



GILLINGHAM TOWN COUNCIL

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

GENERAL PURPOSES COMMITTEE

MINUTES – 6th April 2021

The minutes of the General Purposes Committee meeting convened on Tuesday, 6th April 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 4th April 2020.

Present:

Cllr Mick Hill (Chairman)	Cllr John Robinson
Cllr Graham Poulter (Deputy Chairman)	Cllr Donna Toye
Cllr Fiona Cullen	Cllr A von Clemens
Cllr Rupert Evill	Cllr Barry von Clemens
Cllr Dennis Griffin	Cllr Roger Weeks
Cllr Paul Harris	Cllr Keith Wareham

Non-members of this Committee:

None

In attendance:

Town Clerk, Julie Hawkins
Deputy Town Clerk, Clare Ratcliffe

Press and Public:

None

189. 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.

190. To receive and accept apologies for absence.

There were no apologies for absence.

191. To approve the minutes as a true and accurate record of the General Purposes Committee meeting held on Monday 1st March 2021.

It was agreed and **RESOLVED** to approve the minutes of the General Purposes Committee held on Monday, 1st March 2021, as a true and accurate record. The minutes will be duly signed when it is possible to do so.

192. To receive notification from internal auditor that the General Purposes Minutes of 11/01/21, min no. 166 refers to minutes dated 07/12/21 instead of 07/12/20 and to amended accordingly.

It was agreed and **RESOLVED** that the General Purposes Committee minutes of 11th January 2021, minute no. 166 are amended to read 7th December 2020.

193. To receive any questions pertaining to the previous minutes.

There were no questions pertaining to the previous minutes.

194. 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.

195. 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, reported that no meeting had been held this month.

Cllr Poulter, as an allotment holder, informed the meeting that there had been a theft at the Cemetery Road allotments and CCTV was being considered as a preventative measure. An email had been sent to Cllr Evill about this matter.

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 or July at the earliest.

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.

e) Estate Management and Properties (sub-committee)

Cllr B von Clemens, Lead Member, referred to a report that had been circulated prior to the meeting. Please see **Appendix A below**. The report contained three recommendations.

It was agreed and **RESOLVED** that two decorative metal seats are purchased at a cost of £1,764 including delivery ex VAT to be funded from FY 2020/21 budget no. 5061 General Maintenance.

It was agreed and **RESOLVED** that 6 no. self-watering planters are purchased for the Heritage Micro Herbetum Project at £2,477 ex VAT to be funded from FY 2020/21 budget no. 5412 – GP Projects.

It was agreed and **RESOLVED** that a graphic artist is commissioned to produce images for use as part of the Heritage Micro Herbetum Project at £1,300 to be funded from FY 2020/21 budget no. 5412 – GP Projects.

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.

g) Gillingham Gateways (task and finish group)

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

Cllr B von Clemens commented on the vandalism that occurred over the Easter weekend to the White Hart sculpture on the roundabout at Peacemarsh commenting that it was “disrespectful to all taxpayers”.

Fortunately, the damage was not extensive, and the sculpture was repaired the next working day after the Bank Holiday on Tuesday, 6th April 2021.

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, reported that no meeting had taken place, but a meeting has been arranged for Wednesday, 21st April 2021.

j) Traffic Management (sub-committee)

Cllr A von Clemens, Lead Member, had circulated a report prior to the meeting. Please see **Appendix B below**. The report contained one recommendation.

It was agreed and **RESOLVED** that Gillingham Town Council support the changes to the road closures for the White Hart Market provided that police access at School Road is maintained.

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

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

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

Cllr Poulter commented that no meeting had taken place, but a meeting will be held shortly to deal with a historic complaint by Forward Developments.

m) Workshop (task and finish group)

Cllr Harris, Lead Member, had circulated a report prior to the meeting. Please see **Appendix C below**. The report contained one recommendation.

It was agreed and **RESOLVED** that a virement request is submitted to the Finance committee on 15 April 2021 to move funds in the FY21/22 precept as follows:

Line Number	Item	Amount £
7084	Workshop - General maintenance and repairs	1,500.00
7086	Workshop - Cleaning materials and hygiene	500.00
7090	Workshop - Burglar alarm maintenance	100.00
7222	New Works Depot - Burglar alarm maintenance	1,500.00
7220	New Works Depot - Gas boiler service and maintenance	1,972.00
7088	Workshop - Fire alarm and extinguisher service	700.00
7089	fire Alarm earmarked	2,000.00
7221	New Works Depot - Fire alarm and extinguisher service	2,500.00
7223	New Works Depot - Fire Alarm Replacement	4,640.00

To cost centre 12(a) line 7211 New Works Depot refurbishment to meet costs associated with installing fire and security alarms, CCTV plus making good the old workshop prior to handing it over.

