



**GILLINGHAM TOWN COUNCIL**

The Town Hall  
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## GENERAL PURPOSES COMMITTEE

The minutes of the **General Purposes Committee** meeting held on **Monday, 1<sup>st</sup> July 2019**, at 7.30pm in the Jubilee Room, Town Hall, Gillingham, Dorset.

**Present**

Cllr Mick Hill (Chairman)	Cllr Paul Harris
Cllr Rupert Evill	Cllr John Robinson
Cllr Alison Gale	Cllr Donna Toye
Cllr Dennis Griffin	Cllr Barry Von Clemens
	Cllr Roger Weeks

**Non-Members**

Cllr Sharon Cullingford

**In Attendance**

Deputy Town Clerk: Clare Ratcliffe

**Press and Public**

Press: Michael Streeter, Gillingham and Shaftesbury News

Public: 2 members of the public

Minute no,	
<b>016</b>	<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 were no public comments or questions.
<b>017</b>	<b>To receive apologies for absence.</b>
	Apologies were received from Cllr Fiona Cullen, Cllr Graham Poulter and Cllr Keith Wareham for personal reasons. It was <b>RESOLVED</b> that the apologies received from Cllr Cullen, Cllr Poulter and Cllr Wareham are accepted.
<b>018</b>	<b>To approve the minutes of the last meeting held on Monday 3<sup>rd</sup> June 2019.</b>
	It was agreed and <b>RESOLVED</b> to approve the minutes of the General Purposes Committee held on Monday, 3 <sup>rd</sup> June 2019, and the minutes were duly signed by the Chairman as a correct record.
<b>019</b>	<b>Questions pertaining to the previous minutes.</b>
	There were no questions pertaining to the previous minutes.

020	<b>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.</b>
	There were no declarations of disclosable pecuniary interests declared.
021	<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, reported that no meeting had taken place this month. A verbal report was made as follows: Annual inspections are being carried out Cllr Toye accompanied by the office manager. Two plot holders at Cemetery Road allotments will receive an advisory telephone call to remind them to cut down perennial weeds before they set seed. A visit to Park Farm allotments will be made w/c 1 <sup>st</sup> July. The committee will meet on Thursday, 11 <sup>th</sup> July at 7pm.
(b)	<b>Annual Christmas Event and Festive Lighting (sub-committee)</b>
	Cllr Von Clemens, Lead Member, reported that a meeting had taken place on Wednesday, 25 <sup>th</sup> June 2019. The notes of the sub-committee meeting had been circulated prior to the General Purposes Committee meeting. The report contained one recommendation. Please refer to <b>Appendix A</b> . It was agreed and <b>RESOLVED</b> that a request is made to the Finance Committee to release funds from budget no. 10.23, Festive Lighting Event 2019 to purchase 30 no. sets of Christmas lights at an approximate cost of £200.
(c)	<b>Annual Remembrance Day Parade (sub-committee)</b>
	Cllr Weeks reported that the committee is working in partnership with RBL Gillingham Branch to organise the Annual Remembrance Day Parade as per the format used in previous years. Cllr Weeks sought the opinion of the General Purposes Committee on the purchasing of plastic poppies to be displayed on lamp posts in November (similar to those used last year and seen in other nearby towns). The RBL purchased 30 poppies at £3.50 each last year, which were put up by a RBL member. The RBL has received requests that more should be purchased. The RBL would need help to display the poppies. The General Purposes Committee required further information before a decision could be made and asked for a written report to be submitted next month. Cllr Weeks asked if the town council would remove poppy wreaths from the war memorial in the High Street in January. The poppy wreaths look untidy after a few months and do not allow the Ham stone to dry out underneath which is detrimental to the structure of the stone. A metal used in the construction of wreaths can start to rust and stain the stone. Cllr Harris advised the sub-committee to seek further advice about the correct time to remove poppy wreaths from war memorials, to avoid any potential animosity.
(d)	<b>Cycle link project – Gillingham to Motcombe (sub-committee)</b>
	Cllr Von Clemens, Lead Member, reported that there had been no meeting this month.
(e)	<b>Estate Management and Properties (sub-committee)</b>
	Cllr Von Clemens, Lead Member, reported that a meeting had taken place on Thursday, 27 <sup>th</sup> June 2019. The notes of the sub-committee meeting had been circulated prior to the General Purposes Committee meeting. The report contained seven recommendations. Please refer to <b>Appendix B</b> . It was agreed and <b>RESOLVED</b> that the seven recommendations contained in the Estate Management and Properties report were taken en-bloc.

