



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 MINUTES

The minutes of the **General Purposes Committee** meeting convened on **Monday, 7th September 2020**, at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities and 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 April 2020.

Present

Cllr Graham Poulter (Deputy Chair)	Cllr Paul Harris
Cllr Alison von Clemens	Cllr John Robinson
Cllr Barry von Clemens	Cllr Donna Towe
Cllr Fiona Cullen	Cllr Roger Weeks
Cllr Rupert Evill	Cllr Keith Wareham
Cllr Dennis Griffin	

Non-Members

Cllr Val Potheary

In Attendance

Town Clerk: Julie Hawkins

Deputy Town Clerk: Clare Ratcliffe

Press and Public

Press: Michael Streeter, Gillingham News.

Public: There were no members of the public present.

Minute no.

130. 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.

131. To receive and agree apologies for absence.

It was agreed and **RESOLVED** to accept the apologies for absence received from Cllr Hill for personal reasons.

132. To approve the minutes of the last meeting held on Monday 3rd August 2020.

It was agreed and **RESOLVED** to approve the minutes of the General Purposes Committee held on Monday, 3rd August 2020, as a true and accurate record. The minutes will be duly signed when it is possible to do so.

133. Questions.

There were no questions pertaining to the previous minutes.

134.	To receive any declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.
	There were no disclosable pecuniary interests declared.
135.	To receive and consider reports from sub-committee and task and finish groups, as follows:
(a)	Allotments and Burials (sub-committee)
	<p>Cllr Evill, lead member, summarised the report that had been circulated prior to the meeting. Please refer to Appendix A.</p> <p>It was agreed and RESOLVED that the cemetery regulations are amended as per paragraph 2 of the report.</p> <p>It was agreed and RESOLVED that the Grave Digging Policy and Procedures are approved and adopted.</p> <p>It was agreed and RESOLVED that the cemetery fees for FY 2021/22 remain unchanged.</p> <p>It was agreed and RESOLVED that the allotment fees remain unchanged.</p> <p>It was agreed and RESOLVED that the allotment tenancy agreements remain unchanged for 2021.</p> <p>It was agreed and RESOLVED that an amount for the removal of the spoil heap is included with in budget for FY 2021/22.</p> <p>It was agreed and RESOLVED that the town council's five-year action plan includes the removal of the paths within the cemetery to allow for additional burial space.</p> <p>It was agreed and RESOLVED that the Allotments Policy, as reviewed by the Allotments and Burials sub-committee, is presented to Full Council for adoption on 28th September 2020.</p>
(b)	Annual Christmas Event and Festive Lighting (sub-committee)
	Cllr B von Clemens, Lead Member, commented that the event is under constant review and advice is being sought from Dorset Safety Advisory Group.
(c)	Annual Remembrance Day Parade (sub-committee)
	Cllr Weeks, Lead Member, commented that the event is under constant review and an update will be provided next month.
(d)	Assets and Liabilities (sub-committee)
	Cllr Kilcourse, Lead Member, was not present at the meeting; there was no report.
(e)	Cycle link project – Gillingham to Motcombe (task and finish group)
	Cllr B von Clemens, Lead Member, commented that there was nothing to report this month.
(f)	Estate Management and Properties (sub-committee)
	Cllr B von Clemens, Lead Member, reported that no meeting had taken place this month.
(g)	Health and Safety (sub-committee)
	Cllr Robinson, Lead Member, commented that there was nothing to report this month.

(h)	Traffic Management (sub-committee)
	<p>Cllr Potheary, Lead Member, was present at the meeting. A report had been circulated prior to the meeting. The report contained several recommendations. Please refer to Appendix B.</p> <p>It was agreed and RESOLVED that residents are reconsulted to review the need for a new section of footpath to be added on to the B3081 between Lydfords Lane and Clarendon Close.</p> <p>It was agreed and RESOLVED that the overgrown 30 mph signs on Wavering Lane West are reported to Dorset Council and that Roger Bell, Community Highway Liaison Officer, will monitor.</p> <p>It was agreed and RESOLVED that Gillingham Town Council asks Dorset Council to consider a Traffic Regulation Order (TRO) for double yellow lines at New Road between 2 Oldlands and Addison Terrace.</p> <p>It was agreed and RESOLVED that Gillingham Town Council asks Dorset Council to consider a complete review of pedestrian safety of along Queen Street.</p> <p>It was agreed and RESOLVED that a task and finish group is set up to consider and investigate a request for bicycle stands to be installed at Gas Lane car park.</p>
(i)	Events – Green Gillingham (task and finish group)
	<p>Cllr B von Clemens, Lead Member, reported that this event is unlikely to go ahead this year due to the Covid-19 restrictions. There has been a request by those looking forward to taking part in the original event for an alternative to be considered. An idea for a virtual event has been discussed with the members of the task and finish group and it is likely that a virtual event will run from October to April using regular posts on the town council's Facebook page to publicise local green initiatives. More details to follow next month.</p>
(j)	Gillingham Gateways (task and finish group)
	<p>Cllr Gould, Lead Member, was not present at the meeting; there was no report. The Gateways task and finish group will be holding a meeting on Thursday, 10th September at 10am, to discuss an idea put forward by Cllr Wareham.</p>
(k)	Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)
	<p>There was nothing to report.</p>
(l)	Greener Gillingham (sub-committee)
	<p>Cllr Cullen, Lead Member, reported that the sub-committee had not met but that she had attended a webinar last week on ways to engage with the wider community that had been organised by Frome Town Council: Anna Francis, Resilience Officer and Cllr Lizzie Boye. Cllr Cullen will be organising a sub-committee meeting shortly to share the ideas discussed during the webinar.</p>
(m)	Town Seating and Planted Areas Refurbishment (task and finish group)
	<p>Cllr B von Clemens, Lead Member, had nothing to report this month. There remains a couple of items outstanding: provision of interpretation panels and repainting and maintenance of the heritage style black metal finger posts.</p>