- 196. To receive and consider a request by Dorset Council, North Education and Early Years, to use Hardings Park for an Easter Egg Hunt on Wednesday, 14th April 2021, between 10am and 12 noon.**

It was agreed and **RESOLVED** that, subject to Covid regulations, to permit Dorset Council, North Education and Early Years, to use Hardings Park for an Easter Egg Hunt on Wednesday, 14th April 2021, between 10am and 12 noon.

Note: This is an outdoor event that falls under the Government's Healthy Free School Meals Programme for vulnerable children and is exempt from Covid regulations. Nevertheless, a Covid-risk assessment has been put in place for everyone's safety including those that are helping with the event.

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

A report was circulated prior to the meeting. Please see **Appendix D below**. There were no comments.

- 198. 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 8.06pm.

General Purposes Committee – 6th April 2021

Minute no. 195(e) [above](#)

Gillingham Town Council

Estate Management and Properties

Friday, 19th March at 10am

Present: Cllr Barry von Clemens (Lead)
Cllr Alan Frith, Cllr Mike Gould, Cllr John Kilcourse
Cllr Graham Poulter, Works Manager, Deputy Works Manager,
Deputy Town Clerk

1. Closed Churchyard – Boundary Wall

A report was presented by the Deputy Town Clerk based on information received from Marcus Chantry, the Church Architect. A meeting to deal specifically with this item has been tentatively arranged for 21st April 2021 at 10am. More details to follow over the coming months.

2. Gyllas Way Path

A qualified arboriculture surveyor has visited the site and assessed an alternative route through the hedge that will not impact any trees in the area or within the old hedge itself. The footpath needs to be re-routed to protect a large and established oak tree.

An application for hedgerow removal to re-route the desire line across this site will need to be made to the DC, this will require submitting an arboriculture report.

Gillingham Action for Nature Group (GANG) would like to finance re-establishing a new hedge to block the current path.

The Deputy Clerk, Works Manager and Deputy Works Manager made a site visit on 29th March to consider the questions raised in correspondence with arboriculture surveyor. The following was agreed:

- The suggested re-routing of the path was agreed (away from tree roots).
- The current fencing will be redesigned so that it prohibits access
- The area where the path currently crosses the roots of the oak will be de-compacted prior to planting. Mulch will be used.
- New hedging, which is native to the area and contains an interesting variety of plants will be planted by the oak tree to block the path.
- A section of concrete pipe will be installed, to form a bridge, where the new path will cross an old ditch.

- The path will be a mowed desire line. Mulch will be used and topped up regularly where the path will bisect the hedge. At this stage there are no plans for a gravel or tarred path.
- Site works will be done in-house.

3. Gyllas Green unsocial behaviour

The contents of a letter were circulated to members. The complaint concerned anti-social behaviour in the vicinity of Gyllas Green and a call for the MUGA to be removed. The working party considered that the behaviour was not the result of the MUGA, which clearly meets a need and controls ball games away from the road. A suitable response has been sent by the Deputy Town Clerk.

4. Vandalism – Jubilee Fields

This will be monitored, and any further incidents reported to the police and notices erected accordingly.

5. Jubilee Path (riverbank)

It is disappointing that no updates on the repairs to the path have been received from Dorset Council. The edges of the path are becoming dangerous. Assistance has been sought from the Dorset Council Ward Councillor(s).

6. Volunteers

The contents of a letter received from Greener Gillingham offering volunteer support was circulated at the meeting. A suitable response has been sent by the Deputy Town Clerk.

7. Tree Donation and tree planting

A suitable location to be decided. A site meeting has been tentatively arranged for 19th April 2021 at 10am.

