



# **GILLINGHAM TOWN COUNCIL**

## **GENERAL PURPOSES COMMITTEE**

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

Minutes of a meeting of the **General Purposes Committee** held on **Monday 5<sup>th</sup> February 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 B Von Clemens (Chairman),  
Cllr Mrs A Beckley, Cllr Mrs S Cullingford  
Cllr R Evill, Cllr P Harris, Cllr M Hill,  
Cllr Mrs S Hunt, Cllr Mrs B Ridout  
and Cllr Mrs 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 Clerk/Office Manager.

**Apologies:** Cllr S Joyce and Cllr D Walsh.

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**262. To approve the minutes of the last meeting held on Tuesday, 2<sup>nd</sup> January 2018.**

Cllr Mrs Beckley proposed that **“the minutes of the meeting held on Tuesday, 2<sup>nd</sup> January 2018, were approved as a correct record of the meeting”**. Cllr Mrs Toye seconded and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

**263. Questions.** There were no questions.

**264. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.**

No declarations of disclosable pecuniary interests were declared.

## **GENERAL PURPOSES COMMITTEE – Monday, 5<sup>th</sup> February 2018 (continued):**

### **265. To receive working party reports for consideration and approval, if available:**

#### **a) Allotments and Burial**

Cllr Evill, Lead Member, referred to the Allotments and Burial working party report that had been tabled prior to the meeting. Please refer to Appendix A. The report was an update only; no meeting had taken place and there were no recommendations.

#### **b) Estate Management**

Cllr Von Clemens, Lead Member, referred to the report of the Estate Management meeting held on 1<sup>st</sup> February that had been sent out via email prior to the General Purposes meeting and tabled at the meeting. Please refer to Appendix B.

Cllr Von Clemens summarised the report and in particular, item no. 16 - planning enforcement issue at 36 Wren Place and item no. 14 dog fouling, as follows:

The Enforcement Officer has investigated the query made by Gillingham Town Council concerning the set of retractable steps that has been installed to the rear garden of 36 Wren Place. The steps, when deployed, lead down from the rear garden to the Public Open Space at Ham Farm (by Wren Place play area). Apparently, the property owner only has access to their rear garden through the house. The steps are used when a lawn mower and children's outside play equipment needs to be moved from the garage to the garden. Whilst, strictly speaking, the steps require planning permission, no enforcement action will be taken as there is no policy for permission to be refused. No further action will be taken and the investigation is closed.

A bulletin has been received from North Dorset District Council informing the Town Council that as from 31 March 2018, SDK will no longer be contracted to provide a dog warden service for North Dorset. Instead, a Dog Warden Service will be provided under the Dorset Council's Partnership using an existing award-winning team of dog wardens, complemented by some additional staffing.

Cllr Harris referring to item no. 10, asked when the proposed community work calendar is likely to be finalised.

Cllr Von Clemens replied that this document was still very much a work in progress and requires further development.

Cllr Harris referring to item no. 17, the Love Where You Live logo, asked if a design had been chosen yet.

Cllr Von Clemens replied that a new design has been asked for (a combination of two of the designs already submitted) and will be decided upon shortly.

The working party report contained two recommendations, and the following proposals were made:

Cllr Harris proposed that **“a recommendation is made to the Policy and Resources Committee that the work outlined in the notes of the Estate Management meeting held on 1<sup>st</sup> February 2018 is carried out as per the Management Plans previously agreed for which expenditure has already been allocated”**. Cllr Mrs Ridout seconded and the vote was unanimous.

Cllr Mrs Cullingford proposed that **“a recommendation is made to the Policy and Resources Committee that Gillingham Action for Nature (GANG) is given permission to carry out the enhancement work at Shreen Meadow as detailed in the notes of the Estate Management meeting held on 1<sup>st</sup> February 2018”**. Cllr Mrs Beckley seconded and the vote was unanimous.

**GENERAL PURPOSES COMMITTEE – Monday, 5<sup>th</sup> February 2018 (continued):**

**265. To receive working party reports for consideration and approval (continued):**

**c) Festive Lighting**

Cllr Mrs Belinda Ridout, Lead Member, referred to the report of the Festive Lighting meeting held on 25<sup>th</sup> February 2018 that had been circulated prior to the meeting. Please refer to Appendix C. Cllr Mrs Ridout summarised the report which contained five recommendations.

Cllr Mrs Toye asked whether it was possible to notify neighbouring towns of the chosen date for the 2018 event so that the Christmas events did not clash as per previous years. It is lovely to be able to attend other festive town events but almost impossible as all the towns appear to hold their Christmas events on the same evening.

Cllr Harris suggested that Gillingham should declare its chosen date to Shaftesbury.