136.	To receive a report on the monthly activities of Gillingham Direct.
	A report on the activities of Gillingham Direct had been circulated prior to the meeting. Please refer to Appendix C .
137.	To receive matters pertinent to this meeting. <u>Please note:</u> Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).
	Town Cemetery - The Deputy Clerk advised that the Allotments and Burials sub-committee has arranged a site visit to the town cemetery on Tuesday, 8 th September 2020 at 7pm. Meet at the Cemetery Chapel.
There being no other business on the agenda, the meeting closed at 7.55pm.	
<p>Signed: _____ Date: 5th October 2020</p> <p>Cllr Mick Hill Chairman, General Purposes Committee</p> <p>PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.</p>	

Gillingham Town Council

Allotment and Burials sub-committee

Notes of a meeting held on Tuesday 18th August 2020 at 7.30pm

Present: Cllr Donna Toye, Cllr Rupert Evill, Cllr Alan Frith, Cllr Paul Harris, Julie Hawkins, Town Clerk and Jill Ezzard, Office Manager.

1. Lead Member

Cllr Toye stood down as lead member and it was agreed that Cllr Evill would take over as lead member of the sub-committee.

2. Cemetery Rules and Regulations

It was recommended that the cemetery regulations are amended to ease legibility and clarity as follows:

- a) In order to be consistent with other town council policy documents it was agreed that a front cover and document control page should be added.
- b) Paragraph numbers should be added.
- c) Para. 7.5 the word 'approved' should be added.
- d) Para. 7.6 should be added as follows: *Stone chippings are only permitted on graves within approved kerbing.*
- e) Para. 7.8 should be amended to read: *Memorials must not exceed 457mm² (1ft 6¹/₂) on a cremated remains plot. Headstones and kerbing are not permitted.*

3. Policy and Procedures for Funeral Directors and Grave Diggers.

It was agreed that the Grave Digging Policy and Procedures (V5) should be presented to the General Purposes Committee for consideration and approval.

4. Review of Cemetery Fees for FY 2021/22

It was agreed that a recommendation should be made to the General Purposes Committee that there is no change to the fees for FY 2021/22.

6. Allotment Tenancy Agreements

The allotment tenancy agreements for both sites were reviewed and it was agreed that no changes are necessary at this time. It was agreed that a recommendation should be made to the General Purposes Committee that allotment tenancy agreements for 2021 remain unaltered.

5. Allotment Fees

Members agreed that the current fees are adequate, and no increase is necessary. It was agreed that a recommendation should be made to the General Purposes Committee that allotment fees remain the same.

6. To consider any items for inclusion in the Precept for 2021 / 2022.

It was agreed that the budget for FY2021 /2020 should include an amount for the removal of the spoil heap.

7. To consider any items for inclusion in the 5 Year Action Plan.

It was agreed that sections of the cemetery paths will need to be removed within the next five years to allow for additional burial space and this should be included within the 5 Year Action Plan.

8. Date for the sub-committee site visits in September.

It was agreed that site visits of the cemetery and allotment sites should take place on Tuesday 8th September. Those councillors wishing to join the site visits should meet at the Cemetery Chapel at 7pm.

Recommendations:

- That the cemetery regulations are amended as per paragraph 2 of this report.
- That the Grave Digging Policy and Procedures are approved and adopted.
- That the cemetery fees for FY2021/22 remain unchanged.
- That the allotment fees remain unchanged.
- That the allotment tenancy agreements remain unchanged for 2021.
- That an amount for the removal of the spoil heap is included within the budget for FY2021/22
- That the 5 year action plan includes the removal of paths within the cemetery to allow for additional burial space.

Gillingham Town Council

**Notes of the Traffic Management sub-committee
held on 4th August 2020**

Author: Cllr Val Potheary

Attendees:

Cllr Val Potheary (VP), Cllr Barry Von Clemens (BVC), Cllr Alison Von Clemens (AVC), Cllr John Robinson (JR), Roger Bell Dorset Highways Community Officer (RB).

