



# **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 **Tuesday, 2<sup>nd</sup> January 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 Beckley, Cllr R Evill,  
Cllr Mrs S Hunt, Cllr Mrs Ridout  
and Cllr Mrs D Toye.

**Non-voting  
Members:** None.

**Members of the  
public:** There were three 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 Mrs S Cullingford, Cllr M Hill, Cllr P Harris,  
Cllr S Joyce and Cllr D Walsh.

---

**253. To approve the minutes of the last meeting held on Monday, 6<sup>th</sup> November 2017.**

Cllr Mrs Beckley proposed that **“the minutes of the meeting held on Monday, 6<sup>th</sup> November 2017, were approved as a correct record of the meeting”**. Cllr Mrs Ridout seconded and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

**254. Questions.** There were no questions.

**255. 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.

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

**a) Allotments and Burial Provision**

Cllr Evill, Lead Member, reported that the working party had not met and there was no report. Cllr Von Clemens reported that some minor vandalism had occurred in the cemetery over New Year and both he and a member of staff had assessed the damage on the morning of 2<sup>nd</sup> January. Evidence of criminal damage has been sent to the police.

**b) Estate Management**

Cllr Von Clemens, Lead Member, referred to the report that had been circulated prior to the meeting. Please refer to Appendix A. The report contained many recommendations and these were proposed en-bloc, as follows:

Cllr Mrs Ridout proposed that

- **“the draft letter seeking sponsorship for plants is approved and sent to local businesses”;**
- **“a recommendation is made to the Policy and Resources Committee that the public open spaces at Upper Lodden, Lower Lodden and Ham Farm are entered for Green Flag accreditation for 2018 (first year) at a cost of £319 and taken from Budget No. 7.07 Green Flag”;**
- **“a recommendation is made to the Policy and Resources Committee that public open spaces at Jubilee Fields, Rolls Bridge, King Edmund Green and Hawthorne Avenue are entered for Green Flag accreditation for 2018 (the third consecutive year) at a cost of £319 and taken from Budget No. 7.01 Land Management”;**
- **“Gillingham Action for Nature (GANG) is given permission to build a causeway over the attenuation pond (to be known as Frog Hollow) at Shires Gate to provide access to the adjoining public open space at Shreen Meadow”;**
- **“to endeavour to promote the public open spaces further, the work on the proposed interpretation panels at Rolls Bridge, Hawthorne Avenue, Upper Lodden and Lower Lodden continues”;**
- **“the Keep Britain Tidy campaign - ‘We’re Watching You’- is launched by the Mayor”;**
- **“a recommendation is made to the Policy and Resources Committee that a Cornelian Cherry tree is purchased for the small public open space at Hine Close at a cost of £87.30 plus £12 tree planting kit to be financed from Budget No. 3.19 Tree Planting”;**
- **“a Town Pride logo is designed for use on publicity material and hi-viz jackets used by volunteers”;**
- **“a recommendation is made to the Policy and Resources Committee that 5 no. Sherwood style bins are purchased for Lower Lodden and Ham Farm that are required prior to the sites being judged by Green Flag at a cost of £1,600 including installation and financed from Budget No. 7.01 Land Management”.**

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

**c) Festive Lighting**

Cllr Mrs Ridout, Lead Member, reported that the Christmas Parade and Festive Light Switch-on held on Friday 2<sup>nd</sup> December was a success. A debrief meeting will be held later in January and Cllr Mrs Ridout welcomed all feedback both good and bad so improvements can be made next year. Positive responses have already been received about Trigger the Train.

**d) Future Workshop Provision**

Cllr Harris, Lead Member, was absent from the meeting and no report was available this month.

**GENERAL PURPOSES COMMITTEE – Tuesday, 2<sup>nd</sup> January 2018 (continued):**

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

**e) High Street Facilities**

Cllr Mrs Toye, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix B. There were no recommendations.

