



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, 5th August 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 Keith Wareham
Cllr Dennis Griffin	Cllr Roger Weeks

Non-Members

None

In Attendance

Deputy Town Clerk: Clare Ratcliffe

Town Clerk: Julie Hawkins

Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News

Public: 2 members of the public

Minute no,	
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28.	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.
29.	To receive apologies for absence.
	There were no apologies for absence.
30.	To approve the minutes of the last meeting held on Monday 1st July 2019.
	It was agreed and RESOLVED to approve the minutes of the General Purposes Committee held on Monday, 1 st July 2019, and the minutes were duly signed by the Chairman as a correct record.
31.	Questions.
	There were no questions.
32.	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 declarations of interest.
33.	To receive and consider reports from sub-committee and task and finish groups, as follows:

(a)	Allotments and Burials (sub-committee)
	<p>Cllr Toye, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix A. Cllr Toye summarised the report and answered questions.</p> <p>The recommendations under the heading Cemetery Matters were considered. The cemetery rules will be reviewed in entirety at a later date and the other items were deemed as day to day matters or the work had already been carried out. Consequently, no vote was taken.</p> <p>The recommendations under the heading Allotment Matters were considered. Recommendation no. 1 regarding working with the Gillingham Allotment Association (GAA) was withdrawn pending an approach from the GAA.</p> <p>It was agreed and RESOLVED that a large compost bin will be partially cleared this summer by GAA and then removed entirely by GTC staff in the autumn.</p> <p>It was agreed and RESOLVED that recommendation no. 3 was deferred.</p>
(b)	Annual Christmas Event and Festive Lighting (sub-committee)
	Cllr Von Clemens, Lead Member, reported that no meeting had taken place this month.
(c)	Annual Remembrance Day Parade (sub-committee)
	<p>Cllr Weeks, Lead Member, referred to a report that was tabled at the meeting. Please refer to Appendix B. Cllr Weeks summarised the report and answered questions.</p> <p>It was agreed and RESOLVED that the maintenance of the war memorials is dealt with by the Estate Management and Properties Sub Committee.</p> <p>It was agreed and RESOLVED that each year poppy wreaths are removed from the war memorial to avoid any permanent damage to the monument and placed within the war memorial garden before the end of November and removed completely by the first week of January.</p> <p>It was agreed and RESOLVED that GTC respects the climate emergency and does not display plastic poppies in the town.</p>
(d)	Cycle link project – Gillingham to Motcombe (sub-committee)
	Cllr Von Clemens, Lead Member, reported that no meeting had taken place this month.
(e)	Estate Management and Properties (sub-committee)
	Cllr Von Clemens, Lead Member, verbally reported that a meeting had taken place on Thursday, 1 st August which was followed immediately by a site meeting with Matt Reeks, the new DC officer in charge of community open spaces. Matt Reeks had been invited to Gillingham by Cllr Von Clemens to offer advice regarding the refurbishment of play areas and especially Marlott Road play area. It was a very worthwhile meeting. Matt Reeks was very impressed with the standard of play areas and open spaces maintained by Gillingham Town Council.
(f)	Health and Safety (sub-committee)
	<p>Cllr John Robinson, Lead Member, had circulated a report prior to the meeting. Please refer to Appendix C.</p> <p>It was agreed and RESOLVED that a Stress Management Policy is considered at the next Full Council meeting.</p>
(g)	Traffic Management (sub-committee)
	Cllr Potheary, Lead Member, was not present at the meeting. A report had been circulated prior to the meeting. This report was not available for the previous General Purposes meeting held on 1 st July 2019. Please refer to Appendix D.
(h)	Events – VE Day 75th Anniversary Celebrations (task and finish group)
	Cllr Weeks, Lead Member, had circulated a report prior to the meeting. Please refer to Appendix E. The report was for information only and contained no recommendations.

