



## **GILLINGHAM TOWN COUNCIL**

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

### **GENERAL PURPOSES COMMITTEE**

#### **MINUTES – 4<sup>th</sup> May 2021**

The minutes of the General Purposes Committee meeting convened on Tuesday, 4<sup>th</sup> May 2021, at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4<sup>th</sup> April 2020.

#### **Present:**

Cllr Graham Poulter (Deputy Chairman)  
Cllr Fiona Cullen  
Cllr Rupert Evill  
Cllr Dennis Griffin  
Cllr Paul Harris

Cllr John Robinson  
Cllr Donna Toye  
Cllr Alison von Clemens  
Cllr Barry von Clemens  
Cllr Roger Weeks  
Cllr Keith Wareham

#### **Non-members of this Committee:**

None

#### **In attendance:**

Town Clerk, Julie Hawkins

#### **Press and Public:**

None

- 199. 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 was no public participation.

- 200. To receive and accept apologies for absence.**

It was agreed and **RESOLVED** to accept the apologies received from Cllr Hill as he was unable to attend the meeting due to personal reasons.

**201. To approve the minutes as a true and accurate record of the General Purposes Committee meeting held on 6<sup>th</sup> April 2021.**

It was agreed and **RESOLVED** to approve the minutes of the General Purposes Committee held on 6<sup>th</sup> April 2021 as a true and accurate record. The minutes will be duly signed when it is possible to do so.

**202. To receive any questions pertaining to the previous minutes.**

There were no questions pertaining to the previous minutes.

**203. To receive 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 disclosable pecuniary interests.

**204. To receive and consider reports from sub-committee and task and finish groups, as follows:**

**a) Allotments and Burials (sub-committee)**

Cllr Evill, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to [Appendix A](#).

It was agreed and **RESOLVED** that a letter be written to the Gillingham Allotment Association (with a copy to the previously mentioned allotment holder) requesting a formal letter from the Allotment Association detailing their concerns and request. The letter should be signed by an officer from the Association and include a copy of their minutes in which the request is made.

**b) Annual Christmas Event and Festive Lighting (sub-committee)**

Cllr B von Clemens, Lead Member, reported that this sub-committee is not scheduled to meet until June.

**c) Annual Remembrance Day Parade (sub-committee)**

Cllr Griffin, Lead Member, reported that no meeting had taken place this month.

**d) Cycle link project – Gillingham to Motcombe (task and finish group)**

Cllr B von Clemens, Lead Member, reported that no meeting had taken place this month. However, Cllr Peter Mouncey (Motcombe Parish Council) has been in contact with Hugh de longh, Dorset Council Community Led Development Officer, and Graham Stanley, Dorset Council Rights of Way Officer, regarding the proposal for a solar farm close to the route of the proposed cycle link. Cllr B von Clemens reported that it has been decided that the project should continue as planned.

**e) Estate Management and Properties (sub-committee)**

Cllr B von Clemens, Lead Member, reported that no meeting had taken place this month. However, a report regarding land at Lodden Lakes had been submitted and considered at the Extra-Ordinary meeting of Full Council on 29<sup>th</sup> April.

Cllr B von Clemens reported that a site meeting at Rolls Bridge and Jubilee Fields has been organised for members of the sub-committee.

**f) Greener Gillingham (sub-committee)**

Cllr Cullen, Lead Member, reported that no meeting had taken place this month. The group will be meeting later in the month to progress the Carbon Management Plan.

Cllr Cullen informed the meeting that the Centre for Sustainable Energy has launched a community carbon footprint tool. Further information is available [HERE](#).

Cllr Cullen informed the meeting that she had met with Professor Michael Dower, Chairman of Dorset Climate Action Network, who has offered the sub-committee advice if needed.

**g) Gillingham Gateways (task and finish group)**

Cllr Gould, Lead Member, was not present at the meeting and there was no report.

**h) Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)**

There was no report this month.

**i) Health and Safety (sub-committee)**

Cllr Robinson, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to [Appendix B](#). The report contained two recommendations.

