



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 6th August 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 (Deputy Chairman),
Cllr Mrs A Beckley, Cllr R Evill, Cllr M Gould, Cllr M Hill,
Cllr S Joyce, Cllr J Robinson, 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 one member of the press present.

In Attendance: Mrs J Hawkins, Town Clerk

321. Apologies

Apologies were received from Cllr Mrs B Ridout (Chairman), Cllr Mrs Hunt (Mayor) and Cllr Mrs S Cullingford. In the absence of the Chairman, the meeting was chaired by Cllr Von Clemens, Deputy Chairman. Cllr Von Clemens informed the meeting of the reasons for apologies. Cllr Evill proposed that **"the apologies for absence from Cllr Mrs Ridout, Cllr Mrs Hunt and Cllr Mrs Cullingford are accepted"** Cllr Mrs Beckley seconded and the vote was unanimous. The reasons for absence were duly recorded in the attendance register. **RESOLVED**

322. To approve the minutes of the last meeting held on Monday 2nd July 2018.

Cllr Evill proposed that **"the minutes of the meeting held on Monday 2nd July are approved as a correct record of the meeting"**. Cllr Mrs Beckley seconded, the majority voted in favour. Cllr Gould and Cllr Mrs Toye abstained from voting as they were not present at the meeting. The Chairman duly signed the minutes. **RESOLVED.**

323. Questions. There were no questions.

GENERAL PURPOSES COMMITTEE – Monday, 6th August 2018 (continued):

324. 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.

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

a) Allotments and Burials

Cllr Von Clemens informed the meeting that the Allotments and Burials Working Party had appointed Cllr Mrs Toye as Lead Member.

Cllr Von Clemens referred to the Allotments and Burials Working Party Report, previously circulated to members, and advised the meeting that Cllr Harris had been omitted from the list of members present. Cllr Von Clemens stated that the circulated report also contained an incorrect date for the indoor meeting of the Gillingham Allotment Association and asked members to note that the correct date is 29th November 2018. The report was amended to include the correct information. Please refer to **Appendix A**.

Following a discussion the following proposals were made:

Allotment Matters

- a. Cllr Mrs Toye proposed that **"a letter is sent to Blue Diamond, the owners of Orchard Park Garden Centre requesting a meeting to discuss the future of the allotment gardens"**. Seconded by Cllr Gould, the vote was unanimous. **RESOLVED**
- b. Cllr Mrs Toye proposed that **"Gillingham Allotment Association investigate the use of alternative surfaces for the area around the pedestrian gate at Cemetery Road Allotment Gardens and report the findings to the Town Council for consideration"**. Seconded by Cllr Evill, the vote was unanimous. **RESOLVED**
- c. Cllr Von Clemens asked Cllr Mrs Toye if she could inform the meeting who the keyholders are for the access gate at the Cemetery Road Allotments. Cllr Mrs Toye informed the meeting that there are two sets of keys, one held by a member of Gillingham Town Council Grounds Staff and one held by the Chairman of the Gillingham Allotment Association.

Cllr Mrs Toye proposed that **"the track to the Cemetery Road Allotment Gardens is not closed during the winter, and key holders accept responsibility to ensure that informed and relevant decisions are made"**. Cllr Joyce seconded, the vote was unanimous. **RESOLVED**

Cemetery Matters

- d. Cllr Mrs Toye proposed that **"the Works Manager obtains quotations for the removal of the spoil heap. Quotations to be presented to the September meeting of the General Purposes Committee"**. Cllr Mrs Beckley seconded, the vote was unanimous. **RESOLVED**
- e. Cllr Mrs Toye proposed that **"the Works Manager obtains quotations for fencing to screen the spoil heap. Quotations to be presented to the September meeting of the General Purposes Committee"**. Cllr Gould seconded, the vote was unanimous. **RESOLVED**

325. To receive working party reports for consideration and approval, if available - continued:

Allotments and Burials continued.

Administration

- f. Cllr Mrs Toye referred to the Allotment and Burials Working Party report and asked members to reconsider the recommendation shown at item f. Cllr Mrs Toye informed the meeting that the Town Clerk had requested that members consider adding the following rule to the Cemetery Rules and Regulations in order to prevent the owners of burial plots from making a profit from the surrender of an exclusive right of burial:

'The owner of an Exclusive Right of Burial can surrender the Exclusive Right of Burial, if the grave has not been used for burial, on completion of a Surrender of Right of Burial form and the return of the original Deed of Grant of Exclusive Right of Burial (if possible). The surrender value being the original purchase price as specified on the Deed of Grant.'

NB. If it is not possible to return the original Deed of Grant of Exclusive Right a copy can be obtained from the council but will be subject to a fee.

Cllr Mrs Toye referred to the following rule included in the current Cemetery Rules and Regulations and informed members that following an amendment to the pricing structure in 2017 the rule is no longer relevant and needs to be removed:

'All double depth graves will automatically include a Grant of Exclusive Right'.