Cllr Von Clemens replied that this had been done before, especially as the Shaftesbury and Gillingham events share Street Marshalls; however, it is not unknown for a town to change their original declared date later on in the year.

Cllr Hill congratulated Cllr Mrs Ridout on last year's event.

Cllr Von Clemens proposed that **“the recommendations contained in the report were taken en-bloc”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout proposed  
that **“a request is made to the Gillingham Chamber of Commerce and Industry to contribute towards the cost of the Christmas trees for 2018”**.  
that **“the smaller original Christmas light motifs are disposed of as they are no longer required”**.  
that **“a letter is sent to Farnfields Solicitors seeking sponsorship for a new Christmas motif to go on the side of their building facing towards Wyke Road”**.  
that **“the Christmas event for 2018 is scheduled for Friday, 30<sup>th</sup> November 2018”**.  
that **“Cllr Hill contacts Dextra Lighting to see whether it would be possible to use one of their lorries as a stage”**.

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

**d) Future Workshop Provision**

Cllr Harris, Lead Member, tabled the report of the Future Workshop Provision working party held on Friday, 2<sup>nd</sup> February 2018. Please refer to Appendix D. Cllr Harris apologised for the lateness of the report and went on to summarise the contents.

Cllr Harris proposed that **“the recommendations were taken en-bloc”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Cllr Harris proposed  
that **“the Service Level Agreement (i), is agreed and submitted to the February Full Council for signature and a draft SLA to be forwarded to Three Rivers Partnership and Gillingham Community and Leisure Trust Ltd for agreement and signature”**.  
that **“the Service Level Agreement (ii), is agreed and submitted to the February Full Council for signature and a draft SLA to be forwarded to Three Rivers Partnership and Gillingham Community and Leisure Trust for agreement and signature”**.  
that **“the Design and Build invitation letter is agreed and sent to a specialist company (following technical advice being sought from Mr M Coker, NDDC)”**.  
Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

**GENERAL PURPOSES COMMITTEE – Monday, 5<sup>th</sup> February 2018 (continued):**

**265. To receive working party reports for consideration and approval (continued):**

**e) High Street Facilities**

Cllr Mrs Toye, Lead Member, reported that the High Street Facilities working party had not met this month. There was no report.

Cllr Von Clemens remarked that there appeared to be some misunderstanding in the community about the proposals for refurbishing the public convenience building in the High Street car park. A public toilet will remain and the remainder of the building refurbished as a community office. It is hoped that if the building is in use as an office the public toilet will no longer be a target for vandalism. A large amount of money is spent trying to keep a toilet facility open twenty-four hours a day, seven days a week. Bristol City Council has decided to close all its public toilets. During the working day toilet facilities are available at the Town Hall, and a notice is displayed in the window advertising this.

**f) Town Seating and Planted Areas**

Cllr Mrs Ridout, Lead Member, reported that the Town Seating and Planted Areas working party had not met this month. There was no report.

**g) Traffic Management**

Cllr Mrs Ridout, Lead Member, tabled a report of the Traffic Management working party held on Thursday, 1<sup>st</sup> February. Please refer to Appendix E.

Cllr Mrs Ridout apologised for the lateness of the report and went on to summarise the contents. The report contained no recommendations.

Cllr Harris referred to paragraph no. 15 regarding parking opposite Moto Corsa/Café Newt. Parking has always occurred in this area, presumably by residents. It is not necessarily the result of the visitors to the Moto Corsa or Café Newt.

Cllr Mrs Ridout replied that the area has become more congested.

Cllr Hill considered that the parking issues were more likely to be caused by residents.

**266. To receive Health and Safety matters for consideration and approval, if required.**

There were no health and safety matters for consideration this month.

**267. To receive Topple Testing Report for consideration and approval.**

Cllr Von Clemens referred to the Topple Testing Report that has been completed by Mr Simon Dobie, the Works Manager. The Topple Testing has been carried out following a Topple Testing course attended by the Works Manager and Cllr Alan Frith. The report highlights the memorials in the town cemetery that are defective and pose a risk to health and safety. When a memorial is tested and found to be defective, it is made safe by town council staff but not repaired. All defective graves are inspected annually. If no repairs have been made in this time, the Town Council will then need to decide how to proceed. Information about memorial testing appears on the cemetery notice board. The Topple Testing report is available to view at the reception desk at the Town Hall.

Cllr Harris proposed that **“the Topple Testing Report is agreed and approved”**. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

**GENERAL PURPOSES COMMITTEE – Monday, 5<sup>th</sup> February 2018 (continued):**

**267. To receive Topple Testing Report for consideration and approval (continued):**

There was concern about how next of kin should be notified about a defective memorial.