(i)	Fingerpost Refurbishment (task and finish group)
	Cllr Toye, Lead Member, reported that no meeting had taken place this month.
(j)	Gillingham Gateways (task and finish group)
	The Deputy Clerk referred to a report that had been circulated prior to the meeting, regarding the meeting that had taken place with DC Collison Team earlier in July. Please refer to Appendix F. The report was for information only and contained no recommendations.
(k)	Events – Green Gillingham (task and finish group)
	Cllr Von Clemens, Lead Member, reported that no meeting had taken place this month.
(l)	High Street Facilities Refurbishment (task and finish group)
	Cllr Toye, Lead Member, informed the meeting that a report will be made for Full Council on Tuesday, 27 th August 2019.
(m)	Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)
	Cllr Von Clemens referred to the notes of the Steering Group that had met in July. The report had been circulated for information only. Please refer to Appendix G.
(n)	Town Seating and Planted Areas Refurbishment (task and finish group)
	Cllr Von Clemens, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix H. The report was for information only and contained no recommendations.
34.	To receive and consider information on the Communities Improvement Fund.
	The Deputy Clerk informed the meeting that the report was still being progressed and may be presented to the Finance Meeting on 19 th August.
35.	To receive a report on the monthly activities of Gillingham Direct.
	Please refer to Appendix I. Cllr Griffin commented about the operation of the Speed Indicator Device (SID) and the static device at Milton on Stour and asked whether the SIDs could be deployed along Shaftesbury Road. Cllr Von Clemens remarked that the current SID deployment has been agreed with the DC Road Safety Team and could not be changed at short notice; however, the query would be discussed at the next Traffic Management Sub Committee.
36.	To receive matters pertinent to this meeting. <u>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).</u>
	A resident asked whether the flower planters in the town could be developed further to include more pollinator friendly plants. This request will be considered for next year’s display.
There being no other business on the agenda, the meeting closed at 8.32p.	
Signed:	Date: 2 nd September 2019

	Chairman of General Purposes Committee, Cllr Mick Hill
PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.	

Minute no. 33(a)

Gillingham Town Council

Allotments and Burials Sub-Committee Report

Notes of the meeting held on 11th July 2019

Author: Cllr Donna Toye

Attended by: Cllr Donna Toye (Lead Member), Cllr Rupert Evill, Cllr Alan Frith,
Cllr Keith Wareham

1. Cemetery Site Visit

The increasing appearance of loose stones on grave tops is a somewhat recent trend. Especially where the surround is not sufficient to contain the stones, or has deteriorated, these loose stones are a hazard to grounds staff and visitors when grass is being cut.

There is nothing in the cemetery rules about lose stone chippings, so the sub-committee feels this should be addressed, simply because of the risk of stones being caught in machinery and hitting visitors, memorials or grounds staff. The town council does occasionally receive complaints regarding damaged memorials and we could be responsible for the repair cost.

It seems wise to add a rule to prevent further loose stones being laid (see recommendation) but the sub-committee would not recommend applying this rule retrospectively. Existing stones held securely within a can be maintained if borders are sufficient to safely contain the loose stones.

2. Trees and Large Shrubs

There are a few issues with trees and large shrubs:

Small Yew Tree – believed to be GTC owned. This tree is ailing/possibly dying. The sub-committee would like this tree to be assessed for treatment, possibly removal.



Whilst it is in the Cemetery Rules that trees/shrubs cannot be planted on graves, and that overgrown trees and shrubs can be removed, some planting has occurred, and some graves have trees where growth is strong and there is now a risk that roots will be invading other neighbouring plots.

In these instances – it is recommended that the owner of the grave is contacted and asked to remove the tree from plot 3105 (photograph A) and the shrub from plot 3112 (Photograph B). Whilst in an ideal world, established trees would always be left to grow, it is felt, in these instances that the neighbouring plots need to be respected.



Photograph A



Photograph B

3. Glass on graves

Glass on graves is forbidden in the rules for both the risk posed by broken glass and the fire risk. The issue remains and during the site visit multiple glass receptacles were removed.

4. War Graves in the Wild Flower area

The wild flower area is becoming well established in its second year, however. it does obscure some War Graves. With the approaching anniversary of VE Day in 2020 and the fact that the WW1 centenary has just passed, it seems appropriate that these graves are cut shorter.

5. Recommendations - Cemetery Matters:

- 1. Add into the Cemetery Rules under Memorials: 'No stone chippings to be laid on graves from July 2019. Where existing loose stones are deemed a health and safety risk to visitors and grounds staff then GTC reserves the right to remove both stones and edging. Attempting to contact the family to notify.'**
- 2. That the Tree Warden is approached and asked for advice reference the ailing small Yew Tree.**
- 3. That a letter is sent to the grave owner asking them to remove the overgrown tree.**
- 4. That a letter is sent to the grave owner asking them to cut back the overgrown rose.**
- 5. Grass and wildflowers on, and immediately surrounding, war graves should be neatly maintained at a short length.**

6. Allotment Matters

Inspection visits of both Cemetery Road and Park Farm Allotments were held in July. As a result of these visits, 3 telephone calls were made to tenants at Cemetery Road in respect of weed growth that would need quick attention and asking for some rusty metal to be removed from a plot as it represents a risk to safety. 3 letters of non-cultivation were sent to tenants at Park Farm. A repeat visit to both sites will be made in August to check on progress made. Since receiving their letters, 1 tenant at Park Farm has relinquished their plot.