Following a discussion, Cllr Mrs Toye proposed that **"The following rule should be added to the Cemetery Rules and Regulations: 'The owner of an Exclusive Right of Burial can surrender the Exclusive Right of Burial, if the grave has not been used for burial, on completion of a Surrender of Right of Burial form and the return of the original Deed of Grant of Exclusive Right of Burial (if possible). The surrender value being the original purchase price as specified on the Deed of Grant', and the following rule should be removed from the Cemetery Rules and Regulations: All double depth graves will automatically include a Grant of Exclusive Right"**. Cllr Gould seconded the vote was unanimous. **RESOLVED**

- g. Cllr Mrs Toye proposed that **"the Rules and Regulations for Grave Diggers for 2019 - 2020 remain unchanged"**. Cllr Evill seconded, the vote was unanimous. **RESOLVED**
- h. Cllr Mrs Toye proposed that **"the following addition is added to rule No. 13 of the 2019 Tenancy Agreement for the allotment gardens at Cemetery Road: During the summer, in extreme conditions, applications (via telephone) for bonfires may be made to Gillingham Town Council with full justification, e.g. blight'. All other rules to remain unchanged"**. Cllr Evill seconded, the vote was unanimous. **RESOLVED**
- i. Cllr Mrs Toye proposed that **"the 2019 Tenancy Agreement for the allotment gardens at Park Farm remain unchanged"**. Cllr Evill seconded, the vote was unanimous. **RESOLVED**

FINANCE

- j. Cllr Mrs Toye proposed that **"the cemetery fees for 2019 / 2020 remain unchanged"**. Cllr Evill seconded, the vote was unanimous. **RESOLVED**
- k. Cllr Mrs Toye proposed that **"the Allotment Fees for 2019 remain unchanged"**. Cllr Gould seconded, the vote was unanimous. **RESOLVED**

325. To receive working party reports for consideration and approval, if available - continued:

Allotments and Burials

- l. Cllr Mrs Toye proposed that **"The working party establish the running costs of the two allotment sites"**. Cllr Joyce seconded, the vote was unanimous. **RESOLVED**

b) Estate Management

Cllr Von Clemens referred to a report (**APPENDIX B**) previously circulated to members and informed the meeting that Gillingham Town Council is taking measures to warn the users of public open spaces of sizeable and dangerous cracks that have appeared in the ground as a result of the dry weather. Cllr Von Clemens stated that the ground conditions are also causing issues with benches and fencing which are becoming unstable and this could result in unforeseen costs being incurred to rectify damage.

Cllr Von Clemens took the opportunity to thank Mr Bob Messer and the volunteers involved in the work to construct a walkway at Frog Hollow.

Cllr Von Clemens referred to an area of public open space at Maple Way and informed members that a meeting is being arranged with the residents to discuss various issues.

The report contained three recommendations that were taken en bloc, as follow:

Cllr Von Clemens proposed that the following recommendations should be approved:

"To coppice 2 no. multi-stemmed Ash / Willow trees and crown lift branches rubbing boundary wall at POS Shires Gate to afford 1m vertical and lateral clearance on POS Shires Gate to rear boundary of no. 26 Horsefields at a cost of £240 ex VAT to be funded from budget no. 3.19 – Tree Surgery / Annual Tree Planting.

To fell Alder trees at Rolls Bridge by section to retain a 0.5m stump at base, brushwood to be chipped on site and timber cross cut and stacked at base of tree for a cost of £185 ex VAT to be funded from budget no. 3.19 – Tree Surgery / Annual Tree Planting.

To investigate the ditch on the western boundary of POS Shires Gate (adjoining tennis court site) and, if necessary, obtain quotations to improve drainage in this area prior to planting the community orchard". Seconded by Cllr Gould the vote was unanimous. **RESOLVED**

c) Festive Lighting

No meeting had taken place.

d) High Street Facilities

No meeting had taken place.

e) Town Seating and Planted Areas

Cllr Von Clemens informed members that a very productive meeting had taken place between members of the Town Seating and Planted Areas Working Party, and Gillingham School Art Ambassadors.

GENERAL PURPOSES COMMITTEE – Monday, 6th August 2018 (continued):

325. To receive working party reports for consideration and approval, if available - continued:

e) Town Seating and Planted Areas continued

Cllr Von Clemens explained that Mr Sam Woodcock, President of Gillingham Local History Society had also attended the meeting and the students had been provided with the specifications for a bench. The Art Ambassadors will be working on a design for a new bench which is hoped to be positioned in the area adjacent to the Town Bridge.

f) Traffic Management

Cllr Von Clemens informed the meeting that an email had been received shortly before the meeting from a resident requesting double yellow lines at Wyke. A copy of the email was tabled for information.

In the absence of Cllr Mrs Ridout, Cllr Hill presented the report for the Traffic Management Working Party – **Appendix C**.

Cllr Hill referred to the recommendation for a temporary TRO, single yellow line at Wyke and stated that the times may need further consideration and further consultation may be required.

Cllr Von Clemens invited local resident, Mr P Hooley to speak.

Mr Hooley explained the difficulties he and his neighbours experience when exiting onto the B3081 from Brewery Lane and stated that double yellow lines between Brewery Lane and Clarendon Close are essential. Mr Hooley outlined the history of the case. Mr Hooley reminded members that it is illegal to park on the side of the road between Brewery Lane and Clarendon Close at any time of day or night and he raised concerns over the working party's recommendation for a single yellow line at this point. Mr Hooley stated that a single yellow line will allow parking during a specified time and if used at this point will encourage parking during the specified time in an illegal position. Mr Hooley asked members to support his request for double yellow lines between Brewery Lane and Clarendon Close, and for the installation of two police no waiting signs in the interim period.

Following a discussion, Cllr Evill proposed that **“the General Purposes Committee support the request from residents, and a request is made to Dorset County Council for double yellow lines between Brewery Lane and Clarendon Close”**.

Cllr Gould stated that the proposal does not include the area between Clarendon Close and Lydfords Lane and suggested that Cllr Evill amends the wording of his proposal.

Cllr Robinson proposed that **“the matter is referred back to the Traffic Management Working Party”**. There was no seconder. Cllr Robinson withdrew his proposal.