	<p>It was agreed and <b>RESOLVED</b> the following:</p> <ul style="list-style-type: none"> <li>• That a Lettings Agreement for POS Barnaby Meadow is granted to a local resident to hold a children's birthday party on Sunday, 28<sup>th</sup> July 2019.</li> <li>• That the sub-committee investigates and determines financial liabilities and responsibilities in connection with the maintenance of the closed churchyard.</li> <li>• That the sub-committee holds a separate meeting to progress the refurbishment of the Marlott Road play area.</li> <li>• That a separate meeting is arranged for those who are interested in discussing future planting schemes and attracting sponsorship for planted areas and tubs.</li> <li>• That the Works Manager investigates the cost of a street sweeper for use by the Town Orderly.</li> <li>• That the Works Manager investigates the purchase of replacement mowing equipment for consideration by the General Purposes Committee.</li> <li>• That the area immediately around the bus stop at the top of Pound Lane is maintained by the Town Council (under licence from DC Highways, if required).</li> </ul>
<b>(f)</b>	<b>Health and Safety (sub-committee)</b>
	<p>Cllr Robinson, Lead Member, reported that he had met with the Town Clerk and the Works Manager on Thursday, 27<sup>th</sup> June. The notes of the meeting had been circulated prior to the General Purposes Committee meeting. The report contained no recommendations. Please refer to <b>Appendix C</b>. However, the following recommendation was made:</p> <p>It was agreed and <b>RESOLVED</b> that a specification and tender documentation for electrical wiring testing at all Town Council buildings is prepared for approval by the General Purposes Committee in September.</p>
<b>(g)</b>	<b>Traffic Management (sub-committee)</b>
	<p>Cllr Pothecary, Lead Member, was not present at the meeting. It was confirmed by members of the sub-committee that a meeting had taken place in late June, but that Cllr Pothecary had been unable to finalise the notes of the meeting in time for General Purpose Committee meeting.</p>
<b>(h)</b>	<b>Events – VE Day 75<sup>th</sup> Anniversary Celebrations (task and finish group)</b>
	<p>Cllr Weeks, Lead Member, reported that a meeting had taken place immediately before the General Purposes Committee. The event (to take place w/e 8/9/10 May 2020), is likely to follow the format that has been suggested nationally by SSAFA – the Armed Forces Charity.</p> <p>Cllr Harris suggested that if the group required any funding that this was requested prior to setting the precept in the autumn.</p>
<b>(i)</b>	<b>Fingerpost Refurbishment (task and finish group)</b>
	<p>Cllr Toye, Lead Member, reported that the project group would be meeting on Thursday, 4<sup>th</sup> July 2019 at 7pm.</p>
<b>(j)</b>	<b>Gillingham Gateways (task and finish group)</b>
	<p>Cllr Gould, Lead Member was not present at the meeting. The Deputy Town Clerk, reported that the group has arranged to meet with Dorset Council collision team on Tuesday, 9<sup>th</sup> July 2019, to discuss the use of sculptures on the roundabouts. An update will be available next month.</p>
<b>(k)</b>	<b>Events – Green Gillingham (task and finish group)</b>
	<p>Cllr Von Clemens reported that there had been no meeting this month. A meeting has been arranged for August.</p>