8. Lodden Lakes

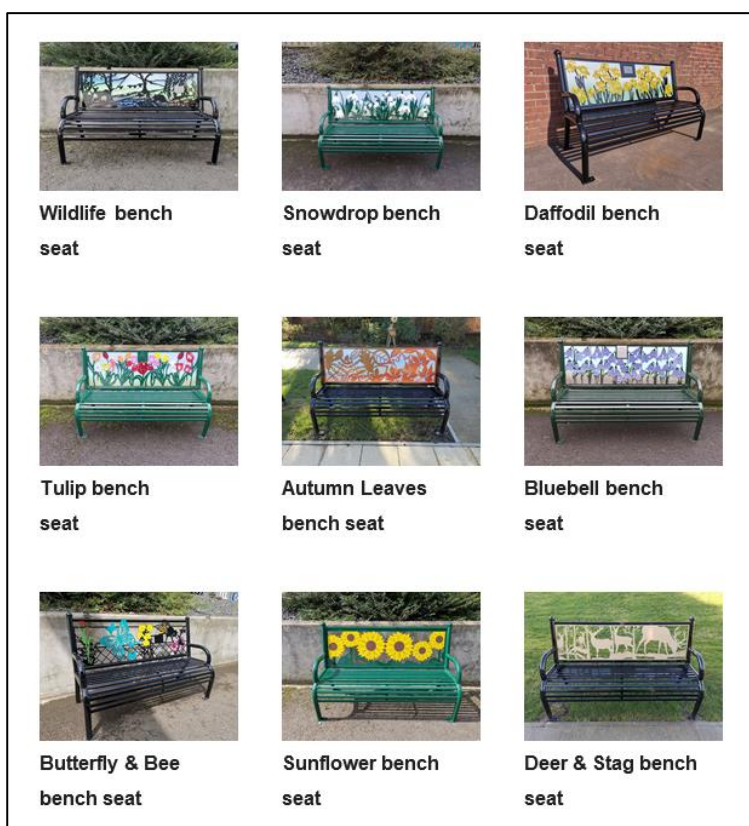
Negotiations for the public open space have commenced. The sub-group dealing with this has arranged another meeting on 6th April to consider the initial response from the developer. A full report will be submitted to Full Council on 26th April 2021.

9. Seat Donation and Additional Seating

A surplus seat that will match the style already used at King Edmund Green can be refurbished easily and cheaply and used as a memorial bench for a local young man who died last year. Family and friends of the young man may decide to donate a tree King Edmund Green in the autumn.

A sunny spot outside the library was discussed as a possible new seat public seat location. This will also be near a proposed site for a cycle rack being installed by Dorset Council. A memorial bench for NHS volunteers was considered along with a memorial bench to celebrate VE Day in 2020; however, the group preferred a decorative seat that focused something positive like wildlife, flowers, nature etc (see below). Permission to locate the seat outside the library will be investigated.

Public seating can be funded using existing budgets for Estate Management.



10. Dog Fouling Signage

For Dorset Council dog wardens to use enforcement powers under the new Public Space Protection Orders (PSPOs), the correct signage needs to be displayed. Signs have been purchased from Dorset Council and these are being erected as follows:

- No dog fouling signs, to be posted on open spaces and in town
- No dog signs for play areas
- Dogs to be kept on leads for public open spaces, Garden of Remembrance, and town cemetery.

11. Sherborne Estates

Sherborne Estates will maintain the land to the rear of Chantry Fields under their charity status.

12. Works Manager Report

Mowing will commence shortly. A lot of time has been spent moving out of old workshops into new workshops.

13. GANG Report

The Green Gang for those suffering from mental health has begun again under special licence from the CCG (Clinical Commissioning Group).

GANG are preparing a number of saplings for planting in a couple of years' time to help compensate for the loss of ash due to disease. Along with Ash saplings, there will be the following: English Oak, Hornbeam, Aspen, Rowan, Silver Birch and Lime. Saplings will be planted on either on public or private land.

14. DWT Report

Nothing to report this month.

15. Any Other Business

15.1 Decorative Public Seating

Re item no. 8 above. The seats are made from steel, hot dip galvanize for weather and corrosion protection, then wet paint in our 2-pack acrylic paint system in your colour of choice. They are virtually maintenance free and come with our 25-year guarantee. All products come fully fabricated, CE and ISO 9001 certified and IPR (intellectual Property Rights) protected. A butterfly and bee design has been purchased in the past for the Garden of Remembrance and the Stag design for the open space at King John Road.

Seats are on offer at £785 ex VAT plus delivery (estimated at £100). These seats are normally £946 each.

A total of £3,392 is available in budget line no. 5061, Estate Management, General Maintenance.

Members of the sub-committee voted for their preferred seat. The Deer and Stag design was chosen for the seat to go outside the library.

The snowdrop seat design will be purchased to replace a seat at the Garden of Remembrance.

15.2 King Edmund Green

Riverbank issues. Photos have been sent to the Environment Agency for advice.

15.3 Micro Herbetum

The project is progressing slowly and is within budget.