7. Gillingham Allotment Association

Following the recent GAA AGM there has been a change of committee. Following the communications earlier in the year it was left that GAA will contact GTC if they wish to begin working together once more.

8. Compost Bins

There is a large, mainly unused, compost bin that is falling down to one side of the Cemetery Road Site. There are also multiple compost bins on individual allotments, which are understood to provide sufficient composting space. Following a conversation with the new Chair of GAA, it has been informally agreed that GAA will clear the large compost bins and remove the additional blue bins. The GTC staff will be asked to remove the remainder entirely in the autumn.



Pernicious weed bin (blue barrel pictured above). There is a bin (pictured) that GTC staff and Councillors do not recall granting permission being sought for.

9. Recommendations - Allotment Matters:

1. That GTC acknowledge the change of committee of GAA and investigate working together again if approached by GAA.
2. That the large compost bin will be partially cleared this summer by GAA and then removed entirely by GTC staff in autumn 2019 when the grass cutting/watering season is over.
3. That GTC write to GAA to confirm the above.

Gillingham Town Council

Annual Remembrance Day Parade Sub-committee

Authors: Cllr Roger Weeks and Cllr Dennis Griffin

1. Remembrance Day Parade

1.1 Background

In previous years the town council has organised and paid for an insurance policy to cover the annual Remembrance Day parade. In 2018 the cost of the insurance policy was £256 which was paid for under an allocated GTC budget (Code 3.11). It was established that a saving could be made by including the parade under the town council's insurance policy. A condition of the cover is that the parade is organised by the town council, therefore the Annual Remembrance Day Sub-committee was formed to comply with the conditions of the town council's insurance and save the council £256.

The coordination of activities for 2019 will be overseen by the Royal British Legion (RBL) Branch. The GTC sub-committee has requested the road closure.

2. Maintenance of Gillingham War Memorials

2.1 Background

In 2010 a working party was formed to raise funds for the restoration of the High Street War Memorial. The working party included members of RBL Gillingham Branch and members of Gillingham Town Council. In 2012 Historic England (formerly known as English Heritage) and the Wolfson Foundation awarded a grant for the restoration of the war memorial to the value of £4,640.00, local fund-raising boosted the fund to a total of £16,855.56 which allowed the restoration work to be completed. A condition of the grant was that a maintenance plan was agreed and records kept of all repair work carried out (Para 11.01 of the grant contract). At the time the town council agreed to set aside money each year to fund any necessary repairs and maintenance (budget codes 11.01 and 11.02). An annual inspection of the war memorials is arranged by the Deputy Town Clerk each year and maintenance of the flower beds and surrounding area is carried out by the town council staff. There is currently no detailed policy in place which details the work of the town council and in the interest of business continuity it would be prudent to formerly agree a policy for the maintenance of both war memorials.

2.2 Proposal

The sub-committee would like the Estate Management Sub-committee to consider adopting a policy for the maintenance of Gillingham Town War Memorial and Milton-on-Stour War Memorial.

To include:

- The obligations as set out in the grant contract issued in 2012
- Maintenance of the flower borders and general area
- The removal of the wreaths in accordance with the national standards:

Note: The National Standards relating to this matter (www.warmemorials.org/uploads/publications/387.pdf) state that the administration of war

memorials be defined at a local level. To preserve the Town's Memorial stone, the following precautions are recommended (note: porous sandstone is very susceptible to damp and frost damage if appropriate care is not taken). It is acknowledged that this can be a sensitive subject, accordingly the following proposals are provided for consideration:

- Wreaths to be laid on the floor of the Memorial paving a week after Remembrance Tide
- Wreaths to be disposed of first week of January
- That the local paper (Gillingham and Shaftesbury News be invited to publish this revised/new policy with an invite from the public to constructively contribute.
- That further to the receipt of any constructive contribution, the council considers writing a policy for the maintenance of the war memorials.
- This proposal has been formally emailed to the local RBL Branch committee with invite for comment if there are any concerns. There was no reply implying agreement with this proposal.