Cllr Evill withdrew his original proposal, amended the wording, and proposed that **“the General Purposes Committee support the request from residents, and a request is made to Dorset County Council for double yellow lines between Brewery Lane and Clarendon Close and a single yellow line with parking restrictions between Clarendon Close and Lydfords Lane”**. Seconded by Cllr Hill, the vote was unanimous. **RESOLVED**

Cllr Hill and Cllr Gould outlined the details for a build out prioritisation scheme for Wyke Road. Following a discussion Cllr Gould proposed that **“a request is made to Mr R Skeats, Dorset Highways to consider a build out prioritisation scheme for Wyke Road at the pinch point between the old brewery cottages”**. Seconded by Cllr Hill, the vote was unanimous. **RESOLVED**

325. To receive working party reports for consideration and approval, if available - continued:

f) Traffic Management continued

Cllr Von Clemens referred to the recommendations of the Traffic Management Working Party regarding Speed Indicator Devices (SID). Cllr Von Clemens informed the meeting that Minute No. 361 of the General Purposes Minutes dated March 2015 states that it was agreed that a data controller would be responsible for taking the data and moving the SID. Cllr Von Clemens stated that it has never been agreed that town council staff would be used to move the SID and he raised concerns over the hidden staffing costs involved. Cllr Von Clemens asked why the working party had recommended five poles when Dorset County Council Highways Authority had stated that three poles should be used. Cllr Von Clemens asked for confirmation that the solar panels will be compatible with the SID.

Following a discussion, Cllr Von Clemens proposed that **“the recommendations contained within the Traffic Management Working Party report regarding Speed Indicator Devices, 3 a, b, c and d, are referred back to the working party for further clarification”**. Seconded by Cllr Gould, the vote was unanimous. **RESOLVED.**

326. To receive and consider any Health and Safety issues.

Following a discussion, Cllr Von Clemens proposed that **“a Health and Safety Working Party is formed to review, update and monitor Gillingham Town Council’s Health and Safety documentation”**. Cllr Hill seconded, the vote was unanimous. **RESOLVED.**

Cllr Robinson and Cllr Mrs Toye volunteered to join the working party. Cllr Gould proposed that **“the members of the Health and Safety Working Party should be Cllr Robinson, Cllr Mrs Toye and Cllr Von Clemens”**. Seconded by Cllr Joyce, the vote was unanimous. **RESOLVED.**

Cllr Von Clemens stated that a lead member would be agreed at the first meeting of the working Party in September.

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

Cllr Von Clemens referred to item 14 of the report (**APPENDIX D**) and informed the meeting that North Dorset District Council is arranging for all trees in the area of the High Street Car Park to be surveyed.

328. Matters Pertinent.

- a.** Cllr Joyce expressed his concern over the poor state of the flower bed at the Shaftesbury Road town entrance sign in Gillingham.
- b.** Cllr Von Clemens referred to the Alf Dubs Kindertransport 80th anniversary plan and informed members that there will be a public meeting on Thursday 9th August at the Parish Centre in Blandford which will commence at 7.30pm.

The meeting closed at 8.51pm.

Gillingham Town Council

Allotments and Burials Working Party

**Notes of the meeting held on
Monday 30th July 2018 at 7.30pm**

Members Present: Cllr Mrs Donna Toye (Lead Member), Cllr Rupert Evill, Cllr Alan Frith, Cllr P Harris, Cllr Mrs Su Hunt, Mr Simon Dobie (Works Manager) and Mrs Julie Hawkins (Committee Clerk).

Also Present: Mr Matt Haig, Gillingham Allotment Association Representative.

Apologies: Cllr Mrs Belinda Ridout.

- 1. To agree a lead member for the Allotments and Burials Working Party for 2018-2019**
Following a discussion Cllr Harris proposed that "**Cllr Mrs Donna Toye should be the Lead Member of the Allotments and Burials Working Party for 2018 - 2019**". Cllr Evill seconded and the vote was unanimous.

2. ALLOTMENT MATTERS

Cllr Mrs Toye welcomed Mr Haig to the meeting.

- a. To receive a report from Mr Nick Jones, Acting Manager of Orchard Park Garden Centre regarding the future of Park Farm Allotment Gardens.**

Mr Jones did not attend the meeting and no report had been submitted regarding the future of Park Farm Allotment Gardens. It was agreed that a letter should be sent to Blue Diamond (the owners of Orchard Park Garden Centre) requesting a meeting to discuss the future of the allotment gardens - please see item 4f.

- b. To receive the Minutes of the Gillingham Allotment Association (GAA) meeting held on 17th July 2018.**

Cllr Harris informed the working party that he had attended the meeting on 17th July and presented the minutes.

Cllr Harris stated that GAA has a desire to install four new taps at the Cemetery Road Allotment Gardens and is currently working towards submitting an application to the council.

Cllr Harris informed the working party that the GAA Minutes state that there will be an Autumn Indoor Meeting of GAA on Thursday 22nd November, however this has been moved to 29th November. Cllr Harris stated that the Minutes also give details of a Summer Barbecue which has been arranged for Sunday 12th August.

Cllr Harris referred to the boundary wall between the Garden of Remembrance and the track to the allotment gardens, and informed the working party that contractors are now on site.

b. To receive the Minutes of the Gillingham Allotment Association meeting held on 17th July 2018 - continued.

Cllr Harris referred to an item raised under 'other business' and informed the working party that following reports of pilfering at the allotments in Cemetery Road, the Chairman of GAA has offered to install a covert ("wildlife") camera.

Cllr Mrs Toye raised concerns over the installation of a camera within a public area and reminded the working party that identifiable imagery is considered as personal data under the GDPR (General Data Protection Regulation).

