



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

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

GENERAL PURPOSES COMMITTEE

The minutes of the **General Purposes Committee** meeting held on **Monday, 4th November 2019**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

Present

Cllr Mick Hill (Chairman)	Cllr Paul Harris
Cllr Graham Poulter (Deputy Chair)	Cllr John Robinson
Cllr Fiona Cullen	Cllr Donna Toye
Cllr Rupert Evill	Cllr Barry Von Clemens
Cllr Alison Gale	Cllr Roger Weeks
Cllr Dennis Griffin	

Non-Members

None

In Attendance

Deputy Town Clerk: Clare Ratcliffe

Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News

Public: 1 member of the public

Minute no.

53.	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.
54.	To receive apologies for absence.
	It was agreed and RESOLVED to accept the apology received from Cllr Wareham for personal reasons.
55.	To approve the minutes of the last meeting held on Monday 7th October 2019.
	Cllr Cullen requested that minute no. 50(k) is amended to show the correct day for the Green Gillingham event as Saturday, 25 th April 2020. It was agreed and RESOLVED to approve the minutes of the General Purposes Committee held on Monday, 7 th October 2019, with the above amendment, and the minutes were duly signed by the Chairman as a correct record.
56.	Questions.
	There were no questions.
57.	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.

58.	To receive and consider reports from sub-committee and task and finish groups, as follows:
(a)	Allotments and Burials (sub-committee)
	There was no report this month. A meeting will held next month.
(b)	Annual Christmas Event and Festive Lighting (sub-committee)
	There was no report this month. A meeting is being held on Tuesday, 5 th November, for the final run-through before the event on Friday, 29 th November.
(c)	Annual Remembrance Day Parade (sub-committee)
	There was no report. Cllr Weeks had previously circulated details of the Remembrance Day Parade to (Sunday, 10 th November) at Full Council.
(d)	Cycle link project – Gillingham to Motcombe (sub-committee)
	There was no report this month.
(e)	Estate Management and Properties (sub-committee)
	An update report was tabled at the meeting. Please see Appendix A. There were no recommendations.
(f)	Health and Safety (sub-committee)
	Cllr Robinson referred to a report that had been circulated prior to the meeting. Please see Appendix B. There were no recommendations. Cllr Weeks complimented Cllr Robinson on his report and congratulated the Works Manager on the significant improvements that he has made to the workshop since it was inspected in October 2018.
(g)	Traffic Management (sub-committee)
	There was no report.
(h)	Events – VE Day 75th Anniversary Celebrations (task and finish group)
	There was no report.
(i)	Fingerpost Refurbishment (task and finish group)
	There was no report. Cllr Toye reported that the Fingerpost group will be visiting a workshop later in the week to learn more about finger post refurbishment.
(j)	Gillingham Gateways (task and finish group)
	There was no report. Cllr Von Clemens reported that the artist has been commissioned to start work on the sculptures and there has been a site visit to discuss landscaping. The group will be meeting again before the end of the year to discuss further projects.
(k)	Events – Green Gillingham (task and finish group)
	There was no report. Cllr Cullen and Cllr Gale will be carrying out a green audit of the Town Hall on Tuesday, 5 th November.
(m)	Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)
	The steering group has not met recently due to staff changes and absences at Dorset Wildlife Trust (DWT). Nicky Hoar has been appointed as the new DWT project officer and has worked for DWT for twelve years. Nicky's most recent project has been The Great Heath Project in Poole, Broadstone and Corfe Mullen. The next steering group meeting will be held in the Town Hall on Wednesday, 15 th January from 10.30 till 12.30 (TBC).

(n)	Town Seating and Planted Areas Refurbishment (task and finish group)
	There was no report this month.
59.	To receive a report on the monthly activities of Gillingham Direct.
	A report was circulated prior to the meeting. Please see Appendix C.
60.	To receive matters pertinent to this meeting.
	There were no matters pertinent.
<p>There being no other business on the agenda, the meeting closed at 7.45pm.</p> <p>Signed: _____ Date: 13th January 2020</p> <p>Chairman of General Purposes Committee, Cllr Mick Hill</p>	
PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.	