Cllr Harris proposed that **“the Topple Testing Report is referred to the Allotments and Burials Working Party to agree procedures for notifying next of kin about a defective memorial”**.

Cllr Mrs Beckely seconded and the vote was unanimous. **RESOLVED.**

**268. To receive the site management plan for Shires Gate and Shreen Meadow for consideration and approval**

Cllr Von Clemens referred to the site management plan for Shires Gate and Shreen Meadow that has been available to view at the reception desk at the Town Hall. Since the public open spaces at Shires Gate (Horsefields) and Shreen Meadow (Cherryfields/Swallowfields) were transferred to the Town Council in 2014 at great DEAL of work has been done to enhance these sites so that they are now a valuable community asset, especially to those who live towards the north of the town centre. Tops Children’s Nursery based at Peacemarsh has developed a Forest School at Shreen Meadow and Gillingham Action for Nature (GANG) is set to develop this area further as a haven for wildlife. The management plan clearly sets out the management/enhancement tasks that will be undertaken by Gillingham Town Council in partnership with GANG. Gillingham Town Council is very grateful to GANG for their enthusiasm and financial contribution towards the development of these public open spaces.

Cllr Mrs Ridout proposed that **“a recommendation is made to the Policy and Resources Committee that the management plans for Shires Gate and Shreen Meadow are approved and adopted”**.

Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

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

A report on the activities of Gillingham Direct was circulated prior to the meeting. Please refer to Appendix F.

Cllr Mrs Cullingford reported that the ‘T’ junction at Coldharbour with Wyke Road, which has not long ago been resurfaced, is in a bad condition. The new surface has worn away and the original surface is now visible.

**270. Matters Pertinent.**

There were no matters pertinent.

The meeting closed at 8.18 pm.

**Gillingham Town Council**

**ALLOTMENTS AND BURIALS**

**Author: Mrs Julie Hawkins, Clerk**

**1. CEMETERY MATTERS**

**a) Interments**

During the past three months, six burials and four interments of ashes have taken place.

**b) Chapel Roof**

Contractors have been instructed and work will commence in the Spring.

**c) Screening**

Laurel hedging has been planted along the boundary between the cemetery and Hyde Road. Laurel hedging has also been planted in an area adjacent to the main path to screen the spoil heap.

**d) Rubbish Bins**

The rubbish bins at the cemetery have been replaced with rubbish bins from the Garden of Remembrance.

**e) Topple Testing**

Topple testing for the whole cemetery has been carried out by GTC trained staff. The reports available to view on request from GTC reception.

**2. ALLOTMENT MATTERS**

**a) Cemetery Road Allotments**

- **Additional Tap**

An additional tap will be installed by GTC ready for use in the Spring.

- **Tree Work**

As instructed, the tree on Allotment No. 1a at Cemetery Road Allotment Gardens has been removed.

- **Tenancy Agreements**

Tenancy agreements for Cemetery Road Allotments were due for renewal by 31<sup>st</sup> December 2017. One allotment holder did not renew their tenancy agreement and the allotment has been let to the next person on the waiting list.

The tenant of Allotment No. 9 has reduced the size of the allotment and half has been let to the next person on the waiting list.

**a) Park Farm Allotments**

- **Tenancy Agreements**

Tenancy agreements for Park Farm Allotments were due for renewal by 31<sup>st</sup> December 2017. One allotment holder did not renew their tenancy agreement and the allotment has been offered to the next person on the waiting list.

**Gillingham Town Council**

**Estate Management Working Party**

**Notes of the meeting held on Thursday, 1<sup>st</sup> February 2018 at 9.30am in the Town Hall**

Present: Cllr Barry Von Clemens (Lead Member), Cllr Mrs Belinda Ridout, Cllr Mrs Su Hunt, Mr Bob Messer (GANG), Mr Simon Dobie (Works Manager) and Mrs Clare Ratcliffe (Deputy Town Clerk)

**1. South West in Bloom**

Cllr Mrs Ridout suggested that a strategy and timeline is put in place for the bigger award to either enter in 2019 or 2020. Meanwhile encourage groups to enter It's Your Neighbourhood 2018, as follows:

Parish Church, Wesley Gardens (Mr Mike Young), Youth Centre (Guides), Friends of Gillingham Station (FOGS), Town Meadow, Gillingham Primary School, Gillingham School - gardening club, Milton on Stour Primary School and St Mary the Virgin Primary School.

**2. Sponsorship for flower beds 2018**

Cllr Von Clemens reported that all the letters asking for sponsorship had been delivered including a letter drop to all the business parks and High Street. So far six businesses have responded. It is expected more will follow over the course of the next couple of weeks. It was suggested that all sponsor companies should receive a certificate that they can display at their premises and be invited to a coffee morning with the Mayor.

