



## GILLINGHAM TOWN COUNCIL

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# GENERAL PURPOSES COMMITTEE

The minutes of the **General Purposes Committee** meeting held on **Monday, 3<sup>rd</sup> February 2020**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

## Present

Cllr Mick Hill (Chairman)

Cllr Dennis Griffin

Cllr Graham Poulter (Deputy Chair)

Cllr Paul Harris

Cllr Barry von Clemens

Cllr John Robinson

Cllr Fiona Cullen

Cllr Donna Toye

Cllr Rupert Evill

Cllr Roger Weeks

## Non-Members

There were no non-members present.

## In Attendance

Town Clerk: Julie Hawkins

## Press and Public

Press: No members of the press were present.

Public: 1 member of the public

## Minute no.

**70. Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.**

There were no public comments or questions.

**71. To receive apologies for absence.**

It was agreed and **RESOLVED** to accept the apologies received from Cllr Alison Gale and Cllr Wareham for personal reasons.

**72. To approve the minutes of the last meeting held on Monday 13<sup>th</sup> January 2020.**

It was agreed and **RESOLVED** to approve the minutes of the General Purposes Committee held on Monday, 13<sup>th</sup> January 2020, and the minutes were duly signed by the Chairman as a correct record.

**73. Questions.**

There were no questions.

**74. To receive any declarations of interest. Please note: members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.**

There were no pecuniary interests declared.

The Chairman requested that Agenda item no. 7 regarding correspondence from Forward Developments was moved to the end of the agenda as it may require members of the public to be excluded.

It was agreed and **RESOLVED** that agenda item no. 7 regarding correspondence received from Forward Developments is moved to the end of the agenda.

<b>75.</b>	<b>To receive and consider reports from sub-committee and task and finish groups, as follows:</b>
<b>(a)</b>	<b>Allotments and Burials (sub-committee)</b>
	There was no report this month.
<b>(b)</b>	<b>Annual Christmas Event and Festive Lighting (sub-committee)</b>
	A report had been circulated prior to the start of the meeting. Please refer to <b>Appendix A</b> . The report contained one recommendation.
	It was agreed and <b>RESOLVED</b> that a letter is sent to the Gillingham Chamber of Trade and Industry inviting them to take full and financial responsibility for the Annual Festive Light Event.
<b>(c)</b>	<b>Annual Remembrance Day Parade (sub-committee)</b>
	There was no report.
<b>(d)</b>	<b>Assets and Liabilities (sub-committee)</b>
	There was no report.
<b>(e)</b>	<b>Cycle link project – Gillingham to Motcombe (task and finish group)</b>
	There was no report. A meeting is being arranged for the very near future.
<b>(f)</b>	<b>Estate Management and Properties (sub-committee)</b>
	No meeting had been held since the report last month. A meeting has been arranged for Thursday, 27 <sup>th</sup> February 2020.
<b>(g)</b>	<b>Health and Safety (sub-committee)</b>
	A report was tabled at the meeting. Please refer to <b>Appendix B</b> . Cllr Robinson summarised the report. The report contained one recommendation, which was amended before it was resolved as follows: It was agreed and <b>RESOLVED</b> that a Volunteering Policy is written.
<b>(h)</b>	<b>Traffic Management (sub-committee)</b>
	There was no report.
<b>(i)</b>	<b>Events – VE Day 75<sup>th</sup> Anniversary Celebrations (task and finish group)</b>
	A report has been circulated prior to the meeting. Please refer to Appendix C. There were no recommendations. Cllr Weeks commented that the group had met again prior to the General Purposes Committee.
<b>(j)</b>	<b>Fingerpost Refurbishment (task and finish group)</b>
	There was no report this month. A meeting to survey the finger posts has been scheduled for 21 <sup>st</sup> February 2020.
<b>(k)</b>	<b>Gillingham Gateways (task and finish group)</b>
	There was no report this month.
<b>(l)</b>	<b>Events – Green Gillingham (task and finish group)</b>
	A report had been circulated prior to the meeting. Please refer to <b>Appendix D</b> . There were no recommendations or further comments.
<b>(m)</b>	<b>Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)</b>
	Cllr von Clemens reported that he and the Deputy Town Clerk had attended a steering group meeting at the Town Hall on Wednesday, 15 <sup>th</sup> January 2020. The next steering group meeting is planned for Tuesday, 17 <sup>th</sup> March 2020. A pre-meeting between DWT and GTC will be held on Monday, 10 <sup>th</sup> February 2020 at 10am.
<b>(n)</b>	<b>Town Seating and Planted Areas Refurbishment (task and finish group)</b>
	There was no update from last month.
<b>76.</b>	<b>To receive and consider information on the Proposed Dog Related Protection Orders Consultation and to make recommendations to Full Council.</b>
	Currently Dorset Council employs four dog wardens that cover the entire county at a cost of £200,000. Whilst the Public Space Protection Order (PSPO) for North Dorset does not expire until 2022, all Dorset County residents are being encouraged to complete the consultation for the PSPO for East Dorset, West Dorset and Weymouth and Portland. Please refer to <b>Appendix E</b> for more details.