Cllr Mrs Toye stated that clarification would be needed as to who would be responsible for the images under GDPR legislation.

Mr Haig informed the meeting that he has had an allotment for four years and this was the first year he had experienced problems of pilfering. The main loss to tenants has been strawberries.

Cllr Harris suggested that GAA monitors the situation and reports back to GTC if there are any more instances.

Cllr Mrs Toye suggested that GAA could keep a log of instances.

Mr Haig agreed with the suggestions and asked if the PCSOs could make regular visits to the allotment gardens.

The committee clerk referred to the 'data protection code of practice for surveillance cameras and personal information' published by the ICO and made the following statement:

When using, or intending to use surveillance systems, organisations need to consider their obligations in relation to the Freedom of Information Act 2000, the Protection of Freedoms Act, the Human Rights Act 1998 (HRA) and the Surveillance Camera Code of Practice issued under the Protection of Freedoms Act.

Where cameras monitor public space, such as the allotment gardens, the recording cannot be considered as being for a purely personal or household purpose which means that individuals will have to ensure that its use is legitimate under GDPR.

Using surveillance systems can be privacy intrusive. They are capable of placing a large number of law-abiding people under surveillance and recording their movements as they go about their day-to-day activities. The fact that it is possible, affordable or has public support should not be justification for processing personal data. The Code of Practice states that you should also take into account the nature of the problem you are seeking to address; whether a surveillance system would be a justified and an effective solution, whether in the light of this, its use is a proportionate response to the problem. A privacy impact assessment will need to be carried out to determine this.

To conclude, the allotments are public land and therefore the use of cameras in this location would fall under GDPR and in this instance it is highly unlikely that a surveillance system would be a justified and effective solution.

Cllr Harris stated that he would be attending the next Gillingham Allotment Association meeting on 4th September 2018.

c. To receive a request from Gillingham Allotment Association (GAA) for an amendment to Rule No. 13 to allow bonfires all year at Cemetery Road Allotment Gardens.

The committee clerk informed the meeting that the following request has been received from GAA:

'Extension of permission for bonfires at Cemetery Road Allotments to the whole year. We have had bonfires through the winter months very responsibly, and with no adverse response or comments, and see no reason why permission would not be extended to the summer months. We have a serious recurring problem with potato blight at Cemetery Road: one reason for this is that we cannot burn infected material as the Royal Horticultural Society recommends'.

Mr Haig outlined the reasons behind the request and explained that in recent years there has been a problem with potato blight. Mr Haig explained that potato blight will spread rapidly and the most effective way to deal with blight is to burn the spores.

Cllr Harris stated that in his opinion bonfires are not friendly to neighbours and therefore he did not agree with a blanket change of the rules, however he stated that if something specific arises then GAA could make a request to GTC for a one-off bonfire.

Cllr Mrs Hunt reminded the working party that in the past the Working Party has discussed the issue of bonfires at length and the current rules and regulations were agreed with a long list of conditions to protect local residents, in particularly the residents of King Edmund Court which adjoins the site.

Mr Haig stated that there will not be the need for many bonfires.

Cllr Frith raised concerns over the current dry weather conditions and stated that bonfires may need to be suspended during dry spells.

Following a discussion, it was agreed that the rules should be amended under Agenda Item 4a and the following condition added:

During the summer, in extreme conditions, applications (via telephone) for bonfires may be made to Gillingham Town Council with full justification, e.g. blight.

d. To receive a request from Gillingham Allotment Association for an amendment to Rule No. 8 regarding the use of weed-killer.

The committee clerk informed the meeting that the following request has been received from GAA:

'We think it would be sensible if permission to spray weed-killer, and supervision of spraying could be delegated by GTC to the GAA Chair/Committee members, who can be more actively involved than busy GTC officials'.

Mr Haig outlined the reasons for the request.

Cllr Mrs Toye reminded the working party that Gillingham is a pollinator friendly town and the use of weed-killer should not be encouraged.

d. To receive a request from Gillingham Allotment Association for an amendment to Rule No. 8 regarding the use of weed-killer - continued.

The committee clerk informed the working party that not all tenants are members of GAA and the following rule is currently in place:

'The Council would like all allotment holders to garden organically. The use of chemical weed killer, which can be purchased over the counter, may be allowed on request, at the discretion of the Town Clerk, and in accordance with The Control of Pesticides Regulations (amended) (1997) which places responsibility on anyone who uses or stores pesticides to ensure all reasonable precautions to protect the health of humans, creatures and plants, safeguard the environment and avoid the pollution of water. This includes the use of fungicides, pesticides and insecticides.'

Cllr Harris stated that any permission needs to be between the landlord and the tenant and therefore the town council has no legal authority to delegate supervision.

Following a discussion Cllr Harris proposed that **'a recommendation is made to the General Purposes Committee that Rule number 8 remains un-changed'**, Cllr Frith seconded, the vote was unanimous.

e. To receive a report on the access track to the Cemetery Road Allotment Gardens and make recommendations thereon.

The committee clerk reminded members that in February 2018 the working party had considered a request from GAA for the allotment track at Cemetery Road to be resurfaced. The request was referred to the General Purposes Committee held on 5th March 2018 and the following decision is recorded under Minute No. 274a:

'The track leading to the Cemetery Road Allotment Gardens is not resurfaced. Consideration is given to amending the Allotment Rules and Regulations in order to prevent vehicles (including GTC vehicles) using the track between 1st November and 31st March. This will be considered by the committee when the rules and regulations are reviewed and, if agreed, would take affect from 1st January 2019.'

The Committee Clerk outlined the reasons behind the decision.