The project has been awarded £6,000 but monies will not be received until May 2021



As the project needs to get underway to coincide with the planting season, all invoices relating to this project will be charged to NL 5412 under 2021/22 GP Projects Budget. When the funding is received funds will be re-allocated.

To date the following have been purchased: compost, herbs and planters.

A graphic artist will need to be employed to produce plaques on the side of the planters. Each plaque will need a QR code to be directed to further information about individual planters. This information will be hosted by Gillingham Town Council's web site.

A quote of £1,300 from a graphic artist to produce the following:

- 1 x 90x60 cm panel design (landscape). Details the Micro Herbetum Trail; includes 6 illustrations of 'bouquets' of leaf sprigs from the six different collections, listing each collection under its title
- 6 plaques, one for each tub with a sprig of one herb representing each collection + coloured QR code to relevant web page.
- 6 illustrations for the web page, of a silhouette herbetum with the herbs named.

An interpretation panel illustrating the herbetum trail, starting at the station will cost c.£350 to make. Small plaques for each planter will cost c.£30

Planting of 5 x planters are being done by Gillingham Town Council.

Planting of 1 x planters will be done by Thorngrove plus QR codes (?)

Text for Herbs will be done by Gillingham Town Council / Thorngrove.

IT tech skills to host information – Design Jam.

- The herbs ordered from Jekka near Bristol will be collected by Clare and Michael on Friday, 4th June. This date happens to coincide with an open day so there will be an opportunity to walk around Jekka's fantastic herb gardens. If anyone would like to join us, please let Clare know.
- A face to face meeting is being arranged with Thorngrove to go over the project, especially as there has been a change in personnel since the project started.
- Considering what has been spent to-date and anticipated costs, the project is likely to cost £5,263. This is just within the original budget of £5,794 set in 2019. Any residue monies can be used to extend the project or kept back for planting annual herbs.

15.5 Hardings Park

Hardings Park has been a hive of activity; some of which has not been desirable. Complaints of loud music and bad language. The police are aware. Anti-social behaviour posters will be erected by the police.

15.6 Riverkidz

With good weather forecast, complaints about young people socialising on the open space and swimming in the river are anticipated. Posters reminding people about noise and the dangers of Weils disease have been erected.

15.7 Dorset Ban on Disposable BBQs

The Deputy Clerk and Cllr B von Clemens have been invited to attend a meeting on 1st April called by Dorset Council to gain support for a ban on disposable BBQs, especially in areas that are deemed to be a high risk. This follows on from the huge forest fire at Wareham last May. The meeting will be attended by seven larger town councils, supermarkets, and local landowners.

15.8 Lodbourne Roundabout

We are in correspondence with a resident who would like to see a planter at this location all year round as a memorial to her late husband whose idea it was to have plants on the roundabout.

16. Date of Next Meeting

No meeting date has been arranged for April.

17. Recommendations

- **That two decorative metal seats are purchased at a cost of £1,764 including delivery ex VAT to be funded from budget no. 5061 General Maintenance.**
- **That 6 no. self-watering planters are purchased for the Heritage Micro Herbetum Project at £2,477 ex VAT to be funded from budget no. 5412 – GP Projects.**
- **That a graphic artist is commissioned to produce images for use as part of the Heritage Micro Herbetum Project at £1,300 to be funded from budget no. 5412 – GP Projects.**

Gillingham Town Council

Traffic Management Sub Committee

23rd February 2021

Author: Cllr Alison von Clemens

Present: Cllr Alison von Clemens, Lead Member
Cllr Barry von Clemens
Cllr Valerie Potheary
Cllr John Robinsons
PCSO Nicola Fear
VPCSO Victoria Biggs

Apologises: Enrico DiMarino, Community Highways Officer
Cllr Mike Gould

1. Update on the white gate at the side of the road along Bay road. We have had a reply from Enrico DiMarino, in which he said we needed to supply him with the exact location and measurements for the gate, then he would be able to let us know if this can be approved by Highways. Cllr Robinson and Cllr Gould will assess where the best place to site the gate and a member of the town council's grounds team will take measurements.
2. Concerns over road safety at Deane Avenue and Wyke School, and the lack of a school sign along the main access road to the school. Item deferred to next meeting, but Cllr A von Clemens will do a site visit for next Traffic Management Meeting on 20th April 2021.
3. Road safety around St Marys the Virgin Primary School and the adoption of the roads on this estate. This has been an ongoing issue for several years. Nothing can be done until the roads are brought up to adoption standard. It was agreed Cllr A von Clemens will contact Simon Hoare MP to see if he was able to assist in getting the developers to bring the roads up to adoptable standard.
4. Change in road closures for White Hart Market, to move the closure from the Western Corner of Station Road to the western corner of School lane. At the other end bring the closure at Barnaby Mead 20m further east to allow access in and out of the unadopted Church Terrace. It was thought that this was a good idea if Police access was maintained.

