



GILLINGHAM TOWN COUNCIL

GENERAL PURPOSES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of a meeting of the **General Purposes Committee** held on **Monday, 4th June 2018**, in the **Jubilee Room, Town Hall, School Road, Gillingham** commencing at **7.30pm**.

These minutes do not constitute a true record until ratified by Full Council.

Present: Cllr Mrs Belinda Ridout (Chair)
Cllr B Von Clemens (Deputy Chair)
Cllr Mrs A Beckley, Cllr Mrs Sharon Cullingford,
Cllr R Evill, Cllr M Gould
Cllr M Hill, Cllr Su Hunt (Mayor)
Cllr S Joyce, Cllr J Robinson and Cllr D Toye.

**Non-voting
Members:** None.

**Members of the
public:** There were two members of the public present.

**Members of the
Press:** There was no member of the press present.

In Attendance: Mrs C Ratcliffe, Deputy Town Clerk/Office Manager.

Apologies: None.

300. To approve the minutes of the last meeting held on Tuesday, 8th May 2018.

Cllr Joyce proposed that “**the minutes of the meeting held on Tuesday, 8th May 2018, were approved as a correct record of the meeting**”. Cllr Evill seconded and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.** Cllr Gould and Cllr Robinson abstained as they were new committee members.

301. Questions. There were no questions.

GENERAL PURPOSES COMMITTEE – Monday, 4th June 2017 (continued):

302. Declarations of Interest - 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.

303. To receive Terms of Reference for the General Purposes Committee for consideration and approval.

Cllr Mrs Beckley proposed that **“the Terms of Reference for the General Purposes Committee should be approved”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

304. To receive Terms of Reference for the Working Parties reporting to the General Purposes Committee for consideration and approval.

Cllr Mrs Hunt proposed that **“the Terms of Reference for the Working Parties reporting to the General Purposes Committee were approved”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

305. To review the Working Parties reporting to the General Purposes Committee and to agree their membership and lead member.

Cllr Mrs Ridout referred to the list of existing working parties and membership that had been circulated prior to the meeting.

Cllr Von Clemens proposed that **“the lead member of the working party was decided upon at the inaugural meeting of each working party”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

Allotment and Burials Working Party

The following members volunteered: Cllr Evill, Cllr Frith, Cllr Harris, Cllr Mrs S Hunt, Cllr Mrs Toye, Cllr Mrs Ridout, Planning Committee Clerk and Works Manager.

Cllr Mrs Ridout informed members that Cllr Harris had agreed at Full Council in May to represent the Town Council at the Gillingham Allotment Association (GAA) meetings. However, due to a prior commitment, he could not attend the GAA AGM on Thursday, 7th June at 7pm, at the Town Hall and suggested that another member of the Allotment and Burials Working Party attended on this occasion.

Cllr Von Clemens said that it was imperative that a representative from the Town Council attended the GAA AGM given the numerous issues that had arisen over the previous year.

Cllr Mrs Toye and Cllr Evill both volunteered to attend. It was subsequently decided that Cllr Evill will attend and Cllr Mrs Toye will be in reserve should Cllr Evill be unable to attend due to unforeseeable circumstances.

Cllr Mrs Hunt proposed that **“the Allotments and Burial working party consisted of those named above and that Cllr Evill or Cllr Mrs Toye will attend the GAA AGM on 7th June”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

Estate Management Working Party

Cllr Mrs Ridout suggested that this working party was kept small and membership restricted to: the Mayor, Chairman of the General Purposes Committee, Deputy Mayor, Deputy Town Clerk and Ward members only when necessary.

GENERAL PURPOSES COMMITTEE – Monday, 4th June 2017 (continued):

305. To review the Working Parties reporting to the General Purposes Committee and to agree their membership and lead member (continued):

Cllr Von Clemens proposed that **“the Estate Management working party consisted of those named above”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

Festive Lighting

The following members volunteered: Cllr Hill, Cllr Mrs Hunt (as Mayor), Cllr Mrs Ridout, Cllr Von Clemens (Deputy Mayor) and Mayor’s Secretary.