**f) Town Seating and Planted Areas**

Cllr Mrs Ridout, Lead Member, referred to an excellent report that had been written by Mrs Julie Hawkins and circulated prior to the meeting. Please refer to Appendix C. The report contained many recommendations, as follows:

Cllr Evill proposed that **“a recommendation is made to the Policy and Resources Committee that funding is released to purchase 7 no. street light columns and 1 no. wall light at The Square in Gillingham for the up-grade to Heritage style lights at a total cost of £7,334.55 to be taken from Budget No.6.07 and the General Reserve Budget No. 8.18 (Heritage Street Lighting)”**. Cllr Hunt seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout proposed that **“a recommendation is made to the Policy and Resources Committee that repair and refurbishment of the D Bed is carried out by Contractor A at a cost of £3,440 to be taken from Budget No. 6.10 and General Reserve Budget No. 8.03 (High Street refurbishment)”**. Cllr Mrs Beckley seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout proposed that **“a recommendation is made to the Policy and Resources Committee that an Anti-Vandal KC Bench Seat (1500) is purchased at £615 plus £125 delivery and funded using £500 grant received from Southern Co-op which has been earmarked towards this bench in the General Reserve and £240 to be taken from Budget No. 6.10 and General Reserve Budget No. 8.03 (High Street refurbishment)”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout proposed that **“a recommendation is made to the Policy and Resources Committee that a Covent Garden Cast Iron Litter Bin is purchased at a cost of £843 to be taken from Budget No. 6.10 and General Reserve Budget No. 8.03 (High Street refurbishment)”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout proposed that **“a recommendation is made to the Policy and Resources Committee that a notice board is purchased at a cost of £1,496 to be taken from Budget No. 6.10 and General Reserve Budget No. 8.03 (High Street refurbishment)”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout proposed that **“the Town Council contact Gillingham School Six Form Department to discuss the possibility of the pupils submitting designs for a feature bench adjacent to the Town Bridge”**. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

**g) Traffic Management**

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

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

There was nothing to report this month.



**GENERAL PURPOSES COMMITTEE – Tuesday, 2<sup>nd</sup> January 2018 (continued):**

**258. To consider and agree the revised management plans for Jubilee Fields etc and Upper Lodden etc that have been scrutinized by The Mayor and Cllr Barry Von Clemens (Lead of Estate Management Working Party), and circulated prior to meeting via email only.**

Cllr Von Clemens referred to the management plans that had been circulated via email prior to the meeting and available to view in hard copy format at the Town Council offices.

Members thanked Mrs Clare Ratcliffe for all her hard work it has taken to compile the management plans.

Cllr Mrs Ridout proposed that

- **“a recommendation is made to the Policy and Resources Committee that the revised management plans for Jubilee Fields, Rolls Bridge, King Edmund Green and Hawthorne Avenue are approved and agreed”.**
- **“a recommendation is made to the Policy and Resources Committee that the revised management plans for Upper Lodden, Lower Lodden and Ham Farm are approved and agreed”.**

Cllr Mrs Toye seconded and the vote was unanimous. **RESOVLED.**

**259. To receive and consider request for approval from Tops Day Nursery to extend the number of hours the children’s nursery use the Public Open Space at Shreen Meadow for Tops Forest School activities.**

Cllr Von Clemens referred to the previous application made by Tops Day Nursery in October 2017 to use the public open space at Shreen Meadow for a Forest School. The Forest School has been an enormous success with the children and their parents and Tops Day Nursey would like to renew their Letting Agreement for the use of this public open space for up to ten hours per week.

Ms Melanie Lockyer, the Nursery Manager, was in attendance and invited to speak. A booklet about the benefits of the Forest School and accompanying photographs taken over the last three months was offered to members for information.

Members expressed their delight that the Forest School has proved such a success and were keen to renew the letting agreement.

Cllr Von Clemens proposed that **“the Letting Agreement for the use of Shreen Meadow was renewed from 1<sup>st</sup> January until 31<sup>st</sup> December 2018 and the hours of use extended for up to 10 hours per week”.** Cllr Mrs Hunt seconded and the vote was unanimous. **RESOVLED.**

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

A copy of the report from Gillingham Direct was circulated prior to the meeting. Please refer to Appendix D. There were no comments.

**261. Matters pertinent to this meeting**

Cllr Mrs Beckley informed members that ex councillor Mrs Vanessa Cockerill had died on 21<sup>st</sup> December 2017 after a long illness. The funeral will be held at Salisbury Crematorium on 17<sup>th</sup> January 2018.

The meeting closed at 8.11pm.

