for RV Gillingham.

3. Outreach Work FY 2019/2020

A budget for youth outreach work for FY 2019/20 has been received for £5360, an increase of £280 from FY 2018/19. This includes a 3% increase in core costs and a 10% increase for overheads to cover administrative and insurance costs.

4. Recommendation

- **That budget no. 8.25 Hardings Park is made available for outreach youth work.**
- **That Rendezvous is awarded an additional £597.38 funded from budget no. 8.25 to help towards the recruitment of additional outreach youth workers for RV Gillingham.**
- **That a figure of £5,360 for outreach youth work is included in the draft precept for FY 2019/20.**

Minute no. 360

Gillingham Town Council

Update Report

**The Roundabout & Bus Stop Enhancement at Ham
Footpath no. 71 Peacemarsh**

Author: Mrs C Ratcliffe, Deputy Town Clerk

1. Introduction

1.1. Roundabout

The Town Council has received many complaints about the roundabout at Ham (near Sydenhams Building Supplies and Orchard Park Garden Centre).

The maintenance of the roundabout is the responsibility of the county council. The roundabout is sponsored via a direct marketing company contracted by DCC. The income from the sponsorship of highway infrastructure is used to off-set highway maintenance costs.

Cllr Barry Von Clemens, Cllr Mrs Su Hunt, Cllr Mrs Belinda Ridout and Deputy Clerk and the Works Manager met with Mark Fortune (DCC Commercial Manager) and Aaron Carpenter (DCC Landscaping Team) on Thursday, 20th August 2018, to discuss how the appearance of the roundabout at Ham could be improved to give a better first impression of the town.

There is evidence to suggest that a well-groomed town attracts investment. Tidy roundabouts, well-kept infrastructure, and flower beds are all indicators of a vibrant town.

1.2. Bus Stop

The Town Council is in receipt of a written request for a seat at the bus stop at Ham (where there is a bus layby). Elderly people who use this bus stop would prefer to sit and wait for the bus rather than stand. There is a care home and elderly residents living nearby.

A request for a seat at the bus stop (and possible heritage style bus shelter) was sent to the DCC Planning Obligations Manager, Richard Dodson, his response is as follows:

It is a pity that this was not raised as a need when the planning application on the adjacent site was going through as this could have sought some additional land behind the footway, particularly as the development relied on the presence of the bus service in its transport rationale and puts footpaths to the stop (unless the Appeal (for the Aldi supermarket) recognises this, the argument is lost).

Mr Dodson has suggested that the Town Council liaise with Emily McCurdy on the logistics of installing a seat near the bus stop.

1.3. Footpath no. 71 at Peacemarsh

Richard Dodson has indicated that the surfacing of footpath no. 71 at Peacemarsh alongside the doctors' surgery will be completed during (w/c 29th October 2018). The path has been surfaced using 'hoggin' (see photos overleaf):

Western end – before



Western end - after



Eastern end – before



Western end - after



2. Costs

2.1. Roundabout

Unfortunately, the Town Council will have to finance any significant landscaping enhancements. Costings awaited but possibly in the region of £5,000. DCC have requested that the Town Council maintain the roundabout for £102 per year. A decision on this has been postponed until a landscape design has been agreed.

2.2. Bus Stop

Improvements to the bus stop will be financed from s106 NDDC SPD strategy. It will be possible to install a seat but space is limited for a covered bus stop unless a case is made at the Appeal for the proposed Aldi supermarket on the adjoining land.

2.3. Footpath no. 71 Peacemarsh

The enhancement of this well-used path will be made from s106 monies held by DCC.

3. Recommendation

That an amount (estimated £5,000) for roundabout enhancement at Ham is considered for inclusion in the draft precept.

Gillingham Town Council

War Memorial Maintenance

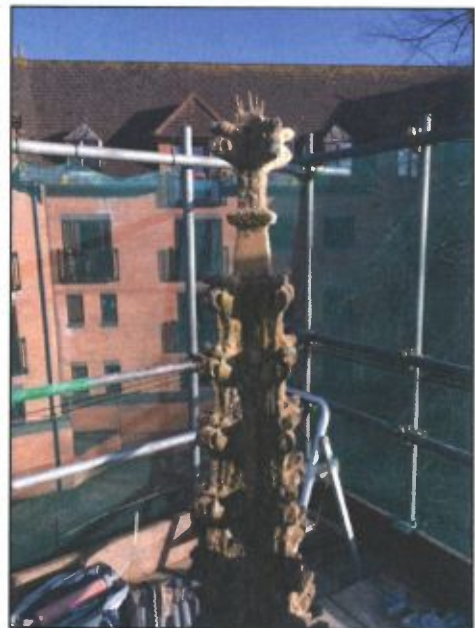
Author: Mrs C Ratcliffe, Deputy Town Clerk