3. Large Plastic Poppies

The sub-committee has considered purchasing a set of large plastic Poppies to display in Gillingham to mark the annual Remembrance Tide. The following has been considered:

- The purchase of the large Poppies (please see purchase options detailed below)
- The GTC staff administer the display of the Poppies at the start of the Annual Remembrance Tide (Poppies to be displayed on lamp posts at a safe height)
- The taking down and appropriate storage of the large Poppies at the end of Remembrance Tide

The following options are available:

Option 1:

To display the large Poppy along the route of the Remembrance Parade and the by-pass: 100 = purchase of 60@£3.50 = £210.00

Note: This number is based on Poppies being displayed on every lamp post along the parade route and the by-pass

Option 2:

To display the large Poppy throughout the town centre (main roads) and the by-pass: 150 = Purchase of 110@£3.50 = £385.00

Note: This number is based on Poppies being displayed on every lamp post along the parade route, Station Road, the Square and Newbury Road **but not** to the Orchard Park and Peacemarth roundabouts.

Option 3:

To display the large Poppy throughout the town centre (main roads) and the by-pass: 250 = Purchase of 210@£3.50 = £735.00

Note: This number is based on Poppies being displayed on every lamp post along the parade route and the by-pass (as per option 2) and alternative lamp posts to Orchard Park and Peacemarth roundabouts.

Option 4:

That Gillingham Town Council respects the climate emergency and decide as a council that to display a high number of plastic poppies throughout the town would be inappropriate.

The sub-committee's preferred option is option 4.

Additional notes:

1. The RBL Branch has purchased a stock of 40 in its store.
2. These large Poppies will add to the plastic foot print of GTC.
3. Funding could be taken from Budget Code 10.16 High Street Enhancement which has a balance of £3,000.
4. Based on 2018, it is estimated that it will take two members of staff two hours to put up 150 poppies.
5. A request will need to be made to SSE for permission to display the poppies on lamp-posts.
6. GTC has a risk assessment and method statement in place for the use of ladders.
7. Following the article in the Gillingham and Shaftesbury News the sub-committee has been contacted by a member of the public who has raised concerns regarding the environmental impact of the poppies.

4. Recommendations

- **That the maintenance of the war memorials is dealt with by the Estate Management Sub-committee.**
- **That each year poppy wreaths are removed from the war memorial to avoid any permanent damage to the monument and placed within the war memorial garden before the end of November and by January they are removed completely.**
- **That Gillingham Town Council respects the climate emergency and decides not to display plastic poppies.**

Minute no. 33 (f)

Gillingham Town Council

Health and Safety Sub-Committee

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 held on 19th July 2019

It was agreed that reporting from the meeting would cover:

1. Risk mitigation relating to the Ellis Whittam report
2. General Health and Safety issues arising during the month

Occupational Health issues ie 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. This will need to be included in the next precept.

Stress management was discussed and without anything currently in place, it was recommended that producing a Stress Management Policy is considered at the next full Council meeting in August.

The Works Manager stated that Risk Assessments are currently being updated. It should be noted that this is a big undertaking and in total there will be approximately 150 risk assessments to be completed of which about 80 have been completed to date. Associated with each risk assessment there will be a Safe System of Work that also needs to be completed.

A method for Staff Training records and PPE used record is being produced.

Staff now have access to a common diary which can help, providing alerts for upcoming reviews.

2. Ellis Whittam Report Risk Mitigation

Council staff are still experiencing access issues with the Ellis Whittam portal and as a result the online report of last year is not being updated appropriately.

Originally there were 264 risks outstanding of which there are:

- 2 critical priority actions
- 84 high priority actions
- 178 medium priority actions

The status is:

- 0 critical priority actions
- 79 high priority actions
- 174 medium priority actions

Many risks have a status of 'ongoing' which is not shown, and it should be noted that until the risk mitigation has been completed then the risk cannot be closed.

3. Training

The Works Manager has completed and passed the PAT training course.

4. Routine health and safety issues

Nothing significant to report.

5. Recommendation

- **That a Stress Management Policy is considered at the next Full Council meeting.**

Minute no. 33 (g)

Gillingham Town Council

**Notes of the Traffic Management Working Party
Thursday, 27th June 2019**

Author: Cllr Val Potheary

Present: Cllr. Val. Potheary, Cllr. Mike Gould, Cllr John Robinson, Cllr Alison Gale, Roger Bell (Community Highways Officer), PCSO Vicky Levy.