<b>(l)</b>	<b>High Street Facilities Refurbishment (task and finish group)</b>
	Cllr Toye reported that the facility is now known as the Town Bridge Office. The group will be meeting on Friday, 5 <sup>th</sup> July. No report is available this month.
<b>(m)</b>	<b>Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)</b>
	Cllr Von Clemens reported that he had attended the inaugural steering group meeting with the Deputy Town Clerk on Thursday, 27 <sup>th</sup> June. The Steering Group is led by Dorset Wildlife Trust (DWT). The meeting was very positive and attended by representatives from various local groups, Wessex Water (Stour Catchment Initiative) and the National Farmers Union. The three-year project is funded by the Heritage Lottery following a successful bid by DWT. The project will focus on the Gillingham Royal Forest to provide volunteering and training, natural history and archaeology opportunities for those on low incomes, the disadvantaged, young people from 16 to 25 years old and people new to North Dorset.
<b>(n)</b>	<b>Town Seating and Planted Areas Refurbishment (task and finish group)</b>
	Cllr Von Clemens, Lead Member, reported that no meeting had been arranged for this month.
<b>022</b>	<b>To review of the management of St Mary's closed churchyard.</b>
	Cllr Von Clemens reported that this item has been discussed at the Estate Management and Properties sub-committee. Please refer to Appendix B, item no. 12. Currently, the boundary / retaining wall near Spring Corner and opposite the Parish Office is not specifically covered under the Town Council's insurance and may need to be included as a new item for this year. The Deputy Town Clerk has asked St Mary the Virgin Parochial Church Council (PCC) for a copy of their recent Quinquennial Inspection (every five years), which may have commented on the boundary wall and paths, both of which are the town council's responsibility under the Local Government Act 1972, section 215. It would be prudent to organise a meeting with the PCC in September. It was <b>RESOLVED</b> and agreed that a meeting is arranged with the PCC to take place in September to review the future management of St Mary's closed churchyard.
<b>023</b>	<b>To receive and consider a request to run a summer holiday archery school, once a week, on a week day evening at Hardings Park.</b>
	The applicant has found another venue for this year but may make an approach for next year in due course.
<b>024</b>	<b>To receive and consider information received from Dorset Council regarding electric vehicle charge points (EVCPs).</b>
	Dorset Council are looking to provide more electric vehicle charge points (EVCPs) for the residents and visitors to Dorset. The Town Council has been asked to suggest locations such as car parks, visitor attractions, paid on-street car parking. It was agreed and <b>RESOLVED</b> that Dorset Council are advised to consider the installation of EVCPs at the High Street car park, Chantry Fields car park and at the Town Council Offices in School Lane. It was agreed and <b>RESOLVED</b> that Gillingham Town Council approach Hampshire County Council to sign up to the same framework as Dorset Council at no charge to access suppliers that can go through various options for installation on an EVCP at the Town Hall (if Dorset Council will not consider this location in their feasibility study). Consideration of an EVCP at the railway station would need to be undertaken by Network Rail or the railway franchise. The Friends of Gillingham Station/Taxi Companies via the Blackmore Vale Community Rail Partnership may be able to lobby for this facility.

<b>025</b>	<b>To consider entering Gillingham Cemetery in the ICCM Cemetery of the Year Competition.</b>
	The Deputy Clerk reported that the Town Council entered this competition many years ago. Members were keen that an entry is made this year as it provides a positive message to the work force. It was agreed and <b>RESOLVED</b> that the Deputy Town Clerk enters the Town Cemetery in the ICCM Cemetery of the Year Awards 2019.
<b>026</b>	<b>To receive a report on the monthly activities of Gillingham Direct.</b>
	A copy of a report was circulated prior to the meeting with the agenda. Please refer to <b>Appendix D.</b>
<b>027</b>	<b>To receive matters pertinent to this meeting. <u>Please note:</u> Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).</b>
<b>(a)</b>	<b>Gillingham – Road and Transport Improvements</b>
	Members of the public are invited to discuss the proposals and meet the Dorset Council project team at Gillingham Town Hall on Tuesday, 16 <sup>th</sup> July from 11am to 3pm and Thursday, 18 <sup>th</sup> July from 12.30pm until 7pm. Further details are available from web site: <a href="http://Dorsetcouncil.gov.uk/Gillingham-growth-package">Dorsetcouncil.gov.uk/Gillingham-growth-package</a> .
<b>(b)</b>	<b>South West in Bloom – Pennant Award</b>
	Cllr Von Clemens reminded members that volunteers are still required to help with weeding the town on Wednesday, 10 <sup>th</sup> and Thursday, 11 <sup>th</sup> July. Volunteering can be done during the daytime or evening from 6pm. See Deputy Town Clerk for more details.
<b>There being no other business on the agenda, the meeting closed at 8.35pm</b>	
<b>Signed:</b>	<b>Date:</b> 5 <sup>th</sup> August 2019
	<p>_____</p> <p><b>Chairman of General Purposes Committee,</b> <b>Cllr Mick Hill</b></p>
<b>PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.</b>	

Minute no. 021 (b)

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**Gillingham Town Council**

**Annual Christmas Event and Festive Lighting**

**Meeting held on Wednesday 25<sup>th</sup> June 2019**

In Attendance: Cllr B Von Clemens, Cllr M Hill and Mrs M Bailey  
Mr M Down, Deputy Works Manager and  
Mrs J Ezzard, Mayor's Secretary

Apologies: Cllr A Gale, Cllr S Cullingford, Mrs S Hunt and  
Simon Dobie Works Manager.