Cllr Joyce proposed that **“the Festive Lighting working party consisted of those named above”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

High Street Facilities

The following members volunteered: Cllr Hill, Cllr Mrs Hunt, Cllr Robinson, Cllr Mrs Toye and the Town Clerk in an advisory capacity.

Cllr Hill proposed that **“the High Street Facilities working party consisted of those named above”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

Traffic Management

The following members volunteered: Cllr Gould, Cllr Hill, Cllr Mrs Hunt, Cllr Mrs Pothecary, Cllr Mrs Ridout, Cllr Walsh, PCSO and DCC Highways (Community Liaison Officer).

Cllr Mrs Toye proposed that **“the Traffic Management working party consisted of those named above”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

Town Seating and Planted Areas

The following members volunteered: Cllr Mrs Beckley, Cllr Mrs Hunt, Cllr Joyce, Cllr Von Clemens and the Planning Clerk.

Cllr Von Clemens proposed that **“the Town Seating and Planted Areas working party consisted of those named above”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

CCTV

Cllr Mrs Ridout commented that for reasons of confidentiality this working party should remain small.

The following members volunteered: Cllr Walsh, Cllr Von Clemens, PCSO and Deputy Town Clerk.

Cllr Mrs Hunt proposed that the **“CCTV working party consisted of those named above”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout thanked all those who had attended the previous working party meetings and those who had volunteered for the year ahead.

GENERAL PURPOSES COMMITTEE – Monday, 4th June 2017 (continued):

306. To receive working party reports for consideration and approval, if available:

a) Allotments and Burials

Cllr Evill verbally reported that a site visit to the cemetery and the cemetery chapel had been planned.

b) Estate Management

Cllr Von Clemens, Lead Member, referred to a report that had been circulated via email prior to the meeting. Please refer to Appendix A. The report contained three recommendations that were taken en bloc, as follows:

Cllr Von Clemens proposed that:

“a business plan is written for the total refurbishment of the play area at Marlott Road”.

“the Ham Farm BMX track is made safe and the humps lowered and the work financed from the play area maintenance budget”.

“2 no. Sherwood style bins are purchased for Barnaby Meadow at a cost of £300 each to be financed from the land management budget”.

Cllr Toye seconded and the vote was unanimous. **RESOLVED.**

c) Festive Lighting

Cllr Mrs Ridout informed members that the next working party meeting was scheduled for Friday, 15th June 2018.

d) High Street Facilities

Cllr Robinson reported that, disappointingly, no tenders had been received for the work to refurbish the High Street facilities.

Cllr Mrs Toye added that it had been suggested that building firms are very busy catching up with work following a bad winter. A letter will be sent to those on the original list giving extra time to prepare a quotation. It may also be prudent to extend the invitation to other building contractors in the hope that a second attempt may prove more successful.

e) Town Seating and Planted Areas

A date for the installation of heritage lighting is awaited. Once known, the other planned work can be undertaken.

f) Traffic Management

Cllr Mrs Ridout reported that there are a couple of issues that need to be discussed and a meeting will be scheduled shortly.

307. To receive a copy of correspondence from Mr Paul Hooley regarding parking restrictions at Brewery Lane for information.

Cllr Mrs Ridout commented that all the issues raised by Mr Hooley are being dealt with by the relevant authorities.

308. To receive a monthly report on the activities of Gillingham Direct.

A report had been circulated to members prior to the meeting. Please refer to Appendix B.