It was agreed and **RESOLVED** that a meeting is held at the car park at RiversMeet with representatives from RiversMeet; Dorset Council Highways; Town Council (Works Manager); Estate Management and Properties sub-committee; Traffic Management sub-committee, and Health and Safety sub-committee.

It was agreed and **RESOLVED** that the following work is undertaken at the Town Hall to meet health and safety requirements:

- payment is made for the replacement heat and smoke detectors fitted at a cost of £210.00;
- the battery monitoring unit is replaced in the fire alarm panel at a cost of £385.00;
- a smoke detector is fitted to the 'safe' room at a cost of £175.00, and
- the emergency lighting units that failed the 2-hour test are replaced at a cost of £315.00

Costs to be taken from budget no.7062, Town Hall - Fire Alarm service & maintenance.

**j) Traffic Management (sub-committee)**

Cllr A von Clemens, Lead Member, had nothing to report this month.

**k) Town Seating and Planted Areas Refurbishment (task and finish group)**

Cllr B von Clemens, Lead Member, informed the meeting that the task and finish group was originally set up to deal with the refurbishment of the High Street flower beds and the area adjacent to the town bridge. This work has now been completed and therefore Cllr B von Clemens recommended that the group is disbanded.

It was agreed and **RESOLVED** that the Town Seating and Planted Areas Refurbishment Task and Finish Group is disbanded with immediate effect.

**l) Woodwater Farm Sports Facility (task and finish group)**

Cllr Poulter commented that no meeting had taken place. However, the group are dealing with an historic complaint by Forward Developments regarding a discharge of fluid onto the track. As soon as test results are known, a meeting will be organised with the relevant parties.

**m) Workshop (task and finish group)**

Cllr Harris, Lead Member, had circulated a report prior to the meeting. Please refer to [Appendix C](#). The report contained no recommendations.

**205. To receive a monthly report on enquiries received by Gillingham Town Council.**

A report was circulated prior to the meeting. Please see [Appendix D](#). There were no comments.

**206. 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).**

There were no matters pertinent.

The meeting closed at 7.50pm.

**Allotments and Burials Sub-committee****Notes of a meeting held on Thursday 15<sup>th</sup> April 2021****Author: Cllr Rupert Evill**

**Present:** Mrs Julie Hawkins (Town Clerk), Mrs Jill Ezzard (Office Manager), Cllr Paul Harris, Cllr Alan Frith, Cllr Donna Toye, Cllr Keith Wareham, Cllr Rupert Evill.

**1. To consider a request to install security cameras at the Cemetery Road Allotments and to make recommendations thereon.**

There have been two break-ins this year at the Cemetery Road allotments, in which a rotavator, strimmers and a lawn mower have been stolen from the Community Shed. Both break-ins were reported to the Police and crime numbers were issued. Produce has been taken from the allotments over the last two years and there have been previous cases of sheds being broken into.

The contents of correspondence from the Chair of the Gillingham Allotment Association (which outlined details of the break-ins and losses mentioned above and which was in reply to the Office Manager) were shared with those present, together with an email from an allotment holder which included a request for the installation (and finance) of two security camera on the allotment site.

There followed a discussion on the issues raised. Questions were raised as to:

- whether the expenditure that would be involved would constitute value for money and an adequate return on investment,
- whether there would be better use of cameras elsewhere in the town, and
- whether the security camera type mooted in the email would be effective

There was also a discussion about whether the losses could be covered by insurance. The allotment holder's email had stated that they were not as they can only obtain public liability insurance.

Members of the sub-committee felt that whether such losses could be covered under an individual's home insurance would very much depend on the type of insurance they had.

Despite all these reservations, the sub-committee had no objections in principle to cameras financed by the Allotment Association being installed if **all** allotment holders were in agreement and various conditions were met, including details of the data controller being given.