**1. To receive an event update**

The Anonymous Traveling Market, Dextra lorry, Somerset Reindeer, Mr Merlin, the grotto, Father Christmas' suit and the road closure have all been booked.

The stage, grotto and reindeer will remain in the same locations as per last year. A request was received to provide more lighting at the rear of the Red Lion for the parade.

It was recommended to follow the same event programme as 2018. Letters will be sent to the primary schools inviting their choirs to perform on stage and the primary schools, nurseries, Beavers, Cubs, Brownies, Rainbows and Hipp Bones will be invited to make lanterns.

Cllr Hill confirmed the Royal British Legion will be providing refreshments and he will ask the Scouts if they would like to sell burgers etc. on the Town Meadow.

Post Meeting Note, Cllr John Kilcourse has agreed to be Father Christmas.

**2. To receive parade updates.**

Mrs Bailey has confirmed 2 local carnival members will take part in the parade and she will approach other carnival participants at various events.

**3. To discuss the event sponsorship**

We do Vans have agreed to sponsor the radio advertisement.

Station Road Garage will be donating £250 for the Town Meadow Tree and the Chamber of Commerce donation will support the Newbury trees.

An updated is awaited from Mrs Hunt who was going to speak to last year's sponsors to see if they would like to continue with their sponsorship.

**4. To discuss new lighting requirements**

30 sets of small tree lights need to be purchased. The Works Manager/Deputy Works Manger to investigate further lighting locations in the town and report to the next meeting.

**5. Date of the Next Meeting**

Interim meeting to discuss lighting, Tuesday 16<sup>th</sup> July at 9am.  
Full meeting Tuesday 10<sup>th</sup> September at 9am

**6. Recommendations**

- **That a request is made to the Finance Committee to release funds from budget no 10.23, Festive Lighting Event 2019, for the following:**

**To purchase of 30 sets of lights at an approximate cost £200**

Minute no.021 (e)

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## **Gillingham Town Council**

### **Estate Management and Properties Sub-committee**

**Held on Thursday, 27<sup>th</sup> June 2019, at 9am, Town Hall**

#### Present:

Cllr Von Clemens, Cllr Frith, Cllr Gould, Cllr Wareham, Bob Messer (GANG), Works Manager and Deputy Town Clerk

#### **1. South West in Bloom**

The Town will be judged on Friday, 12<sup>th</sup> July. Two judges will be visiting this time! Prior to judging Belinda Ridout and Keith Wareham will visit the It's Your Neighbourhood entries on Thursday, 4<sup>th</sup> July to decide which three entries will be included in the Pennant Award.

There is a total of seven IYN entries this year (there were 10 last year). A private garden will be included in the Pennant Award. HMP Guys Marsh will be providing some artwork to go in the planted areas. A longer visit will be planned for Thorngrove to allow time to see the Topsisie Rabbit allotment and hopefully a visit to the Community Orchard at Shires Gate and Tops Nursery Forest School.

The Lions Club, the Chamber of Trade and a few councillors have offered to help weed the pavements on either 10<sup>th</sup> or 11<sup>th</sup> July. DWP have agreed to road sweep the town and 'blow off' the pavements on Friday, 5<sup>th</sup> July or Monday 8<sup>th</sup> July.

A timed route and portfolio, which forms part of the Pennant entry, is in progress.

There will be a debrief meeting after judging day for those interested in perfecting our entry for next year.

#### **2. South West in Bloom – Pride in Parks**

A judging date has yet to be arranged for a Wednesday in September. The judge has only recently been in touch and has explained that she needs to see evidence of community involvement and to meet volunteers as part of the visit.

#### **3. Green Flag**

Shires Gate and Shreen Meadow open spaces were judged on 17<sup>th</sup> May. The other larger open spaces were 'mystery shopped' sometime over the last three months. The Award Ceremony takes place in London on Wednesday, 17<sup>th</sup> July. Gillingham will be represented by the Works Manager and Deputy Works Manager.

Dorset Wildlife Trust has carried out two biodiversity surveys over the last three months.