**3. Green Flag**

Update on progress – Jubilee Fields etc. and Upper Lodden etc. have been registered. Judging takes places between March and July. Results known in 1<sup>st</sup> week of July. From past feedback the weakness are: community involvement and site promotion. The revised management plans have tried to address these areas but further development will be needed.

**4. POS Shires Gate/Shreen Meadow**

A meeting with GANG was held on 18<sup>th</sup> January to agree management plans for Shires Gate and Shreen Meadow. These plans will now need to be agreed at the General Purposes Committee. GANG will kindly finance rotovating at a cost of £80 prior to seeding a wildflower meadow area approximately 800 m<sup>2</sup>. It is proposed to use a reliable Margin Mix seed mix used under Stewardship Schemes and a seed mix for birds (buntings and finches) at a cost of £200.

The work to install a causeway between Shires Gate and Shreen Meadow will also be financed by GANG at an estimated cost of £500. The insurance required for the volunteer qualified digger driver to do this work will hopefully come under the Town Council's insurance (currently being investigated). GANG would like the Town Council to finance

the sign for the causeway area, which will be known as 'Frog Hollow'. The cost of a sign is likely to be in the region of £500-700 (graphic design work and printing on Dibond).

## **5. POS Fern Brook**

The following plug plants are being ordered to plant on the bank:

Yarrow (*Achilla millefolium*), flowers June to August – 150 plants x 0.40p = £60

Ox-eyed daisies (*Leucanthemum vulgare*) flowers late spring to summer 150 plants x 0.40p = £60

Cowslip (*Primula vegare*), flowers April to May – 300 plants x 0.40p = £120

This is very much seen as a trial for this year. More planting can be done next year.

## **6. Jack Bedford, Dorset Wildlife Trust – meeting held on 18<sup>th</sup> January**

Jack Bedford is co-ordinating a project led by Dorset Local Nature Partnership to involve communities in supporting pollinators through wildflower planting and to get them involved in surveying wildflower planted areas. Gillingham has been identified as one of the target communities and support from volunteers will be required to undertake the survey work. Training will be provided and the task will not be onerous. More details to follow.

## **7. Interpretation Panels / Signage**

Action 1: Update with the progress of Rolls Bridge – to be installed by grounds team shortly

Action 2: How to progress Hawthorne Avenue

Action 3: Consider Upper Lodden

Action 4: Consider Lower Lodden

Action 5: Promotion and links to all larger POS

## **8. Meeting with DWT (Hamish Murray) – 11<sup>th</sup> December**

Biodiversity Management Plans have been submitted by DWT and these are available on request. DWT will continue to monitor the sites and this year will include Shreen Meadow and Shires Gate.

## **9. DWT River Champions (Dave Price) / HB Bashing (Phil Turnbull)**

World Wetlands Day – 2<sup>nd</sup> Feb – Dave Price will be launching the River Champions.

HB Bashing – Phil/Dave are committed to organising volunteers. A meeting is being scheduled for February.

## **10. Community Work Days/Litter Pick**

A draft calendar of work was discussed at a meeting held on 25<sup>th</sup> January. It was decided that volunteer jobs should only involve the use of small tools (trowels, spades etc). Typical jobs on offer would be weeding, planting and litter picking.

The planting of snowdrops will be arranged for the Garden of Remembrance and the cemetery. Blue bells and Greater Stitchwort will be planted at POS Hawthorne Avenue.

GANG volunteers will be clearing the attenuation pond at Shreen Meadow on 17<sup>th</sup> February.

A Town Litter Pick has been scheduled for Saturday 17<sup>th</sup> March. Litter picking at Milton-on-Stour will follow on Sunday, 18<sup>th</sup> March.



#### **11. Marlott Road – Play Area**

Simon Dobie to lead. Nothing to report.

#### **12. Tree Planting – Lower Lodden/Ham Farm**

All trees now have galvanised tree guards. Project complete.

#### **13. Tree Planting – General**

Elm trees at Hardings Park. The Elm trees ordered and will be delivered when they can be planted (about six weeks' time).

Planting kits and galvanised tree guards have been ordered. A letter has been sent to Gillingham Primary School to see if they would like to help plant the trees. A letter will be sent about the One Tree Per Child initiative to all primary schools once publicity material has been received.

#### **14. We're Watching You campaign**

Update on progress. The grounds staff are erecting the signs as per schedule. Information from the district council about the new Dog Warden Service from April has been circulated to all members for information.

#### **15. Riverside Erosion**

An enquiry has been made with Five Rivers about riverside management. This is something that will need to be considered as a separate item in the near future.

#### **16. Enforcement Issue - update**

Letter sent to occupier by planning enforcement. No response yet.