	<p>It was suggested that if the survey is completed by Gillingham Town Council as a body, then a task and finish group should be set up to look at the survey and to make recommendations to Full Council.</p> <p>It was agreed and <b>RESOLVED</b> that Cllr Harris, Cllr Evill and the Deputy Town Clerk is delegated with the task of considering the Proposed Dog Related Protection Orders Consultation and to make recommendations to Full Council.</p>
<b>77.</b>	<b>To receive a report on the monthly activities of Gillingham Direct.</b>
	A report was circulated prior to the meeting. There were no comments. Please refer to <b>Appendix F</b> .
<b>78.</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>
	There were no matters pertinent.
<b>79.</b>	<b>To receive and consider the letter from Forward Developments Limited regarding the maintenance of the track to the football pitch at Woodwater Lane.</b>
	<p>The Chairman advised members that the public should be excluded from the discussion of this item as publicity would prejudice on-going lease negotiations by the Gillingham Town Council.</p> <p>It was agreed and <b>RESOLVED</b> under the Public Bodies (Admission to Meetings) Act 1960, the press and public shall be excluded during the discussion of correspondence received from Forward Developments.</p> <p>Cllr Poulter tabled a Private and Confidential report.</p> <p>It was agreed and <b>RESOLVED</b> that a letter as circulated at the meeting is sent to Forward Developments.</p> <p>It was agreed and <b>RESOLVED</b> that Woodwater Farm Task and Finish Group is authorised to discuss and agree with Gillingham Town Football Club and/or Forward Developments Ltd any works to be carried out by Gillingham Town Football Club and/or Forward Developments Limited to remedy the defects complained of by Forward Developments Limited in their letter to the Town Council dated 6<sup>th</sup> January 2020.</p>
<p><b>There being no other business on the agenda, the meeting closed at 8.30pm.</b></p> <p><b>Signed:</b> _____ <b>Date:</b> 2<sup>nd</sup> March 2020</p> <p><b>Cllr Mick Hill</b> <b>Chairman of General Purposes Committee</b></p> <p><b>PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.</b></p>	

Minute no. 75(b)

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**Gillingham Town Council**

**Festive Lighting Working Party**

**Meeting Notes Friday 17<sup>th</sup> January 2020**

In Attendance: Cllr Barry Von Clemens, Cllr Mick Hill, Cllr Sharon Cullingford,  
Mrs Mary Bailey, Mr Simon Dobie - Works Manager and  
Mrs Jill Ezzard - Mayor's Executive Assistant

Apologies: Cllr Alison Gale

**1. To discuss the 2019 event.**

The Anonymous Traveling Market (ATM) reported a poor evenings trade, even though they estimated the footfall was up on the 2018 event. This is not just an issue with the Gillingham event, but also applied to Blandford Forum and Castle Cary, whose Christmas events also take place on a mid-week evening. In contrast, Christmas events which held in local towns over a weekend reported excellent trade. Following the poor trading figures over the last 3 years, the ATM are not willing to take part in the 2020 event.

The Community Choir expressed their disappointment regarding the lack of people who stay to listen to the band and the choir, once the children have visited Santa's Grotto.

No complaints were received at the Town Hall from members of the public and it was agreed that the parade was an improvement on the previous year.

**2. To set a date and discuss the 2020 event**

It was recommended to hold the 2020 event on Friday 4<sup>th</sup> December 2020.