1. Recent Repairs

1.1. War Memorial High Street

In early January 2018, the finial at the top of the war memorial was damaged by a possible bird strike. Mr Harry Jonas, the stonemason who originally carried out the restoration work, was contacted to carry out the urgent repairs

The bird strike opened an existing vent on the bedding plane of the Ham stone - a joint bedded (the horizontal 'grain' of the stone laid sideways) on the east side. The crockets (the knobbly ornament going up the side of the lantern shaft) were worn off from top to bottom. The strength of the stone was compromised and become friable. Six years ago, a shelter coat (a protective layer of casein lime and stone dust) was applied, this held quite well but the stone became weaker, especially near the vent (cleft split). The strike opened the crack higher up and the stone consolidated to bring it into one rather than two pieces by pinning onto three or four areas.



The copper non-ferrous dowel in the finial was extended with a sleeve of stainless steel and a corresponding hole drilled to seat it deeper into more robust stone (which is not in the best condition). This action will just suffice in the short term although cannot be guaranteed. A decision will have to be made on how to efficiently safeguard the top shaft stone for the foreseeable future.

The cost of the repairs due to the suspected bird strike came to £1805 plus scaffolding costs of £1025, making a total of £2830, which was paid for largely by an insurance claim.

The repair will possibly last between 2 to 5 years before a replacement section will be required, as detailed below:

Lift off the shaft using appropriate facing and support to the stone and details. Securely mount and cut out the east side of the stone to remove as much deteriorating material while retaining sound material. Carve a replacement section to fit in exactly to the remaining faces, and using the best methods and materials as they are needed, attach into the existing, probably with supporting armature and injected resin to ensure a perfect bond and support. Refix in place. Cost about £3000 plus. Carve a new support shaft, cost about £3500 plus. Estimated total cost of repairs £6,500

The repair will require the highest quality Ham Hill stone to allow the fine carving to be carried out. Consent from English Heritage and the Diocese of Salisbury will be required before work can be undertaken.

To ascertain how soon further repairs will be required, it may be prudent to consider a drone survey to be undertaken around the anniversary of the initial repairs (Jan/Feb 2019) at a cost not to exceed £500.

2. War Memorial Maintenance

2.1. War Memorial - High Street

The war memorial in the High Street is unique. There is only one other memorial of this design in the country which is in private ownership and falling in to disrepair. Therefore, it is important that this memorial is regularly maintained and repairs carried out, as necessary.

Approximately £1250 per annum plus hire of scaffolding/cherry picker at £750. The war memorial in the High Street is made of Ham Stone so only requires light cleaning/gentle steam cleaning.

2.2. War Memorial – Milton-on-Stour

Approximately £750 per annum. The war memorial at Milton on Stour is made of granite and only requires careful light cleaning around the lettering.

2.3. War Memorial - Annual Maintenance and Repair Fund

Total annual maintenance £2,750.

Repair Fund £2,000 per annum. This would be used for any emergency repairs or to put aside for a likely large repair FY 20/21 or FY 21/22 (a drone survey will determine the timescale of the repair).

Note: the memorials may not need to be cleaned each year and therefore the money set aside for annual maintenance could be used for repairs or a drone survey.

The stone mason has suggested that as a sizeable piece of Ham Hill stone will be required for the final repair, that the quarry is instructed to keep a look out a suitable piece of good quality stone that could be purchased in advance of the repair.

3. Recommendations

- 3.1. That an annual maintenance cost for war memorials of £2,750 is included in the Precept FY 2019/20.**
- 3.2. That a repair fund for war memorials of £2,000 is included in the Precept FY 2019/20.**
- 3.3. That a drone survey is undertaken for the War Memorial in the High Street at a cost not to exceed £500 to be funded from budget no. 6.01 – War Memorial Maintenance.**
- 3.4. That the stonemason is given permission to source a suitable piece of Ham Hill Stone in advance of the repair to be funded from the War Memorial Maintenance Repair Fund.**

Minute no. 363

Gillingham Town Council**Report from Gillingham Direct****27th September 20th October 2018**

The following matters have been dealt with by Gillingham Direct:

	Issue	Reference No.
1	Human excrement on the pavement and wall in Queen St.	GTC cleared
2	Rat problem in St Mary's Churchyard and St Martins Square.	GTC contacted pest control
3	Overgrown trees, bushes and brambles along Le Neubourg Way near Church View, causing a slippery pavement.	DCC James Bennett emailed
4	Overgrown Hedge on the right-hand side as you exit Nexus at Addison Close.	DCC 1111230
5	A resident of Chaffinch Chase concerned about a tree outside her property.	GTC to investigate
6	Sewage coming out of the manhole cover on Jubilee Fields near Casterbridge Way.	Wessex Water 035928387001

21 Replacement recycle bins have been collected.

1 Wedding has taken place.