#### **4. Shreen Meadow**

We still have no idea who carried out extensive management of the river bank, contrary to agreed management plans, despite erecting a friendly worded sign, which was found discarded elsewhere on the site.



## **5. Ham Farm – BMX track**

We are awaiting a progress report from the resident who volunteered to help refurbish the track.

## **6. Gyllas Way - Planted Areas**

The Deputy Town Clerk, Works Manager and Deputy Works Manager met with Paul Green of Bloor Homes on 5<sup>th</sup> June to discuss the boundary of the adjoining open space and the poor maintenance of the planted areas on the open space that still belong to Bloor Homes. A small area of land between housing at Poppyfields and Horsefields, which is essentially a ditch, is still in the ownership of Bloor Homes. The area needs to be managed correctly before it becomes an unofficial access to the open space. The area is a habitat for hedgehogs. Bloor Homes have asked GTC to come up with a cost of managing this area with the view of transferring the land with monies to bring the area up to a standard to ease future maintenance, especially tree management.

## **7. Barnaby Meadow**

A donated Horse Chestnut tree has been planted in this open space recently.

A resident has complained about the grass cutting and bramble along the riverbanks. The management of this area has not changed in the last three years. The bramble and scrub along the riverbank are managed as appropriate but not totally removed as it provides a habitat and source of food for wildlife, insects and pollinators. No further comments have been received.

A request has been received from Louise Smith to hold a birthday party for her daughter's 2<sup>nd</sup> birthday on Sunday, 28<sup>th</sup> July 2019 on the open space at Barnaby Meadow near Mulbury Close. A similar request from Louise was agreed last year but the birthday party had to be cancelled due to bad weather. A letting agreement will be made, as per last year, if agreed.

## **8. Natural Heritage and Landscape Assessment**

A Natural Heritage and Landscape Assessment to be undertaken by Dorset Council Landscaping Team agreed by the General Purposes Committee on 4<sup>th</sup> February 2019 will be progressed after confirmation by the RFO that monies are still available.

## **9. Trees**

Tree work is on-going. TPO consent will be required for some of the work. Applications will be made in due course after all the necessary information has been collated.

## **10. Grass cutting – SLA/Agency Agreement with Dorset Council**

A meeting has been arranged for Thursday, 18<sup>th</sup> July 2019 at 10am in the Town Hall. This meeting will presumably discuss current arrangements and revise the old agreement made with DCC.

The meeting will be attended by Town Clerk, Deputy Clerk and Works Manager. Currently the contact is worth £3,900 per annum appears to be paid in arrears. An invoice for the work carried out in FY 2019/20 will be raised by GTC in November. The grass cutting is charged at 17p per square metre. New areas to be included in the contract for FY 2019/20 will be the roundabout at Ham and Peacemarsh and possibly scrub management at Le Neubourg Way.

## **11. Footpath Maintenance – SLA with Dorset Council**

The handful of footpaths that are maintained in the town by GTC on behalf DCC will hopefully still be maintained under a similar arrangement with Dorset Council. The contract is worth £130 per annum and appears to be invoiced in advance each April.

GANG have permission to gravel the footpath from Waitrose to Chantry Fields Cottage and plan to do this with the help of volunteers and financed by crowd funding. The footpath between Chantry Fields Cottage to The Square is more difficult to do and a quotation will need to be sourced from a suitable contractor. The footpath is the responsibility of Dorset Council but is not a priority for resurfacing.

## **12. Closed Churchyard – St Mary the Virgin**

The original agreed maintenance specification was written in 2006. It would be prudent to review this agreement to ensure that it includes all the items required under the Local Government Action 1972, Section 215, along with aspirations for greater biodiversity and Living Churchyard initiatives. The Town Council is liable for grass cutting, tree works, maintenance of hedges and shrubs, paths, boundary walls and fences.

The current precept only allows £500 for pest control. Tree works are usually financed using a specified tree budget; however; there is no allowance for any repairs that may be necessary to paths, boundary walls and fences. As the church falls within a conservation area some repairs may be costly to undertake. Permission would be required from the Diocese before carrying out any repairs or tree works, which may require a fee.

## **13. Marlott Road Play Area**

The project team to refurbish the Marlott Road play area should be re-established. Following the elections in May 2 out of the 3 councillors that were part of the project team are no longer members of the town council.

It was suggested that the Estates and Properties sub-committee hold separate meetings to progress this project.