**Gillingham Town Council**

**Estate Management Working Party**

**Notes of the Meeting held on Thursday, 30<sup>th</sup> November 2017**

**Present:** Cllr Barry Von Clemens (Chairman, General Purposes Committee)  
Cllr Mick Hill (Deputy Chairman, General Purposes Committee)  
Cllr Mrs Belinda Ridout (Mayor)  
Cllr Mrs Su Hunt (i/c play areas)  
Mr Bob Messer, GANG  
Simon Dobie (Works Manager)  
Martin Down (Grounds)  
Mostyn Coombes (Horticultural)  
Clare Ratcliffe (Deputy Town Clerk)

**1. South West in Bloom – what next for 2018**

Andy Cole, SW in Bloom Judge, kindly attended the meeting for this item and was very enthusiastic about Gillingham entering the SW in Bloom competition. A separate meeting will take place to discuss whether this is something that could be achieved in 2018. The award is free to enter for the first year.

**2. Sponsorship for flower beds 2018**

It was agreed that as per previous years, a letter should be sent to local businesses in January. A draft letter will be circulated for approval before being sent. Mostyn Coombes has already designed the main flower beds and costed up the flowers and materials that will be required. The flower bed in Station Road will be planted with the Town Council's logo and the D-bed in the High Street will be planted to commemorate the end of WWI.

**3. Green Flag**

There has been no response to the letter sent in response to the Green Flag judging. The letter was sent at the same time as receiving information about how to enter for next year. It appears that revised management plans should be accompanied by any responses to the 'mystery shop', which may explain why a response has not yet been received. The sites at Rolls Bridge etc. will be judged in full this coming year, similar to the judging that took place in 2016.

The sites at Upper Lodden, Lower Lodden and Ham Farm are now up to a standard ready for judging.

Management plans for both sites are almost complete - awaiting Biodiversity Action Plans from DWT. Management plans need to be uploaded to Green Flag by 31<sup>st</sup> January. A small group will need to finalise these plans in December.

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

Bob Messer, GANG, reported that 200 shrubs have been planted at Shires Gate/Shreen Meadow. About 50 plants were removed by a local resident but compensation was received and new shrubs will be replanted.

Tops Forest School has been very successful; they use the area on a regular basis to tell pre-school children about nature, tell stories and sing songs etc.

GANG proposed to carry out works in the summer 2018 to make the retention pond passable, especially during the winter months. The work will need to be risk assessed etc. GANG can finance the work.

#### **5. Interpretation Panels / Signage**

To progress the actions below photographs of the open spaces are required. This work needs to be progressed with the help of others.

Action 1: Update with the progress of Rolls Bridge, with Dorset Sign Shop

Action 2: How to progress Hawthorne Avenue, photos and text required.

Action 3: Consider Upper Lodden, draft signboards being prepared.

Action 4: Consider Lower Lodden ditto above.

Action 5: Promotion and links to all larger POS, long term project.

#### **6. Environmental Health Issues - Update**

A response to the letter that Cllr Mrs Ridout wrote to Mr Duggan, Head of Community Protection at the Dorset Council's Partnership about rats and dog fouling, was circulated at the meeting.

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

The We are Watching You campaign material from Keep Britain Tidy has arrived. The advice from Keep Britain Tidy is to display the posters for two weeks at a time only in a specific area before being moved on to another area, similar to the deployment of the SID used for reducing traffic speeds.

The Works Manager suggested that the campaign was used on the public open spaces and each public open space was targeted in rotation. The open spaces could be listed and the dog warden advised in advance so that it may be possible for her to patrol these areas to coincide with the signage being erected.

Cllr Von Clemens suggested that the campaign was launched by the Mayor in January 2018 with an article in Gillingham News.

#### **8. Community Work Days**

A draft calendar of work days was circulated. This will need further discussion next month.

#### **9. Marlott Road – Play Area**

The Works Manager, informed the group that he has almost condemned the multi-play unit – the bad bits have been removed and there is little play value left in what remains. The surfacing around the existing equipment needs to be refurbished, possibly by removing the wet pour and putting down a grass-mat safer surface. It may be possible to refurbish the toddler multi-play unit in house.

The fence round the play area needs attention; it continually moves because of the clay soils. Exact details on how repairs to this play area can be made will be presented next month.

**10. Tree Planting – Jubilee Fields, Marlott Rd**

Tree planting to reduce surface water at the top of the site was discussed and abandoned. It was agreed that further trees in this area may spoil the vista to the open countryside beyond.

**11. Tree Planting – Lower Lodden/Ham Farm**

Awaiting delivery of tree guards later in December.