Cllr von Clemens put forward a recommendation to offer the Festive Lights Event to the Gillingham Chamber of Commerce and Industry to host and organise, as is the case in many towns throughout the country. The Town Council will still retain responsibility for the Christmas trees and decorations around the town.

Further discussions about the 2020 event will take place at the next meeting once a response has been received from the Chamber of Commerce.

**3. Date of the Next Meeting**

Friday, 14<sup>th</sup> February 2020 at 1pm in the Town Hall.

**4. Recommendation**

**That a letter is sent to Gillingham Chamber of Commerce of Industry inviting them to take full and financial responsibility for the Festive Light Event.**

## **Gillingham Town Council**

### **Health and Safety Meeting held 24<sup>th</sup> January 2020**

**Author: Cllr John Robinson, Lead Member Health and Safety Working Party**

Present: Cllr John Robinson, Cllr Alan Frith  
Julie Hawkins – Town Clerk  
Simon Dobie – Works Manager

#### **1. Notes from Meeting**

This was the fourth meeting held for the Task & Finish group for Health and Safety.

Fire Risk Assessment was carried out on the 13<sup>th</sup> December 2019 and there was nothing major picked up. A report is to be issued in the near future.

The Works Manager confirmed that Risk Assessments and Safe Systems of Work are continuing to be updated and although this is a big undertaking, good progress is being made.

A weekly visual check is now being made to both the Chantry Office and the Town Bridge Office. Further to this a monthly full check will be carried out by the Works Manager. A form has been produced and is being used to document findings and any actions required.

Hi Vis clothing has been purchased in line with Highways Health and Safety requirements.

Quotations have been received to mitigate risks associated with the wall and entrance that bound the main road next to St Mary's churchyard however, no progress can be made until the budget is approved in April. Various refurbishment work has been carried out to the church grounds including such items as signs, notice boards, gates etc.

PAT testing is progressing well and should be completed in the next couple of weeks.

Annual monumental testing is due to be started this month (February) for the church yard, Remembrance Garden and cemetery.

The monthly Operational Play Area inspection has just been completed.

An arrangement has been made with DWP to collect the Town Council's sharps ie those collected by the Works team around the town.

Occupational Health at Dorset Council has been contacted regarding the Hep B immunisations for the horticultural staff and a date for the Occupational Health reviews is to be decided but is subject to budget approval.

#### **2. Ellis Whittam**

At the last report there were 253 open risks – 79 high and 174 medium risks.

Currently there are 202 open risks – 52 high and 150 medium risks.

Although the current status of open risks has reduced, in reality this figure is a lot lower and effort should be made to document this on the Ellis Whittam portal. This would then portray a more realistic representation of outstanding risks.

### **3. Training**

None

### **4. Everyday Health & Safety Issues**

None reported

### **5. Recommendation**

**A Volunteers Policy is to be written to include Health and Safety training.**

*(Please note this recommendation was amended at the meeting.)*

**Gillingham Town Council**

**VE Day 75<sup>th</sup> Anniversary Celebrations Task and Finish Group**

**Author: Cllr Roger Weeks, Lead Member**

**1. Introduction**

The Town Council are arranging an event on Friday, 8 May 2020, in the Town Meadow which will follow the framework circulated to all Councils across the UK by SSAFA.

The SSAFA framework consists of the Last Post and Reveille at 2.55 pm, a Toast to the Heroes of WW2 at 3.00 pm, a Piper playing Battle's O'er and VE Day 75 after the Toast, A Cry for Peace Around the World at 6.55 pm and Ringing out for Peace at 7.00 pm.

The event will start at 2.00 pm and finish at 9.00 pm.

**2. Finances**

We have been awarded £1,000 from #CelebrateNationalLottery25.

**3. Schedule of Events**

In addition to the SSAFA framework, the event will have exhibitions, tea & cakes, BBQ, ice cream and music.

**4. Progress since the last Report**

- Participation by the Army Cadets confirmed
- Participation by the Royal Air Force Association confirmed
- Participation by the Royal British Legion Branch confirmed

Further updates will be provided in March.