#### **17. Gillingham – Love Where You Live**

Artwork was circulated at the meeting. The idea is that the logo can be used on the back of volunteer hi-viz jackets, GTC vehicles, posters etc. The logo is to promote volunteering and any activity that benefits the town. The logo can be used by other organisations.

#### **18. Gillingham – Trial Wildflower Plots**

Trial wildflower plots will be as follows: 1 x Jubilee Fields, 2 x Rolls Bridge. At the beginning of March, the plots will be marked and sprayed with weed killer to get rid of unwanted perennial weeds, the plots will then be rotovated and left for any residual weeds to surface which will then be hand weeded prior to sowing. A public notice will be displayed to inform the public what GANG/GTC are hoping to achieve.

The seed will be dispersed using a small amount of play sand (this has the added benefit of seeing where the seeds have been sowed). A specialist seed company – Heritage Seeds - based near Weymouth has been recommended to supply Heritage Seed mix (HS2) suitable for heavy soils which are naturally fertile. The mix of seeds includes 22 wild flowers and 7 grasses. Each plot will cover 12m<sup>2</sup>. A total of 36 m<sup>2</sup> will be trialled as wildflower areas. The seeds are sown at 2.5g per m<sup>2</sup>. A kilogram of seed will need to be purchased at £38. Plug wildflower plants can also be used to provide some instant interest.

## **19. Promotion of sites**

It was suggested that the Green Flag sites could be promoted via organised walks during the Gillingham Walking Festival at the beginning of September. Ideally two walks – one covering the sites to the north and the other covering the sites to the south. Hopefully, DWT, would be available to assist with the walks and to talk about the biodiversity of the sites.

## **20. Recommendation**

- a) That the work outlined in this report is carried out as per the Management Plans previously agreed for which expenditure has already been allocated.**
- b) That GANG carries out work at Shreen Meadow as detailed in this report.**

**Gillingham Town Council**

**Festive Lighting Working Party**

**Notes of meeting held on Thursday 25<sup>th</sup> January 2018**

Present: Cllr Mrs Belinda Ridout (Lead Member and Mayor)  
Cllr Mrs Su Hunt  
Cllr Mick Hill  
Mr Simon Dobie (Works Manager)  
Mr Steve Dauwalder (ATM)  
Mrs Mary Bailey (Carnival Committee)  
Mrs Jill Ezzard (Clerk and Mayor's Secretary)

Apologies Cllr David Walsh

**1. Comments and observations from the 2017 event**

- a) Cllr Hill mentioned that one lady fell over near the grotto and suggested more lighting in this area next year.
- b) There were not many people on the Town Meadow prior to the parade to hear Kiara and the Community Choir sing.
- c) More marshalls need to be in School Road to assist with the lining up of the parade. Even without the youth groups taking part this year, the parade appeared to be longer than ever. It is very difficult to see all the children's lanterns with so many people taking part.
- d) The countdown for switching the lights on needs to be simpler in future.
- e) The weather once again was dry, but concerns were raised regarding the electric cables, lights and the sound system in the event of rain.

**2. Comments from The Anonymous Traveling Market (ATM)**

There were 15 no. ATM stalls that attended the 2017 event. Mr Dauwalder thought the foot fall was down this year but confirmed that he will be happy to continue supplying stalls for 2018.

**3. Accounts**

The accounts sheet was tabled. The 2017 event came in under budget leaving a balance of £1,049.00 to be held in the general reserve for the 2018 event.

It was suggested that a request is made to the Chamber of Commerce to contribute towards the future cost of the Christmas trees.

#### **4. Trees and Lights**

The Works Manager informed the working party that GTS would like to sponsor a second spiral tree at Lodbourne and he will provide a quote later in the year.

Access to some empty flats and shops was difficult and made lighting the trees time consuming. Not all the trees were turned on once in place, due to the lack of support by the landlords. It was suggested that linking several trees to one external socket would make it a lot simpler. The Works Manager informed the working party that approximately 50 sets of lights for the small trees will need to be replaced. Replacement costs will be investigated including whether solar powered lights would be a viable alternative.

The Works Manager informed members that many years ago, the Town Council was given some festive light motifs when the task of erecting the lights was passed on to the Town Council from the Chamber of Commerce. Over the years these motifs stopped working and were replaced by the small Christmas trees. The frames are still stored in the workshop, taking up most of the top floor. It was suggested that all but the large frames should be disposed of. A letter will be sent to Farnfields Solicitors asking if they will sponsor a new motif, to go on their building facing Wyke Road.