The Works Manager informed the meeting that new working practices have been implemented to reduce the use of the track by staff members and explained that GTC water bowsers no longer use the track.

Mr Haig informed the meeting that the Chairman of the Allotment Association holds a key to the gate and he has confirmed that the use of the track over the winter period is minimal.

Mr Haig ask if the track could be re-gravelled.

Cllr Harris stated that if the gate is padlocked and there are only two keys (one held by GAA and one held by GTC) then the key holders should make the decision whether or not it is suitable and appropriate for a vehicle to use the track at a given time. Cllr Harris reminded the meeting that the cost of any work to the track will need to be added to the precept.

The Works Manager suggested that a concrete pad, or similar, may be of benefit in the area of the pedestrian gate.

- e. **To receive a report on the access track to the Cemetery Road Allotment Gardens and make recommendations thereon continued.**

Cllr Frith raised concerns that a concrete pad will get covered in mud and may become slippery.

Mr Haig suggested that an alternative to a concrete pad would be the use of grass create.

Cllr Harris stated the importance of using a material which provides grip and will not create a trip or slip hazard.

Following a discussion Cllr Harris proposed that **'a recommendation is made to the General Purposes Committee that GAA investigate the use of alternative surfaces for the area around the pedestrian gate and report the findings to GTC for consideration'**, Cllr Frith seconded, the vote was unanimous.

Following a discussion regarding the possible closure of the track during the winter, Cllr Mrs Toye proposed that **'a recommendation is made to the General Purposes Committee that the track is not closed during the winter and key holders accept responsibility to ensure that informed and relevant decisions are made'**.

Cllr Mrs Toye thanked Mr Haig for attending the meeting on behalf of Gillingham Allotment Association.

Mr Haig left the meeting.

3. CEMETERY MATTERS

- a. **To receive a verbal report on the removal of the spoil heap at the Cemetery.**

The Works Manager informed the working party that the spoil heap in the Cemetery will need to be removed by the end of the year.

The committee clerk informed the meeting that to date there is £1,145.00 in the General Reserve and £2,500.00 in the precept for 2018 / 2019 towards the removal of the spoil heap.

Following a discussion, Cllr Harris proposed that **'a recommendation is made to the General Purposes Committee that the Works Manager obtains quotations for the removal of the spoil heap. Quotations to be presented to the September meeting of the General Purposes Committee'**, Cllr Mrs Toye seconded, the vote was unanimous.

Members discussed the need for additional screening of the cemetery spoil heap. Following the discussion, Cllr Harris proposed that **'a recommendation is made to the General Purposes Committee that the Works Manager obtains quotations for fencing to screen the spoil heap. Quotations to be presented to the September meeting of the General Purposes Committee'**, Cllr Mrs Hunt seconded, the vote was unanimous.

- b. To receive a verbal report on the paths in Gillingham Cemetery and the Garden of Remembrance.**

The Works Manager outlined several issues regarding the paths and Yew Trees in Gillingham Cemetery and the Garden of Remembrance. .

Following a discussion, members agreed to hold a site meeting at the Garden of Remembrance on **Wednesday 1st August at 5.15pm**. It was agreed that the Tree Warden should be invited to attend.

- c. To receive a verbal report on the wild flower areas within Gillingham Cemetery.**

The Works Manager explained that this is the second year of the wild flower area and the area is looking good. He informed the working party that the area has recently been cut and the grass has been removed. As the grass grows, access paths to the war graves will be mown.

- d. To consider new signage at Gillingham Cemetery.**

Members discussed the use of the 'Love Where You Live' Logo and the 'Pollinator Friendly' Logo. Further information will be presented to the General Purposes Committee in September.

4. ADMINISTRATION

- a. To review the Cemetery Rules and Regulations.**

Following a discussion, Cllr Harris proposed that **'a recommendation is made to the General Purposes Committee that the Cemetery Rules and Regulations for 2019 - 2020 remain unchanged'**, Cllr Evill seconded, the vote was unanimous.

- b. To review the Rules and Regulations for Grave Diggers.**

Following a discussion, Cllr Harris proposed that **'a recommendation is made to the General Purposes Committee that the Rules and Regulations for Grave Diggers for 2019 - 2020 remain unchanged'**, Cllr Mrs Hunt seconded, the vote was unanimous.

- c. To receive a report following an inspection and risk assessment at Cemetery Road Allotment Gardens on 13th July 2018.**

The contents of the report were noted.

- d. To receive a report following an inspection and risk assessment at Park Farm Allotment Gardens on 13th July 2018.**

The contents of the report were noted.

- e. To review the Tenancy Agreement for the allotment gardens at Cemetery Road.**

Following a discussion, Cllr Harris proposed that **'a recommendation is made to the General Purposes Committee that the following addition is added to rule No. 13 of the 2019 Tenancy Agreement for the allotment gardens at Cemetery Road: *During the summer, in extreme conditions, applications (via telephone) for bonfires may be made to Gillingham Town Council with full justification, e.g. blight*'**. All other rules to remain unchanged', Cllr Evill seconded, the vote was unanimous.

4. ADMINISTRATION - continued

f. To review the Tenancy Agreement for the allotment gardens at Park Farm.

Members discussed the future of Park Farm Allotment Gardens and whether or not it would be beneficial for the future management of the allotments to be passed to Blue Diamond (the new owners of Orchard Park Garden Centre). It was agreed that a meeting should be arranged with Blue Diamond to discuss the matter further.

Following a discussion, Cllr Harris proposed that **'a recommendation is made to the General Purposes Committee that the 2019 Tenancy Agreement for the allotment gardens at Park Farm remains unchanged. A meeting is arranged with Blue Diamond to discuss the future of the allotments at Park Farm'**, Cllr Mrs Hunt seconded, the vote was unanimous.