Apologies: Cllr Rupert Evill, Cllr Barry Von Clemens

1. Actions/updates from previous meetings

- Build out/prioritisation proposal at Brewery Cottages, Wyke - awaiting TRO.
Action: Vanessa Penny.
- Cemetery Road, vehicles parked inappropriately. Rolls Bridge end has been dealt with. **Action:** Council to issue a Polite Parking Notice re flat-bed lorry outside Garden of Remembrance.
Action: PCSO will speak to the Housing Association re tenancy agreement (business use?)
Action: VP to check if Belinda wrote re Railway directional signage.
- Riversmeet traffic concerns.
Action: VP to speak to Rolly Skeats.
- Concerns re partial collapse of wall and bank. The Oaks.
Action: Roger Bell to investigate.

2. New Items

1. Further letter from Mr Hooley re double yellow lines at Wyke Road.
Action: VP to discuss with Rolly Skeats.
2. Residents complaint re speeding at Common Mead Lane and Broad Robin. Advised that constant speed tests are carried out in this vicinity and the police will continue to monitor. **Action:** Roger Bell to arrange a 30 roundell on the road at gateway sign outside Thorngrove.
3. Request from resident of Queen Street for the road to be made a 'no through road'.
Action: VP to discuss with Rolly Skeats.
4. Request from Alan Waistell, General manager at Riversmeet. Following an accident involving a child there is an urgent need for more lines at entrance and exit.
Action: VP to discuss with Rolly Skeats.
5. Request from a resident of Rookery Close for a hatched yellow box at the traffic lights. **Action:** VP to request a yellow box from the Traffic Light Team.

3. PCSO items

None

4. Any Other Business

None

5. Recommendations

None.

Minute no.33 (h)

Gillingham Town Council

VE Day 75th Anniversary Celebrations Task and Finish Group

Author: Cllr Roger Weeks, Lead Member

An initial Task and Finish Group meeting was held on 1st July 2019

Next meeting to be held in August – date to be confirmed

Summary of task completed to date: (Please note, this meets the fundamental pillars of the VE Day activities as per the National Itinerary – the balance of the plan is tbc)

Task:	Remarks:
Booking of Gillingham Town Band	Done: Invite by email and personal visit. Pledge received from Gillingham Town Band to support this event
Request a piper for 3pm	Done: Invite by email and personal visit. Pledge received from the Gillingham Based Wessex Highland Band to support this event. A pledge of at least a piper – most likely the whole band if available
Request church bells to peal for 7pm	Done: Invite by email sent to every church in Gillingham to participate. Invite accepted and confirmed by the lead bell ringer at St Mary's (full peal), and St Benedict's R.C. Church (single bell). Awaiting reply from other churches as appropriate (note: Milton church does not have bells)
Invite local churches to conduct a respective church service on the Sunday morning (10 May 20)	Done: Invite by email sent to every church in Gillingham to participate. Invite accepted and confirmed by all those invited (in as far as they are able).

A detailed report with costings will be presented to the next General Purposes Committee meeting so that any funding requests can be made within the council's budget setting timeframe.

Minute no. 33 (j)

Gillingham Town Council

Gillingham Gateways

Meeting held with DC Collision Team - Tuesday, 9th July

Author: Clare Ratcliffe, Deputy Town Clerk

Present: Cllr Mike Gould (Lead Member), Cllr Von Clemens,
Cllr Keith Wareham, Cllr Graham Poulter, Cllr Paul Harris,
Mark Fortune - DC Commercial Manager,
Paul Eastwood and Maggie Carter - DC Collision,
Pauline Dawkins – Local Artist,
Clare Ratcliffe – Deputy Clerk

1. Roundabout Sculptures

The meeting with DC Collision has been arranged to agree a way forward regarding sculptures on the roundabouts at Ham Farm and Peacemash. DC Collision explained that each roundabout is subject to a risk matrix, collision history and speed limits. Any sculptures must collapse on impact. Steel or stone sculptures would not be acceptable.

2. Proposal

Pauline Dawkins explained that her sculptures are made from recycled chicken wire, with the larger pieces being supported by an internal steel frame. To finish, the wire is sprayed with Hammarite paint, which is hardwearing. To see previous commissions, visit: <https://paulinedawkins.com/wire-sculptures/>

The sculpture can be kept clean by occasional brushing with a stiff brush. The chicken wire will not break down and is highly sustainable.

The wire sculptures can be secured into concrete using bolts that can be sheared off (for the purposes of highway safety).

DC Collision were on in favour of this type of installation, pending a visit to the artist's workshop to see the internal steel frame which has been scheduled for 13th August.

3. Objective

To promote Gillingham as a former Royal Forest, favoured in mediaeval times.

To site a Stag/White Hart sculpture on the roundabout at Ham alongside a doe and fawn to make a grouping of three amongst a planting scheme that has already been agreed.