#### **5. The Gillingham, Mere and Shaftesbury Lions (GMS)**

A request has been received from The Gillingham, Mere and Shaftesbury Lions (GMS) to provide Father Christmas at the 2018 event. The Town Council will still provide the grotto, but The GMS Lions would supply the sweets, and grotto marshalls. In return, there would be a voluntary collection at the grotto entrance and all donations would go to the GMS Lions.

The working party were happy in principle for The GMS Lions to take this over, but concerns were raised regarding the gift and would like assurances that the quality would remain the same as previous years.

#### **6. Date for 2018 Event**

It was suggested that the next Festive Light Event should take place on Friday 30<sup>th</sup> November 2018. Several requests have been received from members of the public to include reindeer in the 2018 event. A provisional booking has been made with Somerset Reindeer. Mr Dauwalder will provide contact details for reindeer based in Tisbury to ascertain whether they would be a cheaper option.

A suggestion was made that the event could start earlier in the afternoon at 4.30pm. The schools would not be included within the parade but could be asked to sing at the Town Meadow. This would give the children and parents more time to enjoy all the entertainment on offer and still be included fully in the event. The ATM will supply plenty of food stalls. It is hoped that by starting earlier, people will maximise their time on the Town Meadow rather than rushing off for the children's bedtime as soon as they have seen Father Christmas. Letters will be sent to the primary schools asking for their feedback. This matter will be discussed further at the next meeting.

Cllr Hill suggested that he could contact Dextra to ask if Gillingham Town Council could use one of their side opening lorries as a stage.

## **7. Date for the next meeting**

The next meeting will take place on Thursday 22<sup>nd</sup> March, 2018 at 9.00am in the Town Hall.

## **8. Recommendations**

- That a request is made to the Chamber of Commerce to contribute towards the cost of the Christmas trees for 2018.
- That the smaller original Christmas light motifs are disposed of as they are no longer required.
- That a letter is sent to Farnfields Solicitors seeking sponsorship for a new Christmas motif to go on the side of their building facing Wyke Road.
- That this year's event is scheduled for Friday, 30<sup>th</sup> November 2018.
- That Cllr Hill contacts Dextra lighting to see whether it would be possible to use one of their lorries as a stage.

**GILLINGHAM TOWN COUNCIL**

**Future Workshop Provision Working Party**

**Held on Friday, 2<sup>nd</sup> February 2018 at 11.00am**

Present: Cllr Paul Harris (Lead Member)  
Cllr Barry Von Clemens  
Mrs Sylvia Dobie (Town Clerk)  
Mrs Clare Ratcliffe (Assistant Town Clerk)

Apologies: Cllr Mrs Su Hunt  
Cllr Steve Joyce  
Cllr Mrs B Ridout  
Mr Simon Dobie, Works Manager

Prior to the meeting taking place, the Town Clerk had informed the working party members that a commercial premises, that may be suitable for a Works Depot, had been placed on the market. To enable the town council to carry out best practice the lead member and the Works Manager and staff representatives visited the site.

**1. SUMMARY** – The working party had three main tasks, as follows:

**a) To review a commercial premise that had become available for suitability.**

Following the site visit it was determined that:

- The footprint of the premises was smaller than the current workshop which itself is smaller than the proposed new build.
- That a tenant had a lease on part of the property for the next 3 years.
- That access for anything exceeding a van was extremely difficult.
- That a secure position for the diesel tank was challenging and resupply from a tanker was extremely challenging.
- That the ceiling height was incompatible with providing a mezzanine floor as required.
- That the ceiling height was incompatible with the use of the current vehicle lift.

**The Working Party discussed the findings of the site visit and determined that the location did not fit the purpose of a Works Depot for the Town Council for the future.**

**b) To receive and consider the draft Service Level Agreement (i) and (ii) between GTC, 3RP and GC&LT Ltd.**

- (i) The Working Party examined the requirement for a lease exchange with Three Rivers Partnership (3RP) and Gillingham Community and Leisure Trust (GCLT) for the site following its 17 October 2017 meeting. Gillingham Town Council (GTC) was concerned that there was no written evidence of what happened to the site ownership if either of the other parties ceased to exist. Following extensive research over the past few months, 3RP provided evidence that, in the event of either 3RP or GCLT ceasing to exist, the land on which the proposed workshop

would stand would pass to the Gillingham Open Spaces Trust, which itself would pass to GTC on any future demise of 3RP. This evidence allows GTC to forgo the requirement to have a formal lease and to revert to a simple SLA.

The Working Group reviewed the draft SLA and, after minor amendments, recommended the attached SLA for submission to 3RP and GC&LT for signature; the Mayor signing for GTC.

The Working Group recognised that there are funds set aside (£10K per annum for ten years) by way of recompense of GC&LT foundation/footings costs, commencing at the time the agreement between the organisations has been signed. The first payment should be within the FY2017/18, requiring the SLA to be agreed by the Full Council meeting no later than 26 February 2018. This allows time for all parties to subsequently sign, followed by payment and cheque encashment prior to the FY end.