**12. Riverside Erosion – update**

The Works Manager will contact Mike Coker about the work to be done at Jubilee Fields. Bob Messer reported that the riverbank is being eroded at Withy Woods and soon there will be no path along a section of the river and asked if he could have a copy of the posters used at Jubilee Fields.

**13. Enforcement Issue - update**

No comment from development control. Chased on 10/11/17.

**14. Gyllas Way**

The work on the planted area at Gyllas Way has commenced in preparation for replacement trees to be planted in the spring and bulb planting in the autumn.

**15. Hine Close**

The planting of a Cornelian Cherry on the open space at Hine Close was discussed. This tree species has been chosen for Gyllas Way on the advice of an arboriculturalist. The cost per tree is £87.30 plus £12 for a tree planting kit (stake, fertilizer, mulch).

**16. Any Other Business – Town Pride / Civic Pride**

Ideas for a Town Pride/Civic Pride logo were presented. The logo still needs to be designed professionally but the idea is that the image could be incorporated into posters etc and printed on the back of hi-viz jackets used by litter pickers and others who kindly volunteer to do tasks such as: tree/bulb planting, community clean days etc.

**17. Date of Next Meeting**

The next meeting will be held on Thursday, 1<sup>st</sup> February 2018 at 9am.

**18. Recommendations**

It was agreed that the following recommendations should be presented to the General Purposes Committee, as follows:

- To approve the draft letters to be sent to local businesses requesting sponsorship towards summer bedding.
- That Upper Lodden etc is now managed to a high standard and should be entered for a Green Flag Award at a cost of £319 taken from Budget No: 7.07, Green Flag



- That Jubilee Fields is entered for a Green Flag award for the third consecutive year at a cost of £319 and taken from budget no. 7.01, Land Management.
- That Gillingham Action for Nature (GANG) is given permission to build a causeway over the attenuation pond between the public open spaces Shires Gate and Shreen Meadow, providing that a risk assessment is carried out and adequate insurance cover is in place.
- That work continues to progress interpretation panels required for the public open spaces.
- That a 'We're Watching You' anti dog fouling campaign is launched by the Mayor in January.
- That a Cornelian Cherry tree is purchased for Hine Close at a cost of £87.30 plus £12 tree planting kit to be financed from budget no. 3.19 – tree planting.
- That a Town Pride logo is designed for use on publicity material and hi-viz jackets used by volunteers.
- That 5 no. Sherwood Style bins are purchased for Lower Lodden and Ham Farm, which are required prior to the sites being judged for Green Flag at a cost of £1,600 including installation and financed from budget no. 7.01 – Land Management. (note: there are sufficient bins at Upper Lodden, there are currently no bins at Lower Lodden and the bins at Ham Farm are black Topsy bins to be replaced with Sherwood style (timber looking) bins. The Topsy bins will be used elsewhere and when replacement bins are needed).



**Gillingham Town Council**

**HIGH STREET FACILITIES**

**Author: Mrs Sylvia Dobie, Town Clerk**

Report to the meeting of the Gillingham Town Council's General Purposes Committee to be held on the 2<sup>nd</sup> January 2018 in the Jubilee Room, Town Hall, Gillingham.

**Members of Working Party:** Cllr Mrs D Toye (Lead Member), Cllr Mrs Su Hunt, Cllr M Hill and Mrs S Dobie (Town Clerk).

1. The Insurance Restrictive Covenant Policy with Zurich Municipal has been amended to include 'Community'.
2. GTC is still awaiting a response from the District Council regarding the car park. The wording on this document needs to be agreed to include the word "In all purposes in connection with the use of the property as a **Community**/public convenience".
3. The Planning department at NDDC required further information. This work has been completed by Cllr M Hill.
4. The Town Clerk has asked Mr Rob Buckley, representative of the Windrose Rural Media Trust, if he could assist by completing a draft specification of internal and exterior work for members of the working party to consider prior to sending out to tender.

**Gillingham Town Council**

**Town Seating and Planted Areas Working Party**

**Author: Mrs Julie Hawkins, Planning Clerk**

Report to the meeting of Gillingham Town Council's General Purposes Committee to be held at 7.30pm on Tuesday 2nd January 2018 in the Jubilee Room, Town Hall, School Road, Gillingham.