Minute no. 58(e)

Gillingham Town Council

Estate Management and Properties Sub-committee

Notes of the Meeting held on Thursday, 31st October 2019

Present: Cllr Barry Von Clemens, Deputy Town Clerk,
Works Manager and Deputy Works Manager.

Apologies: Cllr Mike Gould, Cllr Alan Frith, Cllr Keith Wareham and Bob Messer (GANG)

1. Orienteering Project

- New information received from Laura Everett-Coles, Health Programme Advisor/Workforce Development Lead. A preliminary meeting will be held before the end of December 2019 to discuss a proposal to set up an orienteering trail in Gillingham similar to other projects that have been set up elsewhere in south Dorset.

2. Trees – Update

- Ham Farm – Awaiting information from insurance company.
- Horsefields – Arboricultural survey required where appropriate.
- Gyllas Way – Tree enquiry to be passed to Dorset Council.
- Closed churchyard – All permissions received; tree works scheduled
- Various TPO – Permissions have been applied for. Outcome will be known in New Year.
- Tree planting – Still need to be purchased.

3. Play Areas – Update

- King John Road – Installation to be confirmed.
- The Gillings – Purchase of goal end agreed.
- Marlott Road – outline project timeline as follows:
 - Dec to Jan – Agree drainage work and erect de-commissioning signage.
 - Jan to Feb – Drainage work undertaken.
 - March - Agree play equipment and fencing.
 - May – Installation of play equipment and safer surfacing.
 - July – Project complete.

4. Maple Way - Update

Quotations to repair the land drain are being obtained.

5. Milestone Way - Update

Quotations to repair the tarred path in this planted are being obtained.

6. War Memorial - Update

- Annual maintenance and repairs for FY 2020/21 have been included in precept.
- Wall near the War Memorial has been rebuilt (but has just been hit again w/e of 2/3 Nov).

7. Shaftesbury Road Bus Shelter

- This is being dealt with by the Gateway group.

8. GANG Report

GANG and children from Milton-on-Stour Primary School will be planting fruit trees in the community orchard at Shires Gate on Saturday, 30th November.

9. Works Manager Report

There was no report this month. A report will be available in January.

10. Any Other Business

Themes for Flower Beds:

- Station Road – Tokyo Olympics / Libraries Summer Reading Theme (TBD).
- High Street – Weldmar or other suggestion; for example: 80th anniversary of the Battle of Britain, 80th Anniversary of Bugs Bunny, 100 since women were given the vote, 400th anniversary of the Mayflower, 100 years of Gillingham RBL.

11. Date of Next Meeting

The date of the next meeting is **Thursday, 9th January** at 9am at the Town Hall. (TBC)

Gillingham Town Council

Health and Safety Meeting held on 18th October 2019

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

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

Apologies: Clare Ratcliffe, Deputy Town Clerk

1. Notes from Meeting

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

Several issues were discussed during the meeting and the following outlines the more pertinent subjects. One of the main issues outstanding is access to the Ellis Whittam portal for Health and Safety matters. This is covered in the next section.

Occupational Health issues i.e. vision and hearing tests and hand, arm and whole-body vibration issues were discussed. Occupational Health at Dorset Council have agreed that the town council can use their contractor for future staff assessments and all staff will be reviewed in May 2020 at a cost of £127 per person.

It was confirmed that a fire risk assessment will be carried out on all Council buildings on Friday 13th December. Due to the ongoing workshop improvements, the workshop fire risk assessment will be re-reviewed in 6 months post the December review.

An earlier visit by the Fire Officer to the workshop highlighted several recommendations and these have either been acted upon or are in the process of being acted upon i.e. 2 new COSHH cabinets, fuel cabinet, adequate ventilation, gas heater replacement.

When there is inclement weather, further work is carried out to the workshop upgrade i.e. mezzanine has been moved, ¾ of the building inside has been repainted, work benches installed, new wash basin installed.