- (ii) The Working Party discussed the merits of having a separate Service Level Agreement for the provision of Town Council owned land to be used for car parking for the leisure centre facility. Originally the town council agreed that the existing car park could be provided using town council owned land to allow the refurbishment of RiversMeet. The area adjacent to the play area had been provided by the Town Council in 2017.

The Working Group reviewed the draft SLA and recommended the attached SLA for submission to 3RP and GC&LT for signature; the Mayor signing for GTC.

- c) **To receive and consider a draft letter to be sent to a specialist company asking if they would like to submit a tender for a design a build of works for the Works Depot.**

The proposed GTC Work Depot received planning permission in July 2017. At the Extraordinary General Meeting of the GTC on 28 September 2017, GTC explored funding options and determined the way ahead. This was formally confirmed in setting the 2018/19 Precept. From the beginning of the 2018/19 Financial Year sufficient funds will be available to start the build. The Build Design is now required in order to draw up the specification documents and eventually distribute for tender.

The Working Group reviewed a draft letter to be submitted to an appropriate company for the build design. Mr Mike Coker, Technical Office at NDDC to be asked to oversee the contents and distribution prior to being sent.

## **2. RECOMMENDATIONS**

- a) **That the Service Level Agreement (i), is agreed and submitted to the February Full Council for signature. A draft to be forwarded to Three Rivers Partnership and Gillingham Community and Leisure Trust Ltd for agreement and signature.**
- b) **That the Service Level Agreement (ii), is agreed and submitted to the February Full Council for signature. A draft to be forwarded to Three Rivers Partnership and Gillingham Community and Leisure Trust for agreement and signature.**
- c) **That the Design and Build invitation letter is agreed and sent to a specialist company (following technical advice being sought from Mr M Coker, NDDC).**

Minute no. 265 (g)

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**Gillingham Town Council**

**Traffic Management Working Party**

**Notes of meeting held on Thursday, 24<sup>th</sup> January 2018, 5pm.**

Present: Cllr Belinda Ridout, Cllr Su Hunt, Cllr Val Potheary, Roger Bell, Community Highways Officer. Unfortunately, the PCSO's unable to attend.

**Update on previous issues**

1. **Bay Road** - Speed survey for Bay Road - awaiting confirmation of a date.
2. **Hardings Lane** - meeting to discuss parking on Hardings Lane and Gillingham School site to be arranged with Paul Nicholson, Headteacher, Gillingham School, Gillingham Football Club, Mike Coker (NDDC), RiversMeet and Roger Bell, Community Highways Officer.
3. **Marlott Road** parking – no more reported parking issues.
4. **Le Neubourg Way** - lorry parked at night near junction with Queen Street. PCSO's have checked this out and aware of the owner, but not parked there as much lately.
5. **Wyke Road** is on the Capital Request List for resurfacing but not for this year.  
**Action: Cllr Walsh** to chase this up with Mike Hansford, DCC.
6. **Wavering Lane West** - Drain cover tarmacked over. When top dressing is applied, drains covers, etc are covered over to protect them. This drain was not uncovered for some reason, but has now been sorted.
7. **Weeds under highway top dressings** - Stephen Higgs, DCC was contacted about top dressings being laid without removing the kerb weeds first. To date, no reply.  
**Action: Cllr Walsh** to contact Stephen Higgs with the additional request/reminder to make sure that all loose grit is swept up from the previous year's top dressings around Gillingham, to avoid a potential skidding hazard.
8. **Skittles Workshop, Station Road**, parking issues outside the premises of Howell Landscaping and request for double yellow lines to improve safety and access into Old Market Trading Estate. Wessex Water have been carrying out work at the location.  
**Action: Roger Bell** to check the situation with regard to existing traffic regulation at this site. There are no visible traffic regulation markings. Wessex Water are obliged to reinstate traffic regulations after works have been completed.
9. **Mulberry Court, Common Mead Lane, 30 mph signs** – request for further clearance of vegetation entering the 30mph speed limit. Roger Bell confirmed that this has been completed by Scope, who are responsible for cutting the hedge alongside the footpath once a year.
10. **Saxon Meade Close**, request for clearance of kerbs and gully by resident.  
**Action: Roger Bell** to check the gully at this location.



11. **Hawthorne Avenue**, installation of bollards at the Hawthorne end of the footpath between Wyke Road and Hawthorne Avenue. After investigation, it was found that no one has a right to drive over the tarmacked and unusually wide footpath at the Hawthorne end, only pedestrian access to the rear of the dwellings on Wyke Road. Graham Stanley, Ranger will be installing bollards. These will prevent parking.