**Town Seating and Planted Areas Working Party Members:**

Cllr Mrs B Ridout (Lead member), Cllr Mrs A Beckley, Cllr Mrs S Hunt, Cllr S Joyce, Cllr B Von Clemens, Mr Simon Dobie (Works Manager) and Mrs Julie Hawkins (Planning Clerk).

**1. PURPOSE OF REPORT**

To consider the following:

- Upgrade of 7 street lighting columns and 1 wall bracket at Gillingham Conservation Area.
- Repointing and repair of D Bed.
- Replacement of seat and rubbish bin at The Square.
- Replacement of Town Council Notice Board at Rawson Court.
- To consider seating adjacent to the Town Bridge.

**2. BACKGROUND INFORMATION**

**2.1** In 2013 Historic England (formerly known as English Heritage), added Gillingham Conservation Area to the Heritage at Risk Register.

**2.2** In response to the concerns raised by Historic England, The Gillingham Heritage Action Group (HAG) was formed. The group comprises representatives from Gillingham Town Council, North Dorset District Council, Gillingham Museum, Gillingham Neighbourhood Plan Group and Gillingham Town Team.

**2.3** The Conservation Area Working Party is currently working on an appraisal document for Gillingham Conservation Area with help and support from Historic England and Gillingham Heritage Action Group. The appraisal will provide a programme of action to be implemented principally by the Council. Actions contained within the draft Appraisal include the refurbishment of the D Bed, upgrade of street lighting and improvement of street furniture.

**2.4** On 6<sup>th</sup> June 2016 Gillingham Town Council set up the 'Town Seating and Planted Areas Working Party' under the lead member of Cllr Mrs Ridout to help drive the projects forward.

**2.5** During the investigations, the working party has consulted the following:

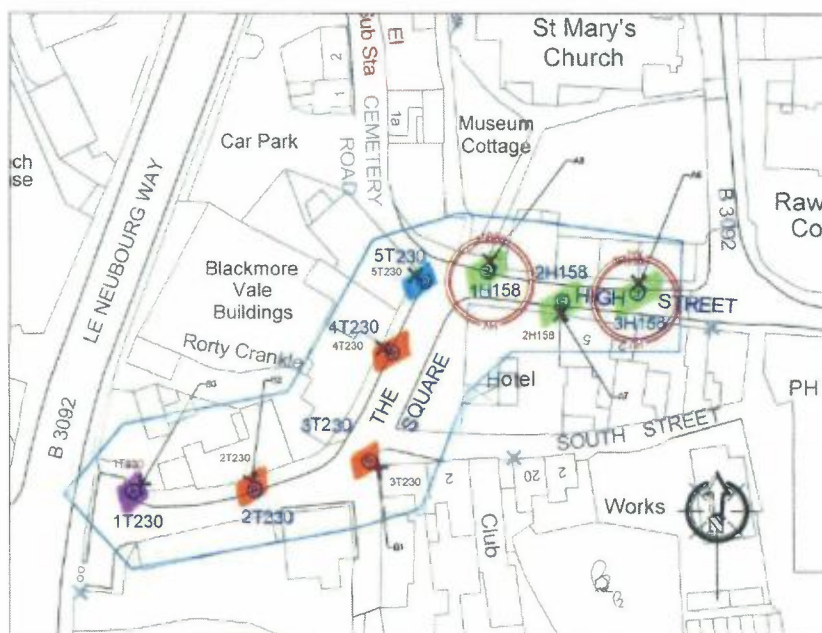
- **Katherine Cartright**, Conservation Officer, North Dorset District Council.
- **Charlotte Williams**, Tree and Landscape Officer, North Dorset District Council.
- **Mike Coker**, Technical Officer, North Dorset District Council.

- **Roger Bell**, Community Highways Liaison Officer, Dorset County Highways Authority.
- **Jason Frost**, Team Manager SSE Contracting.
- **Sam Woodcock**, Chairman of Gillingham Local History Society.
- **The Heritage Action Group**.
- **Mr Simon Dobie**, Works Manager, Gillingham Town Council.
- **Mrs Anne Hitchcock**, Proprietor of The Slade Centre re. wall mounted light.
- **Mr and Mrs P Robson**, Proprietor of Scenes re: rubbish bin and seating.
- **Revd. P Greenwood and The Church Office** re: rubbish bin, seating and lighting column.
- **Southern Co-op** re: sponsorship of bench.