5. FINANCE

a. To review the Cemetery Fees for 2019 / 2020.

Following a discussion, Cllr Evill proposed that **'a recommendation is made to the General Purposes Committee that the Cemetery Fees for 2019 / 2020 remain unchanged'**, Cllr Harris seconded, the vote was unanimous.

b. To review the allotment rents.

The Committee Clerk informed the meeting that the rents for 2018 are as follows:

Half an allotment at Cemetery Road measuring approximately 58m² - £20.00
Full size allotment at Cemetery Road measuring approximately 120m² - £35.00
Allotment at Park Farm measuring approximately 50m² - £20.00

Cllr Harris asked for a break-down of expenditure involved in running the two allotment sites to establish whether or not the allotment rents cover the costs.

Following a discussion, Cllr Evill proposed that **'a recommendation is made to the General Purposes Committee that the allotment rents for 2019 remain unchanged'**, Cllr Mrs Hunt seconded, the vote was unanimous.

Cllr Frith Proposed that **'a recommendation is made to the General Purposes Committee that the working party establish the running costs of the two allotment sites'**, Cllr Harris seconded, the vote was unanimous.

c. To consider any items for inclusion in the Precept for 2019 / 2020.

Other than the items previously discussed, there were no items for consideration at this time.

6. To agree future meetings of the working party.

a. To agree a date for working party site visits in September.

It was agreed that a site visit should take place on Wednesday 12th September at 7pm. Members wishing to attend should meet at the Cemetery Chapel.

b. Date of next meeting.

It was agreed that the next working party meeting will be held on 19th September at 7.30pm in the Jubilee Room.

RECOMMENDATIONS:

ALLOTMENT MATTERS

- a. A letter is sent to Blue Diamond, the owners of Orchard Park Garden Centre requesting a meeting to discuss the future of the allotment gardens.
- b. GAA investigate the use of alternative surfaces for the area around the pedestrian gate at Cemetery Road Allotment Gardens and report the findings to GTC for consideration.
- c. The track is not closed during the winter and key holders accept responsibility to ensure that informed and relevant decisions are made.

CEMETERY MATTERS

- d. The Works Manager obtains quotations for the removal of the spoil heap. Quotations to be presented to the September meeting of the General Purposes Committee.
- e. The Works Manager obtains quotations for fencing to screen the spoil heap. Quotations to be presented to the September meeting of the General Purposes Committee.

ADMINISTRATION

- f. The Cemetery Rules and Regulations for 2019 - 2020 remain unchanged.
- g. The Rules and Regulations for Grave Diggers for 2019 - 2020 remain unchanged.
- h. The following addition is added to rule No. 13 of the 2019 Tenancy Agreement for the allotment gardens at Cemetery Road:

During the summer, in extreme conditions, applications (via telephone) for bonfires may be made to Gillingham Town Council with full justification, e.g. blight'. All other rules to remain unchanged.

FINANCE

- i. The 2019 Tenancy Agreement for the allotment gardens at Park Farm remains unchanged.
- j. The Cemetery Fees for 2019 / 2020 remain unchanged.
- k. The working party establish the running costs of the two allotment sites.

Closure. *The meeting closed at 9.30pm*

APPENDIX B

Gillingham Town Council

Estate Management Working Party

Update – August 2018

1. Extreme Weather Conditions

During the recent heatwave large cracks have appeared on many of our open spaces and we have had to put up warning signs in case of injury.

The cracks have appeared around the newly planted trees, especially the Poplar trees on Ham Farm. It is very likely some of these trees will fail as a result. The cracks around the trees have been filled with topsoil which is then watered; however, there is only man hours to water the trees once a week.



The bow top rail fencing at The Gillings play area at Wyke has become wobbly during the dry weather and may have to be removed if it becomes too bad. Likewise, there is a similar problem with benches and seats. All of which are being monitored and, if necessary, will be removed to prevent any accidents.

2. Tree Works

Rolls Bridge. Advice from arboriculturalist, as follows:

"No works are necessary to the two Aspens east of No.19 Foxglove Close. Yes, they will cast a little shade into the rear garden of No.19 in the morning but nothing unreasonable. Of greater concern is the unexplained death of 2 Grey Alders and the decline of a third east of No.18 Foxglove Close. The two dead trees will need to be felled before becoming unstable." TPO consent has been applied for to fell the dead trees; however, these trees may be dealt with under "dead and dangerous exception process". A quotation has been received for this work for a sum of £185

Shires Gate. 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. The work required is above head height and will need to be done by a contractor. TPO Consent is not required for this work. A quotation for this work has been received for £240.

3. Green Flag

The results of the judging have been received. The sites achieved above average scores and the overall comments by the judges were very favourable. Four members of the grounds team attended a Green Flag presentation in Barry, South Wales on 18th July. There has been widespread press coverage of this success in the local papers.

4. South West in Bloom – Pennant Award

Cllr Mrs Ridout and Deputy Town Clerk completed the portfolio that the judge, Mr Price, required before he visited on 20th July. A tour was designed in advance and included three

'It's Your Neighbourhood' entries: Wesley Garden, Friends of Gillingham Station and Milton-on-Stour Primary School. The tour included a brief visit to Thorngrove Garden Centre - a not-for-profit organisation that provides training opportunities in horticulture and catering for those with learning difficulties. The garden centre has supplied some of the bedding plants used in the Town Council's displays and supplied plants for some of the 'It's Your Neighbourhood' entries.