GENERAL PURPOSES COMMITTEE – Monday, 4th June 2017 (continued):

309. Matters Pertinent.

- a) An email had been received from a local resident saying how much they appreciated the open spaces and the quick response with regards to maintenance issues, especially with the benches at the Town Meadow, and to the gardener who produces such imaginative and delightful planting around the town.
- b) Dorset Wildlife Trust are organising a volunteer Himalayan Balsam bash on Saturday, 23rd June starting at the Town meadow at 9.30am. All Welcome. Bring a packed lunch and appropriate clothing. Further information from Phil Turnbull on 01305 264620 or email: pturnbull@dorsetwildlifetrust.org.uk.
- c) A request had been received by Cllr Mrs Toye for a graffiti wall. Cllr Von Clemens commented that this was a wonderful idea and a great initiative by the young people of the town. Possibly, this could be considered as a future agenda item or presentation to Full Council when more information is known.

The meeting closed at 8.26pm.

Minute no. 306(b)

Gillingham Town Council

Estate Management Working Party

Notes of the meeting held on Thursday, 31st May 2018 at 9am

Present: Cllr Von Clemens (Lead Member), Cllr Mrs Belinda Ridout, Works Manager and Deputy Town Clerk

Apologies: Cllr Mrs Su Hunt and Bob Messer (GANG)

1. Marlott Road – Play Area

The Works Manager and Deputy Town Clerk met with Sovereign Play to discuss refurbishment of existing play area and possibly of relocating to a drier site. Sutcliffe Play have also offered a free design and quotation service. A site visit was made by Cllr Mrs Ridout and Cllr Von Clemens the Deputy Clerk and Works Manager on 31st May. Much of the equipment will fail in the next year. Replacement equipment is urgently required. For the time being, the only way forward is to write a business plan for the total refurbishment of the play area in order to cost the project and likely sources of funding and timescale for completion.

2. Ham Farm – BMX track

This facility is rarely used as the humps are too steep and un-rideable. The Works Manager is concerned that it could fail its annual RoSPA inspection. It was suggested that the track is made safer, the concrete removed and humps lowered. This cost will be absorbed from the play area maintenance budget.

3. Tree Works

Our arboriculturalist has pointed out that an Alder tree located near the highway at Rolls Bridge has disease and has suggested the following: *The Alder is suffering from a fruiting a decay fungus (Ganoderma australe) near the base of the trunk. It does not pose a high risk of failure, but given its position next to the highway and its poor vigour, it's unlikely that the tree will compartmentalise the decay very well or lay down good adaptive growth. It is not a very big or particularly good tree so is not worthy of decay mapping investigation. My advice is that the tree is felled to a 0.5 metre stump before it becomes a problem and it may reshoot as coppice.*

The tree falls within a TPO area and therefore permission will need to be sought from the Tree Officer at the district council before any works can be carried out.

There has been a request to prune back trees overhanging the garden to the rear of 23 Horsefields. The Works Manager has visited the site. Pruning will be carried out but it is likely that the scrub and trees in this area will need to be thinned in the autumn as it has become very overgrown.

Note: *Since the meeting was held there has been a request to plant more trees at Jubilee Fields. This will be considered at the next meeting.*

4. South West in Bloom

Cllr Mrs Ridout, the Works Manager, 1 x grounds staff and the Deputy Clerk met with Andy Cole, a South West in Bloom judge and mentor of the Pennant Award on 24th May.

- a) It's Your Neighbourhood – 10 gardens still keen to be entered for the award.
- b) Pennant Award – judging date of Friday, 20th July confirmed.
- c) Pride in Parks – judging date awaited.

The pennant Award will include up to three 'It's Your Neighbourhood' gardens. More information will be available next month.

5. Sponsorship for flower beds 2018

South West Packaging - Press Release and photo with Mayor and Cllr Mrs Ridout to be arranged.

6. POS Shires Gate/Shreen Meadow – Gillingham Action for Nature Group (GANG)

Bob Messer was not present at the meeting. No report.

7. Lodden Lakes Housing Development (Mulberry Court)

It has been suggested that a list of preferences on the choice of play area, surfacing and fencing is submitted to the developer. This will be completed in the next week.

8. Green Flag

A meeting to discuss route etc was held on Thursday 17th May. The judging will take place on Friday, 8th June.