The installation of a double bunded tank for the storage of diesel to the front of Unit 11 has been agreed in principle however we are still awaiting information relating to insurance for this installation. It has been confirmed by the Town Clerk that no planning permission is required for this installation.

A Stress Management policy as discussed in the last report is now in place.

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.

It was agreed that a weekly visual check will be 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 format for these inspections is to be drawn up.

It was stated that a fire proof cabinet is required at the Council Offices to provide a 7-10-year document storage facility.

Research shows that the Council are responsible for the upkeep and maintenance of the churchyard and there are a few issues relating to trip hazards that need to be addressed. Tom Troughton is coming to advise on the wall bounding the churchyard since there are some loose stones which may become an issue.

2. Ellis Whittam

Due to the ongoing issues with the Ellis Whittam (EW) portal a video conference was arranged with Mike Coventry (MC) of Ellis Whittam. We believe that his original intent was to demonstrate the use of the online facilities however following statements of the inability to log on to the site in the first instance, discussion centred around the issues we were experiencing.

All staff were using MS Explorer to log onto the site, and this caused issues. It was stated that using either Chrome or Firefox issues were not so prevalent. Screen shots were sent to MC and he said that these would be forwarded on to the developers.

It was stated, since we have been unable to access the site, a year's free training would be provided starting from now. EW stated they would set up links for training for every member of staff.

Michelle Mitcham, the Ellis Whittam Health and Safety representative visited GTC on Tuesday, 29th October 2019 to carry out a scheduled annual review of health and matters. In attendance for the visit were Works Manager, Simon Dobie (SD) and Cllr John Robinson. Several hours at the start were taken up with trying to access the EW portal on Council owned laptops. Access was eventually achieved, and it was found that login details were the issue.

Michelle Mitcham then spent time up until mid-afternoon going through all aspects of the portal explaining the benefits of the various sections and how to use them. Knowledge gained from this explanation was very useful and the portal will provide a central point to access all health and safety matters.

A tour of the Council owned property finalised the day and at each location. The Works Manager showed Ms Mitcham the improvements that had been carried out over the year. The location that showed significant improvements was the Workshop. Ms Mitcham was extremely pleased at the work that had been completed so far and the Works Manager explained further work that had yet to be completed.

It must be stated that the Works Manager had done an extremely good job with improvements to the workshop area and should be congratulated on this work and brings this area much closer to health and safety compliance.

St Mary's closed churchyard was also visited and issues with the wall and entrance that bounded the main road were discussed. Several ideas were discussed to improve the health and safety issues, and these will be discussed further with the church diocese.

3. Training

The Works Manager and his Deputy have completed and passed the PAT training course.

4. Recommendations

None

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Gillingham Town Council**Gillingham Direct October 2019**

The following matters have been dealt with by Gillingham Direct:

	Issue	Reference No.
1	Large pothole approaching the East Stour crossroads from Stour Provest	DC 1132684
2	Several potholes in the bus stop at East Stour opposite the village hall.	DC 1132685
3	Oil spill on Orchard Road, Cemetery Road and Tomlins Lane	DC 1132686
4	Large pothole coming out of Milton on Stour	DC 1132700
5	The 30mph signs in Milton on Stour are obstructed by over growing vegetation.	DC 1132779
6	A street light is not working in Cordery Gardens	SSE 13525
7	Overgrown vegetation along the footpath between Tomlins Lane and Le Neubourg Way	DC 1133227
8	Graves sunk in the cemetery due to wet weather	GTC to top up
9	Sewage on Loddon Bridge due to the wet weather	Wessex Water
10	Oil leak coming from the storage container in Buckingham Road	Environment Agency 1733452 Environmental Health 18853
11	Rats at Paris Court	Sovereign Housing notified
12	Overhanging tree at Milestone Way	GTC to visit
13	Overhanging tree at Horsefields	GTC to visit
13	Loose paving stones outside the donkey charity shop in the High Street	DC 1134439

29 no. Replacement recycle bins have been collected.

4 no. Blue Badge application form requests

5 no. Bus Pass application form requests