It was explained at the beginning of the visit that the Town Council had been encouraged to enter the South West in Bloom Competition by a local resident; however, this could only be achieved if the community was involved. Earlier in the year Cllr Mrs Ridout encouraged schools, churches and voluntary organisations in the town to enter their gardens and planted areas. The response was surprising and ten community entries were received, some of which were of a very high standard indeed. This positive response enabled the fledgling volunteer group – Gillingham in Bloom - to show case the town as part of the larger South West in Bloom Pennant Award. These competitions are free to enter and do much to encourage community pride and wellbeing.

The town council's grounds team helped volunteers to tidy the judging route of weeds/litter. Gillingham Litter Pickers were busy litter picking ahead of the judge on the day of judging to make sure the town was as litter free as possible. Many thanks to all those who helped to make the town look so tidy. The articles published in the press (see attached) will help to generate more volunteers to join the Gillingham in Bloom group.

The judging day went well and the judge commented that it was one of the best pennant entries he had judged. The result of the judging will not be known until 4th October when there will be a presentation day at Westlands in Yeovil.

5. South West in Bloom – It's Your Neighbourhood

Seven of the ten entries were judged independently of the Pennant Award: Gillingham Youth Foundation (HiPP!!Bones and 2nd Gillingham Brownies), Town Meadow (Town Meadow Group, Topsie Rabbit, Gillingham Gardening Club) Gillingham Primary School, Gillingham School (lunchtime gardening club), Wyke Primary School, Rawson Court (residents) and the Methodist Church. We hope that the experience will encourage these groups to enter again next year. The results of the judging will not be known until 4th October.

6. Sponsorship for flower beds 2018



Gillingham and Shaftesbury News kindly agreed to take a photo of the planter with the sponsor, the Mayor and Mostyn Coombes. An article should appear in the August edition of the newspaper. South West Packaging have kindly agreed to pay for the bedding plants for this planter next year.

Photo: The Mayor with Ben Spicer of South West Packaging.

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

GANG have been busy working on the improvements to Frog Hollow and have kindly funded the work together with a grant of £1,300 from Dorset County Council. GANG have done a fantastic job to improve this area, especially during all the very hot weather.

GANG has also been successful in securing a grant from the Tree Council for a Community Orchard at Shires Gate to be planted during National Tree Planting Week at the end of November.

There is a ditch running along the western boundary of Shires Gate which is ineffective and needs to be sorted out before the orchard is planted. This work needs to be done in September/October.

As per last year, scything will be carried out again this year on the middle section of Shires Gate.

8. POS Barnaby Meadow

Complaints regarding youths swimming in the River Shreen were dealt with directly via the General Purposes Committee in July. The situation is being monitored. All complaints regarding this public open space will be referred direct to Cllr Von Clemens.

9. POS Lower Lodden

A 'Teenzone' goal end has been erected by town council grounds staff in July on the kick-about area at Lower Lodden Meadow. We hope that this will deter football from being played in the Wren Place play area on the adjoining open space at Ham Farm.



10. POS adjoining Maple Way

As agreed previously a letter was sent to residents about goal ends and a trampoline being sited on a small piece of one space surrounded by terraced housing. The residents were given a week to remove the play equipment (Friday, 20th July). A couple of residents responded, one letter was very constructive. The Mayor, Cllr Mrs Hunt, will visit/respond to residents.

11. HB Bashing

The Town Council's ground staff have removed Himalayan Balsam where found on all our open spaces with river access.

12. Roundabout – Maintenance

The roundabout on Shaftesbury Road has a new sponsor. It is no longer maintained by Orchard Park. Dorset Countryside/DCC Highways, have asked if GTC will consider extending the current SLA for highway grass verge cutting to include the roundabout.

"It is 600m² so if it is all grass, £102 per year but I know there are some boxes on it which you may or may not wish to plant up as per the others in the town, I'm sure we can come to an arrangement."

In the past the Town Council was led to believe that under the sponsorship scheme the appearance of our roundabouts would be improved, but this has never happened. No decision on whether to maintain the roundabout has been made.

Mark Fortune Commercial Manager, Corporate Development, Chief Executives Department at Country Hall has commented on 12th April:

“Dorset County Council’s policy is also to reduce the maintenance requirements of all assets (including green infrastructure) in light of the significant cuts to local authority budgets over the past few years and so we are generally not in favour of adding planters or bedding plants to roundabouts due to the additional maintenance requirements. In addition, adding any structure to a roundabout would require a safety assessment by our Road Safety Team to ensure that there is not any road safety issue raised by adding structures onto our roundabouts.

Despite, all of this we are keen to enhance roundabouts where possible, and are currently working with ‘Wareham in Bloom’ to enhance one of the roundabouts in Wareham. They are supplying the cost of removing the vegetation and soil and adding stone and gravel to the roundabout and then adding a central feature (a traditional wooden clay cart) to the roundabout which will act as a gateway to the town. Our landscape team have developed the design to meet any road safety requirements and we are supplying the traffic management and limited planting.

It could be that once the Wareham site is completed we can send you over some information/photos and this could be something you could duplicate. In addition, Orchard Park Garden Centre, may be willing to supply the plants and materials as it would enhance their roundabout.”

13. Walking Festival

Hardings Park and the open spaces at Upper Lodden Meadow, Lower Lodden Meadow and Ham Farm will be promoted as part of the Walking Festival with a walk on Wednesday, 5th September starting at 6pm. There will be a treasure trail for young children along the way. Walk leader: Clare Ratcliffe and members of the Land Management Working Party.

14. Date of Next Meeting

To be decided. Suggest: either Thursday 20th or Thursday 27th September. Starting at 9.15am.