### 3. UPGRADE OF 7 STREET LIGHTING COLUMNS + 1 WALL LIGHT

**A total amount of £7,500 will have been earmarked for this project once the precept has been formalised in January 2018.**

**3.1** In 2014 six street lights in the Gillingham Conservation Area were upgraded to Heritage Style lights. Phase 2 of the SSE replacement scheme has now commenced. Gillingham Town Council agreed that a further 7 street lights and 1 wall light (shown on the plan below) should be upgraded to Heritage Lighting during phase 2. In the precept for 2015/2016 and 2017/2018 money was allocated to the value of £4,200. In the precept for 2018/2019 it has been agreed to allocate £3,300.



**3.2** Once installed the new street lights will not be replaced for at least forty years.

**3.3** The order can be placed in February 2018. Work will commence six weeks following the order and an invoice will be issued after 1<sup>st</sup> April 2018.

**3.4** A quotation has been received from SSE Enterprise Lighting for £7,334.55 plus VAT.  
**APPENDIX A**

**RECOMMENDATION:** refer item no. 9.1 at the end of this report.

**Note:** High Street Enhancement Budget 6.10 - General Reserve - £8,667.79 will have been earmarked for this project once the precept has been formalised.

#### 4. REPOINTING AND REPAIR OF THE D BED

4.1 The D Bed is situated to the front of the High Street Car Park and is owned and maintained by Gillingham Town Council.

4.2 The Works Manager has raised concerns over the condition of the retaining wall and has asked the working party to consider repointing and repairing.

4.3 The photographs below show the damaged stone.



4.4 A specification was drawn up in conjunction with the Works Manager and approved by the working party at the meeting held on 16<sup>th</sup> November 2017.

4.5 Seven contractors were asked to quote. Five contractors declined. The following two quotations were received on 15 December 2017 and opened at 16.00hrs in the presence of Cllr Von Clemens and Cllr Hill:

Contractor A: £3,440.00 plus VAT.

Contractor B: £1,117.00 plus VAT.

Both contractors are local to Gillingham. Details of specification of works and quotation are shown at **APPENDIX B** and **APPENDIX C**.

Contractor B has not provided any of the documentation requested and has not quoted for item 5 of the specification.

**RECOMMENDATION:** refer item no. 9.2 at the end of this report.



## 5. REPLACEMENT OF THE BENCH AT THE SQUARE

5.1 The bench shown in the photographs below is located within the Conservation Area, adjacent to the main entrance to the Parish Church of St Mary the Virgin.



5.2 The bench is owned and maintained by Gillingham Town Council and is a popular place to sit.

5.3 The working party has considered various designs and agreed that the bench should conform with the recommendations of the draft Conservation Area Appraisal document; therefore, a black steel bench has been recommended.

5.4 The working party has also considered the comfort of the bench and therefore the following quotations were considered at the working party meeting held on 16<sup>th</sup> November 2017:

Anti-Vandal KC Bench Seat (1500) £615 + £125 delivery plus VAT **APPENDIX D**

OE Bench seat (1500) £432 + £125 delivery plus VAT **APPENDIX E**

5.5 The working party recommend that an Anti-Vandal KC Bench Seat is purchased. The Anti-Vandal KC bench seat is made from steel, hot dipped galvanized for weather and corrosion protection, then painted in 2 pack acrylic paint. It comes with a lifetime guarantee and is a popular choice with local authorities.

5.6 The working party applied to Southern Co-op for funding for the project and are pleased to report that their application was successful. £500 has been awarded to the project from Southern Co-op through their 'Love Your Neighbourhood' local funding scheme. Southern Co-op are in agreement with the recommendation that an Anti-Vandal KC Bench Seat is purchased.

5.7 If the council decide to replace the bench, this will be done in conjunction with the replacement of the lighting column as the bench will need to be moved during this work.