## **14. War Memorials**

The war memorial at Milton on Stour is made of granite and does not require any maintenance this year.

The war memorial in the High Street is made of Ham Sandstone and will require some maintenance this year; how much will depend on a drone survey that will hopefully be carried out on Friday, 28<sup>th</sup> June (as previously agreed).

## **15. Summer Planting and Sponsorship 2020**

The position of gardener/nurseryman is currently being advertised. It may be September or October before the vacancy is filled. In the meantime, the location, number and type of spring bulbs needs to be decided upon and possibly ideas for next year's planting schemes.

A revised sponsorship programme for 2020 ideally should be decided upon in the autumn ready for next year. It has previously been suggested that display beds will celebrate 75<sup>th</sup> Anniversary of VE Day, which will be required in May (possibly with tulip / narcissi / 'Forget-me-knot' plants in late spring and continued with a display of summer bedding in red, white and blue).

It was suggested that summer bedding and sponsorship for 2020 is discussed at a separate meeting.

South Somerset District Council may be able to help with the type and purchase of bulbs.

### **16. Herbaceous borders / Front gardens at Town Hall**

To provide a further source of food for pollinators as well as 'greening grey' it may be worth considering making a garden at the front of the town hall, which currently looks very drab and unexciting for visitors and for those that chose to get married at the Town Hall. A well-designed garden using drought resistant plants may provide inspiration for others. It was suggested that South Somerset District Council may offer a garden design service to help with this project.

### **17. Litter Free Dorset**

The Town Council has received a grant of £2,500 towards litter free initiatives. As we have run out of hi-viz jackets, 20 no. 'Gillingham – Love Where You Live' (only 10 no. were purchased initially and are now used by Gillingham Litterpickers), have been purchased at £10 each for volunteers to wear when weeding pavements, litter picking and other volunteering activities.

The remainder of this grant may be used towards the purchase of a 'Billy Goat' street sweeper for used by the town orderly costing circa £1,500 to £2,000. The Works Manager is currently researching this option.

Gillingham Litterpickers has asked for some of the grant to pay towards their equipment, especially 'hoops' for the plastic bags.

### **18. Report from Works Manager and visit to South Somerset District Council**

The offer to visit South Somerset was made at the South West in Bloom Spring Seminar.

The Works Manager and Deputy Works Manager visited the nursery and Nine Springs opens space at Yeovil on 20<sup>th</sup> June 2019. The nursery and landscaping department is very impressive. The visit was extremely worthwhile and informative. The Works Manager would like to invite South Somerset Staff to Gillingham to see our set up and possibly offer advice.

The grounds team have undertaken the following over the last few months:

- Training – competency in chainsaw, pole pruning, brush cuttings, ride-on mowers
- Grass and hedge cutting
- SID deployment
- Gardening duties
- Workshop refurbishment – 2 days
- Tree works and dealing with emergency tree works
- Green flag
- Repairing walls
- Purchasing new staff uniforms (workwear with GTC logo)
- Organising hay crop
- Installing two seats – Rolls bridge and Cemetery Road
- Rodding drains at Woodwater Farm sports pitch
- Play area inspections
- Site meetings
- Mulching trees and adjusting ties
- Donated trees at Garden of Remembrance and Barnaby Meadow

- New flag pole
- Two cremations of ashes and one burial
- Topping up bark pits in play areas

### **19. Report on the purchase of new grass cutting equipment**

New grass cutting equipment was trialled during w/c 17<sup>th</sup> June. Cllr Von Clemens and Cllr Hill witnessed the demonstration and were able to ask questions. Staff and councillors were very impressed with the equipment.

The new equipment would be more efficient than existing equipment both in terms of cutting capability (a 15' cutting deck as opposed to a 5' cutting deck) and manpower. The equipment is eco-friendly with a 5 year plus lifespan as opposed to a 3-year lifespan. The machines can be set to drive on the highway more comfortably and speed restrictors can be set for use of the highway and whilst cutting.

The machines are very expensive but come with huge discounts and ex-demo mowers are offered for sale after October. Existing machines could be part-exchanged to further offset purchase price. Exact figures are not available, an estimated figure would be circa £62,000 for two machines (ex-demo and part-ex old machines).

There are insufficient funds available in the precept to cover the cost of these machines. Additional funds would need to be sourced from reserves, but this can only be seriously considered after the RFO has confirmed available funds.