#### **New Items**

12. **Sigma Aldrich, Brickfields Business Park** – an enquiry from Sigma Engineering (Brickfields Trading Estate) asking for advice on how to stop SatNav's routing visitors/lorries to Sigma Aldrich down through the Brickfields Industrial Estate, rather than the Brickfields Business Park entrance. Large lorries are having to turn around on what is already a very congested road into the Brickfields Industrial Estate. This will become particularly difficult when major construction commences at the Sigma Aldrich site. **Action: Roger Bell** suggested that the main SatNav providers need to be contacted to get the route changed and to apply for a 'brown' directional sign from the DCC Sign Shop at Charminster (Alan Frost), which can be erected on the verge with Highway's permission.
13. **Milton-on-Stour** – Cllr Hunt reported an escape of water out of the bank on the road down into the village from Post Office Road, which can be a hazard in icy weather. Roger Bell suggested that the best course of action is to contact Wessex Water, in the first instance, to ascertain if water is from a burst pipe (containing Chloride) or land drainage, which Highways can address. Roger Bell confirmed that a new drainage pipe is to be installed through the village.
14. **Wyke Road - footway between Clarendon Close and Lydford's Lane.** Cllr Ridout requested an update. Roger Bell confirmed that the survey has been done and the project is on the capital programme but not due to be completed until 2019. **Action: Cllr Walsh** to contact Laura Truss at Highways to push for earlier installation.
15. **Wyke Road – parking opposite Moto Corsa/Café Newt**– Cllr Ridout has received numerous complaints about parking opposite Moto Corsa/Café Newt. It was noted that residents park between Clarendon Close and Lydfords Lane regularly and generally customers to Moto Corsa/Café Newt use the rear car park. **Action:** To ask PCSO's to monitor the situation. Until the footway has been installed, there is not a lot that can be done.
16. **Taxi Business, Clarendon Close** – concerns reported about a taxi business at Clarendon Close parking their vehicles outside neighbouring premises, blocking access and causing noise disturbance in the early hours. **Action: Cllr Ridout** to contact Licensing.
17. **Fire Engine Access Exercise** was conducted over the Christmas period. Cllr Potheary accompanied the crew by invitation. PCSO's reported that Facebook postings of the exercise were well received with positive comments, particularly pleased with the fact that a councillor was involved with the exercise, given the proposed new housing plans for the south of the town.
18. **Langham Lane** – Cllr Potheary reported heavy detritus on Langham Lane caused mostly by a local farmer. Roger Bell confirmed that is a criminal act to leave detritus on the highway and should be cleared up at the end of the day. Highways can close the road if necessary and engage the road sweeper at the perpetrator's expense. **Action: Roger Bell** to investigate.

19. **King's Chase** – PCSO's requested double yellow lines along a short stretch at Kings Chase (*on the Persimmon side of the drop-down bollards at the end of Rookery Close*), to allow access for emergency vehicles to Kings Chase/Trent Square. On a recent fire engine exercise, there was difficulty in accessing this point due to parked vehicles on the Persimmon side, i.e. mobile home, car and trailer. PCSO's spoke to the owner and vehicles were removed for the exercise but the situation is far from satisfactory. **Action: Cllr Ridout** to contact Vernon Phillips, Adoptions Manager, DCC, copying in Roger Bell, to check if this area was recently adopted along with the area around Orchard Park and Fern Brook Lane. If not, Persimmon will have to be contacted. Previous contact with the developer and agreement to install KEEP CLEAR signage did not happen.

**Items reported by Roger Bell, Community Highways Officer**

20. **Shreen Way** – speeding - a resident at 56 Shreen Way has had two vehicles written off by passing vehicles and has asked what can be done. **Action: PCSO's** asked to contact the resident and to monitor the situation.
21. **Colesbrook Lane** –the hedge needs to be cut back belonging to the Bubble Shop, which is currently covering the 30mph signs. **Action: Roger Bell** to approach shop owner.
22. **Cherry Orchard Lane** – minor flood due to lack of gullies to take the surface water. Roger Bell reported that 2 x gullies at Slaughtergate have been jetted, which take the water from the Milton-on-Stour road, but not enough to cope with the sheer volume of surface water which accumulates at the bottom of Cherry Orchard Lane. **Action: Cllr Ridout** to advise Flood Wardens. (*Thank you to a local resident who cleared the gullies recently*)
23. **Chaffinch Chase, off Kingfisher Avenue.** Resident at 48 Chaffinch Chase very concerned about the current state of the development and its present state of un-adoption by Highways. **Action: Roger Bell** to forward email from resident for **Cllr Walsh** to respond.

Meeting closed 6.30pm.