To site a Stag/White Hart sculpture on the roundabout at Peacemash amongst a planting scheme that has already been agreed.

4. Financial Implications

It is estimated that a large sculpture will cost circa £2500 to install. Total estimated cost circa £7,000 for four sculptures. A formal quotation is awaited.

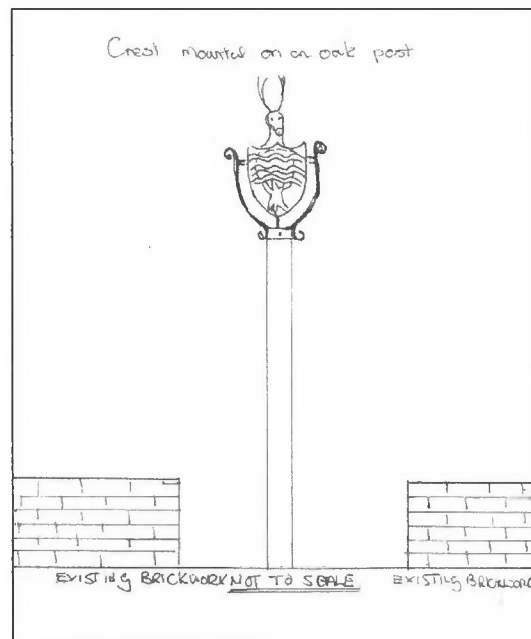
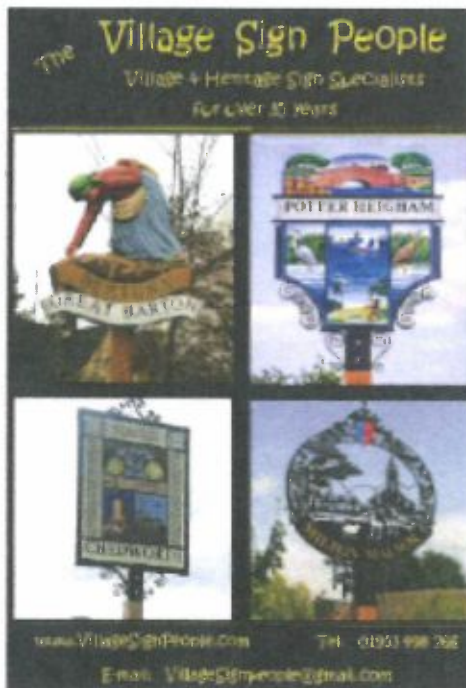
This project will be financed from the Gillingham's Gateway Fund.

5. Future Projects and Updates

The bulb planting for **Peacemarsh** roundabout is being finalised following Cllr Wareham's suggestions to DC Landscaping. A formal quotation for this landscaping scheme is awaited.

Several compliments have been received about the new tiered planter at **Lodbourne** mini roundabout.

The idea to have Gillingham's Crest mounted on a large oak post at **Newbury** by the planted area has been forwarded to The Village Sign People for a quotation.



The cast aluminium signs are approximately 3' tall x 2'6" wide mounted on an oak post 5" x 5", giving an overall height of 11'6". The post is mounted in a heavy-duty box section so that it does not meet the ground and rot. The sign at the top can either be single or double faced. Single faced costs £3,990, doubled faced £4,775. Price includes delivery and fixings. There is a 15-month waiting list for this signage which would coincide with finalising the new road layout along Le Neubourg Way.

A local metal work company has been asked if they would be able to make something similar; but they are unable to do so. Further research will be required to source a manufacturer.

Meanwhile, DC Collision team will be asked for permission to site this type of signage within the planted area.

6. Recommendations

There were no recommendations at this time.

Minute no. 33(m)