Apologies received:

PCSO Nicky Fear (a separate telephone meeting was arranged with VP earlier in the day to go through the agenda)

Item 1. Request for the Town Council to examine the need for a new section of footpath to be added on the B3081, between Lydfords Lane and Clarendon Close, opposite the Moto Corsa premises.

This item had previously been discussed and agreed upon by members of the TMWP sometime ago. RB advised that in the past the project did not receive public support, however, the project was still on the DC agreed action list and it could be re-looked at. Members felt it would be of benefit to residents of Wyke, not least because a new pavement would have double yellow lines along it to stop people parking, which would make the area much safer.

It was agreed by all to reconsult with local residents.

Item 2. Request to help reduce the speed of traffic using Wavering Lane West.

Two members of the public had requested our help with reducing the speed of traffic coming from the B3081 into Wavering Lane West. One resident asked for a 30mph roundel to be painted on the road. The other resident asked for speed bumps, a pavement, and a reduction of speed to 20mph.

RB advised that a roundel had recently been painted on the road. The working group was advised that a 20mph speed limit could only be used in street lit, urban areas. We were also advised that speed bumps were no longer used as they are known to damage cars and they are noisy and ineffective.

It was agreed that the overgrown 30mph signs will be reported and that RB will monitor the situation.

Item 3. Urgent request from a resident of New Road for double yellow lines in lane between 2 Oldlands and Addison Terrace.

The TMWG were advised that since the garages have been demolished there are now another 4 households using the road, (16a-16d Addison Close). Delivery lorries are unable to get down the road due to vehicles being parked too close to the top of the road (this would also apply to

a fire engine). There are cars parked opposite the turning and larger vehicles are unable to swing out before turning in.

VP advised the TMWP that PCSO Nicky Fear confirmed that the situation was dangerous.

It was agreed to recommend that GTC should ask for a TRO for double yellow lines – explaining that the police are in favour. John Lakes of DC should be approached.

Item 4. Request for SID to be installed in Queen Street.

This item was discussed in depth. The traffic using Queen Street had increased substantially in recent months. It was thought that one of our existing SID's could be used or another one purchased. (We could only use one of our existing SID if one of our current 3 locations is decommissioned as we have one SID per 3 poles at present.)

With the planned build of a care facility on the old St Martins site, and the probability of extensive use of mobility scooters, it was even more important to deal with this issue. Perhaps a temporary 'one way' traffic arrangement could be sought?

It was agreed to recommend that GTC should ask DC for a complete review of the possibilities available to ensure the safety of pedestrians.

Item 5. Request for bicycle stands to be installed at Gas Lane Car Park.

The TMWP agreed that this was a good idea and would complement the cycle lane work being carried out in the town. RB advised that funding would probably be available for this.

It was agreed that a working party should be set up to carry out a review, look at options and make recommendations. A consultation could then be carried out. The working party will consist of RB, VP, BVC, AVC and JR.

AOB There were no items of business.

RECOMMENDATIONS

1. That residents are reconsulted to review the need for a new section of footpath to be added on to the B3081 between Lydfords Lane and Clarendon Close.
2. That the overgrown 30 mph signs on Wavering Lane West are reported to Dorset Council and that Roger Bell, Community Highway Liaison Officer, will monitor.
3. That Gillingham Town Council asks Dorset Council to consider a Traffic Regulation Order (TRO) for double yellow lines at New Road between 2 Oldlands and Addison Terrace.
4. That Gillingham Town Council asks Dorset Council to consider a complete review of pedestrian safety of along Queen Street.
5. That a working party is set up to consider and investigate a request for bicycle stands to be installed at Gas Lane car park.

Gillingham Town Council**Gillingham Direct****August 2020**

	Issue	Reference No.
1	Overhanging trees from Wyke Primary School, pedestrians need to duck	DC 1151005
2	Over hanging hedge near Aldi Bus Shelter	DC 1151003
3	Overhanging hedge house on junction of Lockwood Terrace and Shaftesbury Road	DC 1151001
4	Tree overhanging pavement at Gyllas Way (river end)	DC 1151000
5	Pavement cracked at Gyllas Way near junction with Poppyfields	DC 1150999
6	Cracks along path at Gyllas Green / Downsview Drive	MNT48984
7	Overgrown hedges and trees between Stuart Lane and Hanover Lane	MNT48992
8	Tree overhanging street light No. 026W053. Wavering Lane West near to junction with Field Lane	SSE
9	The oak tree next to the post box in Newton Close is over hanging the pavement.	DC 1151308
10	In Newton Close there is a large crack in the pavement between the post box and Deane Avenue.	DC 1151307
11	Overhanging trees in Deane Avenue from the house in Newton Close	DC 1151773
12	Overhanging oak tree Common Mead Lane, coming from Knapp House	DC 1151786
13	Cracked pavement Gyllas Way near to walk through to Black Lawn	DC 1152693