However, it was pointed out that at this stage, no formal request for cameras has been made. Therefore, it was resolved to make the following recommendation:

## **2. Matters pertinent**

- a) A future meeting of the Allotments and Burials Sub-committee to discuss the need for additional burial land.
- b) A site visit to be arranged in July to the Cemetery, Garden of Remembrance and allotment sites.

The meeting closed at 7.50pm.

## **3. Recommendation:**

- **That a letter be written to the Gillingham Allotment Association (with a copy to the previously mentioned allotment holder) requesting a formal letter from the Allotment Association detailing their concerns and request. The letter should be signed by an officer from the Association and include a copy of their minutes in which the request is made.**

**Gillingham Town Council**

**Health and Safety Sub-Committee**

**Notes of a meeting held 21<sup>st</sup> April 2021**

**Author: Cllr John Robinson**

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

**1. Introduction**

Councillor Robinson welcomed all to the Health and Safety meeting. The aim of the meeting was to review Health and Safety issues for the Town Council since the last meeting.

**2. Review of Actions**

- i) The electrical installation at the Old Mortuary building in the Garden of Remembrance was assessed as 'Unsatisfactory' at the last inspection with a number of observations required to be actioned. The quote and remedial work is still outstanding. A quote and work is promised in the next two weeks.  
**Action: Works Manager**
- ii) A Legionella Risk Assessment for the Town Hall, Chantry Community Centre and Town Bridge Office identified a number of issues where the primary risk was deemed to be a cold water feed tank located in the loft space of the Town Hall. Modifications to exclude the cold-water tank have been completed along with other minor issues.
- iii) A computerised (spreadsheet) training record has progressed though some changes are still required to ensure compatibility across the Office and Works team formats.  
**Action: Town Clerk/Office Manager**
- iv) Fire training for all Council staff is to be completed and will be added to the training records. This is held until 2 new members of staff have started.  
**Action: Office Manager**
- v) The Works team were due to go to occupational health in April 2020 for jabs, vibration assessments etc, but this was cancelled due to the current lockdown restrictions. A new date is still pending. Due to the delay from Dorset Council an alternative supplier is likely to be sought.  
**Action: Office Manager**

### **3. Reported Incidents**

An incident involving a skateboarder and car at the exit to Riversmeet was reported. The skateboarder collided with the front of the car at the exit to Riversmeet car park. The car driver was left shaken. There is no footpath from the road via the car park to get to the skate park with any pedestrians requiring to walk into the road. There is the possibility that further incidents could occur here and a review of options should be discussed. This should involve a representative from Riversmeet, the Town Council, DC Highways and lead members from Estate Management & Properties, Traffic Management and Health & Safety sub committees.

### **4. Health and Safety Issues**

No new health and safety issues were reported.

#### **General**

The following describes general Health and Safety issues i.e. training, inspections etc

- Chapter 8 training has now been completed by all of the Grounds team.
- The Works Manager is currently undertaking IOSH training which is a 4-day course held over four Thursdays. This is the Institute of Occupational Safety and Health (IOSH) and is aimed at managers and ensures compliance with HSE legislation to create a safer working environment.
- Garage equipment has had its six-monthly inspection.
- Risk Assessments are being updated – this is a general annual task.
- The play area monthly inspections have been completed.
- Town Hall fire alarm inspection and service has been completed. A heat detector in the staff kitchen and smoke detector in the corridor were replaced. It was found that the battery monitoring circuit in the main fire panel was defective and needs replacing. The unused toilet (now 'safe' room) has no smoke detector fitted. The 2 hour emergency lighting test revealed that the following emergency lights failed:
  - Civic hall
  - Gents toilet
  - Ladies toilet
  - Corridor outside office 1
  - Accounts office
  - Ramped corridor
  - Safe room