Gillingham Royal Forest Stakeholder's
Meeting June 2019



Project delivery and targets

	Project Activity	Target audience
	<i>Volunteering & Training</i>	
1	Delivery of programme of practical conservation days at 6 natural heritage sites	Young people aged 16-25; People new to Dorset; Low income/disadvantaged backgrounds
2	Delivery of programme of natural history and archaeological surveying training days	People new to nature; People new to Dorset
3	Facilitation of trained volunteers carrying out independent surveys	People new to Dorset; Young people aged 16-25; Low income/disadvantaged backgrounds
4	Offer volunteering opportunities including helping at events, leading walks and talks and project administration.	People new to Dorset; Low income/disadvantaged backgrounds
5	AQA accredited training in survey or practical skills	Young people aged 16-25; Low income/disadvantaged backgrounds
	<i>Learning, outreach & engagement</i>	
6	Establish project social media accounts and website	People and organisations in and around the GRF project area, and especially 4 key target groups
7	Delivery of outreach to hard to reach groups	Low income/disadvantaged backgrounds
8	Deliver programme of heritage events	Low income/disadvantaged backgrounds; People new to nature; People new to Dorset
9	Deliver programme of farmer events	Local landowners
10	Deliver programme of rural skills events	Young people aged 16-25; Low income/disadvantaged backgrounds
11	Deliver programme of talks and walks	People new to Dorset; People new to nature;
	<i>Access & interpretation</i>	
12	Access improvements made to two routes	People new to Dorset; People new to nature; Low income/disadvantaged backgrounds
13	Interpretation improvements made within GRF	People new to Dorset; People new to nature; Low income/disadvantaged backgrounds
14	Two new walking routes defined and promoted	People new to Dorset; People new to nature; Low income/disadvantaged backgrounds

Ideas from workshop

1) Interpretation improvements

- Link in Countryside Code, understanding of impact of access on farmland.
Dogs – livestock
Livestock -gates
- U3A Natural History Group – contribute information
- Set up geo-caching trail for digital orienteering
- Dept. of Transport fund for railway station
- GRF logo on signboards
- White Hart linking to the rivers and roundabout plans
- Boards at places of historical importance

2) Project promotion – media

- Catchment partnerships, admin help
- Carnival in October, float to depict the killing of the White Hart! Contact Shaftesbury Arts Centre
- Motcombe: village Facebook page and Parish Council Website
- Gillingham and Shaftesbury Show
- Local radio breakfast show
- Catchment partnerships
Internal comms
Newsletter
Engaging with our wider partners
Happy to pull together visual aids
- Gillingham and Shaftesbury News

3) Delivery to hard to reach groups

- 16-25, more use of Instagram than Facebook, be aware of audience
- Public events, town centre etc. Raising awareness of project and the 'brand'
- Practical conservation 'Green Gang' recovering mental health

4) Practical conservation days

- GANG tree planting and pond clearance

5) AQA Accredited training

- U3A Natural History – we have knowledge that could help with organised training activities – e.g. identifying
- Sandra Trowbridge SENCO link into Gillingham 6th form years 10 and 11

6) Other volunteering opportunities

- Get army cadets involved
- Link into youth groups, Scouts, D of E

7) Trained Volunteers Carrying out Independent Surveys

- Approach colleges / higher education – those wanting to get into conservation ecology etc.
- Surveys of moths / butterflies annually in Motcombe (Peter Cooper)
- U3A Can carry out surveys – we have skills, knowledge, and experience to contribute and time (best way to use the group)
- Rotary / Lions club etc.

8) Natural history and archaeology training days

- U3A can help participants with ID activities
- Julian Richards archaeologist

9) Programme of heritage events

- Re-enactment of perambulation of Royal Forest and park boundary
- Bring King's Court alive in time of King John

10) Rural skills events

- Hedgelaying and scything on Gillingham Town Council land
- Coppicing and pollarding, orchard management

11) Programme of farmer events

- U3A survey of species present
- Events need to be a benefit to farm businesses to be successful with numbers (bar specialists). Non-confrontational, how management can benefit farms (access) and educate public as well as farmers
- Hedgelaying regimes that protect future new trees (to replace mature ones)
- Encourage biodiversity programmes
- Make landowners aware of responsibilities not to block footpaths (e.g. electric fences) and maintain routes (e.g. not plough them up, keep hedges under control, gates in good condition etc)
- Catchment partnerships happy to help in organisation and pulling events together

12) Access improvements

- Replace stiles with gates, e.g. '10 stiles' route in Motcombe
- Enhanced signage for rights of way. Encourage those new to the area and the countryside
- Walks suitable for buggies and wheelchairs
- Car parking at points of access
- Work with farmers to find ways to accommodate walkers and livestock

13) New walking routes

- New walking guides possible in conjunction with Blackmore Vale Community Rail Partnership
- Consultation of impact of new routes on landowners and farmers, increased people and dogs
- Motcombe to Gillingham cycleway (currently a bridleway). Link Gillingham and Motcombe cycleway project / working group
- Links to White Hart Link for circular walks
- New footpaths to open up the area?
- Interpretation boards linked to walks
- Linking footpaths to make joined up walks
- Identifying historical pathways

14) Talks and walks

- Interpretive walks linked to Gillingham Walking Festival
- U3A help with nature walks and / or surveys can identify species
- Woodland Trust re: Kingsettle Wood and Duncliffe on edge of area
- GANG, walk and birdwatch, tree identification, bat detectors and talk