**RECOMMENDATION: refer item no. 9.3 at the end of this report.**

## 6. REPLACEMENT OF THE RUBBISH BIN AT THE SQUARE

- 6.1 The rubbish bin shown in the photographs on page 4 is located within the Conservation Area, adjacent to the main entrance to the Parish Church of St Mary the Virgin.
- 6.2 The rubbish bin has been repaired over the years and, as the photograph shows, the top and bottom half have been taken from different rubbish bins and do not fit properly. The rubbish bin is well used and emptied on a daily basis by Gillingham Town Council.
- 6.3 If the council decide to replace the rubbish bin, this will be done in conjunction with the replacement of the lighting column and the bench.
- 6.4 The working party has considered various designs including duracore material. Members agreed that the rubbish bin should conform with the recommendations of the draft Conservation Area Appraisal document; therefore, a black cast iron rubbish bin has been recommended.
- 6.5 The following quotations were considered at the working party meeting held on 16<sup>th</sup> November 2017:
- Square Standard Cast Iron Bin BX2315 £668 + £76 delivery plus VAT (ref **APPENDIX F**)
  - Covent Garden Cast Iron Litter Bin COV702SL £843 inc. delivery plus VAT (ref **APPENDIX G**)
- 6.6 The Covent Garden Cast Iron Litter Bin has four posting apertures and a front opening mechanism which will be easier to access and maintain than the Square Standard Cast Iron Bin, therefore the working party recommends that the Covent Garden Cast Iron Litter Bin is purchased at a cost of £8010.

**RECOMMENDATION:** refer item no. 9.4 at the end of this report.

## 7. REPLACEMENT OF TOWN COUNCIL NOTICE BOARD

- 7.1 Gillingham Town Council's High Street Notice Board is situated outside of Rawson Court in Gillingham High Street.
- 7.2 The current notice board was made from a UPVC window frame which is difficult to use. Quite often the notice board is too small to hold the required notices and it is considered to be aesthetically detrimental to the Conservation Area.



- 7.3 Following recent investigations into a public notice boards for Gillingham Cemetery, the working party recommend that the notice board is of the same style and design.

**7.4** The recommended notice board will conform with the recommendations of the draft Conservation Area Appraisal document.

**7.5** A full description of the notice board is shown on **APPENDIX H**

**7.6** The cost of the notice board will be £1,496 plus VAT which includes a header board (text: Gillingham Town Council in gold highlight). This price includes a standard delivery charge. Quotations for notice boards were previously considered in depth by Gillingham Town Council when considering a notice board for the Cemetery. The notice board at the Cemetery is considered to be of a high standard.

**RECOMMENDATION: refer item no. 9.5 at the end of this report.**

## **8. SEATING ADJACENT TO THE TOWN BRIDGE**

**8.1** The Working Party is considering the installation of a feature bench in the area adjacent to the Town Bridge.

**8.2** The area is situated within the Gillingham Conservation Area. The adjacent road bridge is a Grade II Listed bridge over Shreen Water and is dated 'County Bridge 1800'. The bridge is of significant importance as John Constable painted a picture of Gillingham Bridge in 1823 and today the painting hangs in London's Tate Gallery.

**8.3** It is hoped that a feature bench can be install depicting the town's association with John Constable.

**8.4** It is hoped that the style of the bench will be similar to the one installed at Upper Lodden Meadow (shown below), which is proving to be very popular with local residents.



**8.5** The Working Party would like the General Purposes Committee to consider community involvement in the project and is suggesting that sixth formers from Gillingham School are invited to submit designs for the council to consider.

**8.6** Once the design of the bench has been agreed, quotations will be sought. It may be possible to apply for funding from other organisations and this will be investigated at a later date.

**RECOMMENDATION: refer item no. 9.6 at the end of this report.**



## 9. RECOMMENDATIONS

- 9.1** A request is made to the Policy and Resources Committee that funding is released to purchase 7 street light columns and 1 wall light at The Square in Gillingham for the up-grade to Heritage Style lights at a total cost of £7,334.55 to be taken from Budget No.6.07 and the General Reserve Budget 8.18 (Heritage Street Lighting).
- 9.2** A request is made to the Policy and Resources Committee that repair and refurbishment of the D Bed is carried out by Contractor A at a cost of £3,440.00 to be taken from Budget No. 6.10 and General Reserve 8.03 (High Street refurbishment).
- 9.3** A request is made to the Policy and Resources Committee that an Anti-Vandal KC Bench Seat (1500) is purchased at £615.00 + £125.00 delivery. (£500 to be funded from the grant received from Southern Co-op which has been earmarked towards this bench in the General Reserve and £240 to be taken from Budget No. 6.10 and General Reserve 8.03 (High Street refurbishment).
- 9.4** A request is made to the Policy and Resources Committee that a Covent Garden Cast Iron Litter Bin is purchased at a cost of £843.00 to be taken from Budget No. 6.10 and General Reserve 8.03 (High Street refurbishment).
- 9.5** A request is made to the Policy and Resources Committee that a notice board is purchased at a cost of £1,496.00 to be taken from Budget No. 6.10 and General Reserve 8.03 (High Street refurbishment).
- 9.6** The Town Council contact Gillingham School Six Form Department to discuss the possibility of the pupils submitting designs for a feature bench adjacent to the Town Bridge.