Minute no. 75(l)

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**Gillingham Town Council**

**The Mayor's Green day - Wednesday 22 January**

**Author: Cllr Barry von Clemens**

**Present:** Cllr Barry von Clemens, Cllr Fiona Cullen, Cllr Alison Gale and  
Dorset Councillor Belinda Ridout

**Apologies:** Cllr Mick Hill

- **Venues:** It has been confirmed that the Library, Town Meadow, Town Hall and Bones youth Centre will be venues for the event. All these organizations have kindly said there will be no charge for the day. Riversmeet is a possible additional venue but this is still being discussed.
- **Groups involved:** The Donkey sanctuary is providing an upcycling fashion show. DWP is providing their recycling road show. GANG is providing a stand promoting pollinator friendly planting and local wildlife. Styles will be providing a sola powered ice cream van on the meadow. Walkers are welcome will do a walk from the town to the Threshold Centre who will give a guided tour of their facility, Gillingham town council to promote their sustainable ethics and the pollinator friendly policy along with the green open spaces. Gillingham in Bloom.
- **Groups awaiting confirmation:** Local schools, the Farmers market, Dorset Police, local cycling groups, eco café, litter pickers. We are also hoping to promote the green gyms in the town, but this is still in discussion. NFU is to be approached to see if they would like to be involved. Gillingham Litter pickers. GMS Lions.
- **Promotion of event:** This will be done through local press online promotion and some posters. The number of posters will be kept to a minimum in order to promote the sustainable ethics of the day.
- **Date and time:** The event will take place on 25 April from 10:00-15:00.



Cllr Barry von Clemens

**Dorset Council consultation on a Dog related Public Space Protection Order (PSPO)**

**Email received from Dorset Council, Environmental Health on 24<sup>th</sup> January 2020**

You (GTC) have been identified as being a stakeholder in the above consultation.

I write to invite you to respond to the Council's consultation concerning dog control in the Dorset Council area (not including Bournemouth, Christchurch and Poole).

The Council is required to consult on any Order produced under the Antisocial Behaviour Crime and Policing Act 2014 every three years, to ensure that they continue to be current and appropriate. This proposal aims to help ensure consistency, fairness and clarity for residents and visitors to Dorset and will assist the efficient use of enforcement resources.

A number of current orders from the previous councils of East Dorset, West Dorset and Weymouth and Portland are having to be extended before they expire to ensure adequate time is given for the completion of this Order for public safety and animal welfare. North Dorset is not due to expire until 2022 and Purbeck remains an Order until it is superseded. For further information about the dog warden service in Dorset, the current orders in place and the confirmation of their extension until December 2020, visit <https://www.dorsetcouncil.gov.uk/environmental-health/dog-warden-service.aspx>.

Following a 12-week consultation period, results will be published online, and will guide councillors' decision making for the PSPO relating to dog control. It would be much appreciated if you could give 15-20 minutes of your time, to complete the survey which can be found at <https://www.dorsetcouncil.gov.uk/dogspspo>.

The survey will begin on 24 January 2020 and close at **midnight on 19 April 2020** and will then be reported to Dorset Council's Place Scrutiny Committee and Cabinet in due course.

It would be appreciated if the survey link can be shared in any parish or town magazine, discussed in council meeting(s), and/or placed on any notice board to encourage as many views as possible. Paper copies will be available on request in local libraries, for those that are unable to use the online form. We will try our best to accommodate those with English as a second language or have difficulties with completing such surveys and ask that they contact the Council directly on 01305 251010 to ask for assistance.

In anticipation of your assistance – thank you.

Minute no. 79

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**Gillingham Town Council****Gillingham Direct January - February 2020**

	<b>Issue</b>	<b>Reference No.</b>
1	The grass verge at Sycamore Way has been churned up by vehicles.	DC 1138918
2	Missed bin collection at 2 Church Walk	MC 166334174
3	Pothole in the pavement outside 5 Cordery Gardens	DC 1139206
4	Drains blocked in the road outside the Slade Centre	DC 1139519
5	Trees overhanging Post Office Road and the B3082 from Milton Lodge, in Milton-on-Stour	DC1140565
6	Complaints received regarding the tree work along Le Neubourg Way	Referred to DC
7	Complaint received from a resident in Horsefields requesting a fence between her property and the area of vegetation maintained by GTC	This is being resolved with the Works Manager.

18 no. Replacement recycle bins have been collected.

1 no. Blue Badge application form requests

3 no. Bus Pass application form requests