Amy Yeats 11.07.19

Minute no. 33 (n)

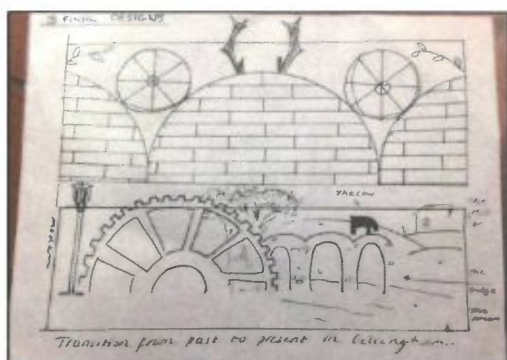
Gillingham Town Council

Town Seating Working Party

Author: Clare Ratcliffe, Deputy Town Clerk

1. Introduction

About eighteen months ago students at Gillingham School (Y10/11) were asked if they could come up with a design to be incorporated into a back of a metal seat to be sited near the Oak tree at the Town Bridge. The brief was to base a design on the history of the bridge painted by John Constable and the former Barnaby Mill (now Barnaby Mill flats).



A couple of designs were submitted (see opposite), which have since been submitted to a local metal craft company to obtain a cost for manufacture. The design(s) may need to be adjusted so they can be used.

The finished seat will look like the metal seats already purchased and used on the open space at Upper Ludden and in the Butterfly and Bee Garden in the Garden of Remembrance (see below). The size will be 1700mm (L), 1100mm (H) x 640mm (W).



2. Financial Implications

The funding of the seat(s) will come from ear-marked monies held in the General Reserve.

3. Recommendations

There are no recommendations at this time.

Minute no. 35

Gillingham Town Council

Gillingham Direct June - July 2019

The following matters have been dealt with by Gillingham Direct:

	Issue	Reference No.
1	The drain is blocked outside the Mellows in Common Mead Lane	DC 1127049
2	Overgrown hedge obstructing the pavement at Lockwood Terrace along the Shaftesbury Road	DC 1127045
3	A tree near Barn Surgery along Le Neubourg Way has low branches and is obstructing the pavement.	DC 1127042
4	Trees from Rawson Court are over hanging the pavement along the High Street and at Spring Corner.	DC 1127258
5	The hedge behind 25 Camelot Way is growing over the footpath.	DC 1127422
6	Diesel spillage on the Shaftesbury Road near Lox Lane.	DC 1127506
7	Over grown hedge outside Rowen House, Wyke Road	DC 1127510
8	Request received for the boundary between 37 Wren Place and the attenuation pond to be cut back.	GTC
9	Footpath overgrown behind Gillingham School	MNT 44487
10	Lavender is growing over the pavement at Newbury opposite the locksmiths.	DC 1127790
11	A hedge is blocking the pavement at the Camelot Way / Milestone Way roundabout.	DC 1127900
12	Bramble are growing over footpath N64/54 Wyke	MNT 44523
13	Hedge overgrown between Clarendon Close and Brewery Lane	DC 1128476
14	Drain blocked between Clarendon Close and Brewery Lane	DC 1128477
15	The door to the sub-station behind Riversmeet at Hardings Lane has been broken allowing access.	SSE FM7217
16	Gravel spilt on Le Neubourg Way between Iceland and the roundabout	DC 1128590
17	Over hanging branches opposite 49 Hawthorne Avenue	GTC
18	Oil spilt on the bend across Rolls Bridge Way. This has been caused by vandalism to an abandoned vehicle	DC Highways/Dorset Police aware
19	A hedge has fallen across and blocked a path near Wyke play area, between Chestnut Way and Windsor Lane.	GTC will remove
20	Complaint regarding speeding traffic along Rolls Bridge.	Traffic Management
21	Over hanging trees at Wyke bridge	DC 1129127
22	Brambles overhanging the pavement opposite St Martin's Grange	DC 1129129
23	Request to resurface the road at Lockwood Terrace and remove the weeds.	DC 1129130
24	Coverts on the public open space at Marlott Road needs repairing	GTC
25	Raised man-hole cover needs cementing at Hawthorne Avenue	GTC
26	Over hanging tree at Hawthorne Avenue	GTC
27	Dog mess in children's play-area at Wyke	GTC
28	Request for yellow lines along New Road	Traffic management

14 no. Replacement recycle bins have been collected.

2 no. Wedding Ceremonies

1 Public Exhibition over 2 days.