### **20. Report from GANG**

GANG has been busy working on the footpath at Withy Woods

GANG has concern that the scrub along Le Neubourg Way is being allowed to encroach on the cowslips and red campion. The scrub needs to be cut back each autumn.

Green Gang continues for those suffering from mental health issues.

Five fruit trees will be added to the Community Orchard at Shire Gate in late autumn. Children from Milton on Stour Primary School will be asked to help plant them.

A moth survey was carried out at Withy Woods and further moth surveys will be done next year at Frog Hollow.

### **21. Any Other Business – Pound Lane, Wyke**

Save Our Wyke (Belinda Ridout) has asked if the Town Council would keep the bus stop area with a seat and planter tidy now that it has been brought up to a standard. Plantworld will sponsor the planter and a donation of £200 will be made by Save Our Wyke. It is likely that the area is classed as highway. Confirmation is being sought from DC Highways.

### **22. Date of Next Meeting**

Proposed date: Thursday, 1<sup>st</sup> August at 9am.

### **23. Recommendations**

- **That a Lettings Agreement for the POS Barnaby Meadow is granted for Sunday, 28<sup>th</sup> July 2019.**
- **That the sub-committee investigates and determines financial liabilities and responsibilities in connection with the maintenance of the closed churchyard.**

- That the sub-committee will hold separate meeting to progress the refurbishment of the Marlott Road play area.
- That a separate meeting is arranged for those who are interested in discussing future planting schemes and attracting sponsorship.
- That the Works Manager investigates the cost of a 'Billy Goat' street sweeper for use by the Town Orderly.
- That the Works Manager investigates the purchase of replacement mowing equipment for consideration by the General Purposes Committee.
- That the immediate area around the bus stop at the top of Pound Lane near Motacorsa is maintained by the Town Council.

## **Gillingham Town Council**

### **Health and Safety**

**Author: Cllr John Robinson**

#### **1. General Risk Assessment Report**

The Ellis Whittam general risk assessment conducted on behalf of Gillingham Town Council, covers significant health and safety issues and identifies areas for improvement to meet compliance.

Actions recommended by Ellis Whittam are being actioned to improve the health and safety conditions within the workplace. This means the council will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against the council whether by the Regulator or in the civil courts.

#### **2. Risk Mitigation**

The following outlines some of the risk mitigation achieved during the month. The list provides only indicative work carried out and does not detail all the work carried out to date.

- 4 members of staff undertook and completed training for 'Ride-on mowers'
- 2 members of staff undertook and completed training for 'small tree felling'
- 5 members of staff undertook and completed training for 'brush cutter' competence
- 4 members of staff undertook and completed training for 'powered pole pruners'
- List of all safety data sheets for COSHH has been completed – comprises 2 ring bind folders which are located in the workshop
- Push bars are now fitted to the fire exits in the workshop
- Report on memorial assessments has been completed and notices have been placed on the graves.
- Risk Assessments on everything workshop related are still be updated
- PAT testing course to be arranged for July; however, in the interim, an electrician is to be contacted to conduct PAT testing

Churchesfire are to be contacted to undertake fire risk assessments of all the Council properties.

A tender document needs to be completed for the 5 yearly electrical safety checks at all properties. Note: this needs to be delayed at the workshop until refurbishment is completed.

#### **3. Recommendations**

There are no recommendations this month.

Minute no. 026

**Gillingham Town Council**  
**Gillingham Direct May - June 2019**

The following matters have been dealt with by Gillingham Direct:

	<b>Issue</b>	<b>Reference No.</b>
1	A resident in King John Road would like the trees overhanging her garden cut back.	GTC to assess.
2	Litter in Chantry Field car park	GTC
3	Overgrown footpath leading from Barnaby Mead to the back of the school.	MNT 44109
4	Blue transit van abandoned in Common Mead Lane near The Oaks, causing an obstruction	Police to investigate
5	Drain outside the post office in the High Street is blocked.	DC 1126262
6	A report of Hogweed on the riverbank opposite Aurora, Wessex Way.	GTC investigated. This is not hogweed.
7	Over hanging hedges in Addison Close.	DC 1126702
8	Request received for the trees and shrubs next to the river, High St car park opposite Barnaby Mill to be cut back.	Mike Coker to speak to Dorset Countryside.

16 no. Replacement recycle bins have been collected.

1 no. Wedding Ceremony