### **5. AOB**

No other business was identified

### **6. Date of Next Meeting**

The date of the next meeting was agreed for 20<sup>th</sup> May 2021 at 11.30



## **Recommendations**

- 1. That a meeting is held at the car park at Riversmeet with representatives from:**
  - **Riversmeet**
  - **Dorset Council Highways**
  - **Town Council (Works Manager)**
  - **Estate Management and Properties sub committee**
  - **Highways sub committee**
  - **Health and Safety sub committee**
- 2. That the following work is undertaken to meet health and safety requirements:**
  - **Payment is made for the replacement heat and smoke detectors fitted at a cost of £210.00**
  - **The battery monitoring unit is replaced in the fire alarm panel at a cost of £385.00**
  - **A smoke detector is fitted to the 'safe' room at a cost of £175.00**
  - **The emergency lighting units that failed the 2 hour test are replaced at a cost of £315.00**

**These costs are to be taken from budget no.7062**

General Purposes Committee - 4<sup>th</sup> May 2021

Minute no. 204(m)

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**Gillingham Town Council**

**Workshop Task & Finish Group**

**Lead: Councillor Paul Harris, Deputy Mayor**

**1. Current Progress**

The Task and Finish Group held a Microsoft Teams meeting on 23<sup>rd</sup> April 2021.

Progress to date at new Workshop:

- The electrics in Units 1d are operational.
- All building work is complete, less “snagging”. Simon Dobie and John Kilcourse agreed to meet on 23 April to go through the work schedule and confirm it was complete to the RFO.
- Electricians are currently in Unit 2c.
- Mess room is ready for decorating once the flooring is complete.
- Two flooring quotes have been received. Paul Harris noted that once the third quote was received the Task and Finish Group would hold a tender board. Once flooring funding was confirmed the contract would be let. This is now the highest priority.
- Fire exit route still needs surfacing. Julie Hawkins undertook to talk to Dorset Council Highways.
- Road name signs are now available. Simon Dobie undertook to have them installed by Monday 26 April.
- The planning permission for the gate and fence has been submitted.
- Blinds are required in the office unit and the mess room. Simon Dobie is costing them. Paul Harris will identify budget funds.

**2. Future Work**

The next T&F Group meeting is on 7 May 2021.

**3. Recommendations**

There are no recommendations this month.

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### Gillingham General Enquiries April - May 2021

1. Storm damaged fence at Gillingham Cemetery. GTC Works Manager to arrange repair.
2. Broken wooden fence around The Gillings Play Area, Wyke. GTC Works Manager to arrange repair.
3. Overgrown bush on grave at Gillingham Cemetery. Owner contacted, GTC has cut back.
4. Raised kerb stone between the takeaway and the entrance to St Mary's Church. Logged with Dorset Council ref. [1167286](#).
5. The deer sculpture on the Peacemarth roundabout has been damaged. The artist has been asked to repair the antlers.
6. Fly tipping in the ditch next to the Sydenhams roundabout. DWP ref no. DWP-FT323954887
7. Fly tipping behind Addison Close on land belonging to Sovereign Housing is being thrown into the river. An email has been sent to Sovereign Housing and GTC staff will try to remove the items from the river.
8. Received an enquiry asking why a local hairdresser wasn't answering the telephone.
9. Helped a local resident complete their census form.
10. Someone wanted the council to look at a tree in their garden which hasn't come into leaf yet. They were advised to contact a local tree surgeon.
11. Litter bins overflowing at various sites. This is due to sickness at DWP.
12. Fly tipping in Bay Road at the entrance to Woodwater Farm. DWP ref no. DWP-FT326093784.
13. Complaint received regarding dog fouling at the public open space at Rolls Bridge. "Members of the public are letting their dogs run down into the sunken area to do their business with no thought or effort to pick it up. It has become a dog toilet and not a safe environment in which children play." The dog warden has been made aware and more dog fouling notices have been put in place.
14. Bolt sticking out of the ground at The Town Meadow. It was the remains of a vandalised bin. GTC has now removed the bolt.
15. Complaint received about the bug hotels along Le Neubourg Way being a waste of money. It was explained to the caller that the items were made using recycled wood.
16. A member of the public wanted the council to repair her broken canopy. She was directed on to a couple of local businesses.

You can check the status of a road or pavement problem [HERE](#) using the 7 digit reference.