**Note:** Total cost of B+C+D+E = £6,519. This will leave a surplus of £2,148.79 towards necessary installation costs. The balance could be earmarked towards item 8 – feature bench.

## 10. APPENDICES (available on request)

- A** Quotation from SSE Enterprise Lighting
- B** Quotation for D Bed - Contractor A
- C** Quotation for D Bed - Contractor B
- D** Anti-Vandal KC Bench Seat
- E** OE Bench seat
- F** Square Standard Cast Iron Bin
- G** Covent Garden Cast Iron Litter Bin



Minute no. 260

**Gillingham Town Council****Report from Gillingham Direct 1<sup>st</sup> November – 18<sup>th</sup> December 2017**

The following matters have been dealt with by Gillingham Direct:

<b>No.</b>	<b>Issue</b>	<b>Reference No.</b>
1	Missed garden waste bin collection from Scorrybrock, Buckingham Road.	DWP MC1176372
2	Plastic table and chairs have been left in Withey Wood	Bob Messer informed
3	Large hole surrounding the drain on the Gillingham Road from Scothney Hill to East Stour.	DCC 1088162
4	Members of Staff were verbally abused in the Garden of Remembrance	Police Incident No. I06:173
5	A large padlock was put on the cemetery gate preventing access from Hyde Road	Police Incident No. I06:156
6	Raised pavement outside Prime Cuts Butchers	DCC 1088411
7	A drain cover has been tarmacked over in Wavering Lane outside Stobar. Surface flooding now occurs	DCC 1088481
8	A large lorry is parking along Le Neubourg Way near Queen Street overnight.	Paul Hatton Parking Services
9	Gully blocked near Mulberry Court, Common Mead Lane	DCC 1088487
10	Request received to cut a tree back at Rolls Bridge which is overhanging the garden at 19 Foxglove Close.	GTC
11	The cycleway sign is broken between Milton-on-Stour and Gillingham	DCC 1088878
12	Christmas Trees for sale at Morrisons signs have been put on lamp posts in Gillingham. Morrisons were not aware of this as it was done by a different company. The store manager will have them removed.	
13	Fence has collapsed at Bay Bridge.	DCC 1088993
14	Sign at the junction of Chantry Fields and Le Neubourg Way is blocking visibility.	DCC 1088995
15	A vehicle has driven over the grass circle at Fairy Crescent causing substantial damage to the area.	Sovereign Housing notified
16	Large vehicles including buses are cutting the corner of Hyde Road and Wavering Lane East, damaging the verge. Request for a bollard to be erected.	DCC 1089075
17	Request for pedestrian walkway to be cleaned between Newbury and Addison Close.	GTC to clean
18	Request for walkway to be cleaned between Morley and Locketts at Lodden	GTC to clean
19	Lights not working along the footpath to Gillingham Station	SW Trains emailed
20	The drains are blocked with weeds in Saxon Mead Close	DCC 10839364

No.	Issue	Reference No.
21	A picnic bench at the Bayfields play area has been vandalised. A member of the public reported it to the police	Crime No. SS170183051
22	The grass verge outside 15 Marlott Road is very churned up due to HGVs going the wrong way to Neal's Yard. Request received for a bollard or tarmac to be installed	DCC 1089586
23	Resurfacing request for Fairy Crescent	DCC 1089703
24	Resurfacing request for Kendalls Lane in Milton-on-Stour	DCC 1089703
25	Flooding on the road outside Hillside in Milton-on-Stour. This is making walking along this road very difficult. In freezing weather it is dangerous.	DCC 1089706
26	Fly tipping in the Layby along the Gillingham Road near East Stour	DWP / D4U
27	Pothole on the Gillingham Road from Scotchney Hill to East Stour	DCC 1090384
28	Pothole around the utility cover in Back St, East Stour	DCC 1090488
29	Pot hole around the utility cover in Gillingham Road, Stour Provest.	DCC 1090487

46 no. replacement recycle bins have been collected.  
1 no. Wedding has taken place.