A route has been decided and will start at 10am at the Town Hall and finish back at the Town Hall at 1.30pm. The judges will have use of office 1 to compare notes.

The following will be involved with the judging: Cllr Mrs Ridout, Cllr Barry Von Clemens, Works Manager plus 1 grounds team, Deputy Town Clerk, Town Clerk, Mr Bob Messer (GANG) and Mrs Sheila Messer (Walkers Are Welcome).

9. Promotion of sites

- The Green Flag sites will be promoted at the Walking Festival
- Further interpretation panels are required, as mentioned previously, but have yet to be progressed.
- The sites are promoted on the Town Councils web site. Please take a look and use the interactive map: <http://www.gillinghamdorset-tc.gov.uk/play-areas-open-spaces/public-open-space>
- Play areas are also promoted on the web site similar to the open spaces: <http://www.gillinghamdorset-tc.gov.uk/play-areas-open-spaces/gillingham-play-areas>

Please note: Information on the interactive maps is largely complete. An up-to-date web browser is required to view the interactive maps correctly.

10. Bench Repairs and Bins

The seat outside Lidl, which was damaged beyond repair, will be replaced by using the metal blue coloured seat currently sited at Common Mead Lane, once refurbished in black and gold paint.

The concrete seat that was removed from Rolls Bridge will be used at Common Mead Lane, once refurbished with new wooden slats.

The metal blue coloured seat at Higher Station Road will be remain but removed temporarily while it is painted black and gold.

The bin at Buckingham Road bridge will be replaced with a Topsy black bin that has been removed from one of the open spaces. The current bin has a missing lid and the rubbish overflows. It is the property of DWP. DWP are responsible for emptying the bin but it does get forgotten. This bin location causes constant complaint.

Two Sherwood style bins have been requested for Barnaby Meadows. This style of bin is more appropriate for use on the open spaces.

11. DWT – HB volunteers – Saturday 23rd June

More information is awaited from Dorset Wildlife Trust.

12. Date of the Next Meeting

To be decided.

13. Any Other Business

A rather nice Genko tree has been donated to the Town Council. This would be appropriate for the Garden of Remembrance, if there is room. Works Manager to investigate.

14. Recommendations

- **That a business plan is written for the total refurbishment of the play area at Marlott Road.**
- **That the Ham Farm BMX track is made safe and the humps lowered and work financed from the play area maintenance budget.**
- **That 2 no. Sherwood style bins are purchased for Barnaby Meadow at a cost of £300 each to be financed from the land management budget.**

Minute no. 308

Gillingham Town Council
Report from Gillingham Direct 2nd May – 30th May 2018

The following matters have been dealt with by Gillingham Direct:

	Issue	Reference No.
1	Report of trees being cut down at Oake Woods	Reported to NDDC tree officer. TPO's now in place
2	Report of residents cutting down trees along the hedgerow between Chantry Fields and Church View	Reported to NDDC tree officer
3	Vandalism to the benches at the Town Meadow	Reported to TMG
4	Trip hazard on the pavement that runs adjacent to RiversMeet car park possibly caused by tree roots	DCC 1101523
5	Vandalism to the bench outside Lidl	GTC to repair
6	Resident from Swallowfields would like the grass and hedge trimmed at the rear of her property	GTC to action
7	Fly tipping on the verge at Bay Road near Fairey Crescent	DWP FT 76263659
8	Gravel on the road at Rose Court, Newbury Traffic Lights.	DWP to send sweeper
9	Tree in the river at the Town Meadow site	GTC
10	Request for the road to be swept at Fairey Crescent and Shreen Way	DWP
11	Overflowing dog bins at Fairey Crescent	DWP
12	Loose water cover in the pavement outside 2 Burnetts House, Newbury	Wessex Water 35147497001
13	Footpath N64/45 behind Gillingham School needs cutting back.	MNT 40816
14	Fly tipping in Kine Bush Lane	DWP FT 77005977

27 no. Replacement recycle bins have been collected.

3 no. Weddings have taken place.