5. Weight limit on the bridge on Bay Road. Cllr A von Clemens will email Enrico to see if there was one in place.
6. Moto Corso noise concerns about the visiting motor bikes. Nothing can be done by GTC, have advised they would need to contact Environmental Health at Dorset Council. Cllr Gould to advise concerned parties.
7. PCSCs are concerned that the lines at the T junction at Newbury and Hardings Lane have not been put back in place after recent roadworks. Cllr A von Clemens to contact Enrico DiMarino, to see if there are plans to reinstate them.
8. Cllr Pothecary raised further concerns around future issues once St Martins is built with the extra pedestrian traffic along Queens street especially the possible increase in mobility scooters using the pavements.
9. Date of next meeting 20th April 2021 at 4pm.
10. Recommendation

That Gillingham Town Council support the changes to the road closures for the White Hart Market provided that police access at School Road is maintained

Gillingham Town Council**Workshop Task and Finish Group****Lead: Councillor Paul Harris, Deputy Mayor****1. Current Progress**

On 31st March 2021 the councillor members of the Workshop task and finish group took the opportunity to visit the old and new workshops to review progress. Cllr Pouter gave his apologies.

- New Workshop
 - The BT phone line was put in on 30th Mar.
 - Talk-Talk will activate the line on 1 Apr.
 - Electrical wiring and light continue with limited work until completion
 - Building contractor work is almost complete with snagging to be done.
 - The external toilet walls in Unit 1d, and shower walls in the mess room would benefit from plastering prior to the work force painting all walls. This was not included in the original contract. The works manager will obtain a quote for additional work from the building contractor.
 - An additional 16 fire extinguishers have been sourced for the new workshop. The current extinguishers in the old workshop will also be transferred and have their annual inspection.
 - Flooring for the office space and mess room is being sourced.
 - Various alarm works are near completion.
 - All heaters have been sourced. The space heaters will not be available until September. Funding will be retained and earmarked within the workshop refurbishment budget.
 - Road signs for Roman Court have been ordered from Dorset Council.
 - Old Workshop
 - This is ready for handing back to the landlord.

2. Future Work

- The next task and finish group meeting is on 7 April 2021.
- To ease the budgeting as the financial years 20/21 and 21/22 cross, a virement request to the Finance Committee will be required to bring the various line items in the FY21/22 budget associated with work, alarm provision and various maintenance items for the new and old workshops into budget line 7211, refurbishment of buildings. The latest (9 March 2021) nominal activity report from the SAGE accounts was presented to the task and finish group to show the accounting method used by the Responsible Financial Officer.

3. Recommendations

It is recommended that a virement request is submitted to the Finance committee on 15 April 2021 to move funds in the FY21/22 precept as follows:

Line Number	Item	Amount £
7084	Workshop - General maintenance and repairs	1,500.00
7086	Workshop - Cleaning materials and hygiene	500.00
7090	Workshop - Burglar alarm maintenance	100.00
7222	New Works Depot - Burglar alarm maintenance	1,500.00
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7223	New Works Depot - Fire Alarm Replacement	4,640.00

To cost centre 12(a) line 7211 New Works Depot refurbishment to meet costs associated with installing fire and security alarms, CCTV plus making good the old workshop prior to handing it over.

Gillingham Town Council

Gillingham Enquiries February – April 2021

1. Conifer tree over hanging the footpath outside 26 Barnaby Mead. Logged with Dorset Council ref. 1165686
2. Bank collapsed into the river along with a tree at Jubilee Fields.
3. Request sent to Sovereign Housing to repair the fence outside the bungalows at Rolls Bridge Lane.
4. Allotments at Cemetery Road broken into. Several items stolen from sheds. Crime ref. 52210044912.
5. The Bug Hotel at Peacemarch has been vandalised.
6. The pothole next to the manhole cover at Scotney Hill, heading towards the crossroads has deteriorated and needs an urgent repair.
7. There is a dead fox on the side of Wyke Road between the junctions with Lydford Lane and Clarendon Close. Dorset Council ref. DWP-DA320587703.