15. Recommendations

- **To coppice 2 no. multi-stemmed Ash / Willow trees and crown lift branches rubbing boundary wall at POS Shires Gate to afford 1m vertical and lateral clearance on POS Shires Gate to rear boundary of no. 26 Horsefields at a cost of £240 ex VAT to be funded from budget no. 3.19 – Tree surgery/Annual Tree Planting.**
- **To fell Alder trees at Rolls Bridge by section to retain a 0.5m stump at base, brushwood to be chipped on site and timber cross cut and stacked at base of tree for a cost of £185 ex VAT to be funded from budget no. 3.19 – Tree Surgery/Annual Tree Planting.**
- **To investigate the ditch on the western boundary of POS Shires Gate (adjoining tennis court site) and, if necessary, obtain quotations to improve drainage in this area prior to planting the community orchard.**
- **To defer discussions regarding roundabout maintenance at Shaftesbury Road to the next Estate Management Working Party meeting to be held in September.**

Notes of the Traffic Management Working Party held on Wednesday, 1st August, 2018

Those present: Cllr Belinda Ridout, Cllr Mike Gould, Cllr Mick Hill, Cllr Val Potheary, PCSO Nicola Fear, Roger Bell Community Highways Officer

- 1. Apologies:** Cllr Su Hunt, Cllr Barry Von Clemens and Cllr David Walsh
- 2. Action/updates from Working Party meeting of 14th June, 2018**
 - **King's Chase** – keep clear emergency access (knock down bollards). No response from Vernon Phillips, DCC or Persimmon. **Action:** Cllr Ridout to contact Mark Gay DCC, 0771746319
 - **Le Neubourg/Station Road junction** - No response from ASDA about opening up their corner pedestrian access gate. **Action:** Cllr Ridout to follow up.
 - **Bay Road – Hill Brush development (Mere) construction traffic** – following concerns raised about construction traffic using Bay Road, Cllr Ridout contacted Steve Savage, Transport Development Liaison Manager, DCC. The Reserved Matters application (Wiltshire) includes a draft Construction Method Statement (CMS), which indicates that traffic to and from the development (particularly deliveries) must avoid local lanes south of the construction site access. Traffic to be restricted to roads north of the construction site access, which includes Shaftesbury Road which leads into Mere from Bay Road. Steve Savage confirmed that Dorset Highways would not be able to enforce a CMS because they are not the highway authority involved and suggested contacting WCC or the developer, C.J.Fry. David Lohfink, C.J. Fry, responded and spoke with Cllr Walsh but nothing could be done at this late stage. Something to bear in mind with future 'across the border' development.
 - **Progress of TRO request for single yellow line at Wyke** (from the pedestrian crossing to the bend). Vanessa Penny, Dorset Highways confirmed that the request is still on the 'list' but required a ranking form and plan to determine where the scheme should sit in the list of priorities. **Action:** Cllr Ridout to follow this up with Rolly Skeats, Dorset Highways. **Roger Bell** can help with ranking the project.
 - **St Martin's Grange – concerns re parking on Fernbrook Lane.** A letter has been sent to the new in post manager and awaiting a reply. Nicola Fear (PCSO) confirmed that they have monitored the situation but not found any significant problems. It is a 30mph area and due care should be taken when driving along Fernbrook Lane. **Action:** Cllr Ridout to respond to the resident.
 - **Request to refresh markings at School Lane/Road** – Roger Bell advised the Police

to contact Parking Services (Paul Hutton) who have a budget for refreshing road markings.

- **Waitrose bus stop parking**– Roger Bell reported that Parking Services have been closely monitoring and the situation has greatly improved.

3. **Wyke Road - resident request for double yellow lines between Clarendon Close and Brewery Lane to improve vehicle access from Brewery Lane onto Wyke Road.** (see letter attached) It was agreed that when considering such a scheme it is necessary to think of the whole community involved. After lengthy discussion it was recommended to make a request for a temporary TRO, a single yellow line, along the whole length from Brewery Lane to Lydford's Lane, restricting parking between 8am and 6pm, which would allow parking in the evening/overnight by local residents. Noted that Parking Services work till 7pm. TRO's cost in the region of £3000 but any complaints received during the consultation process could increase costs to up to £10,000. It was noted that Blue Badge holders are permitted to park on yellow lines and temporary parking is allowed, for example, to off-load. **Action: Cllrs Gould and Hill** to speak with the resident about the proposed recommendation.

Build-out/prioritisation at Brewery Cottages, Wyke Road. It was agreed to recommend that a request is made to Rolly Skeats, Dorset Highways for a build out (prioritisation scheme). This was last considered by the TMWP in 2013, when the request was declined because the scheme did not fit with Highways criteria.

4. **SID (Speed Indicator Device)** – Cllr Ridout explained the outcome of a meeting between Rob Camp, Safety Travel Officer, County Hall, the Town Clerk and Simon Dobie (GTC). See attached report and recommendations agreed by the TMWP, who were not in complete agreement with Rob Camp's recommendations, particularly as GTC wholly funded the SID. It was agreed to make the recommendation to keep all 5 SID pole locations because it was considered that SID's, when fully functional, are a significant deterrent to speeding. To relocate posts on Wyke Road and New Road as advised. It was agreed that to convert to solar power would be beneficial and reduce the man hours checking and changing batteries. Simon Dobie confirmed that this arrangement would be easier to cope with as it would just involve moving/fixing up the SIDs every 6 weeks. **Action: Cllr Ridout** to ask for more detail as to why the pole locations at Shaftesbury Road and Bay Road and the fixed second-hand SID at Bay Road are no longer considered suitable, given the fact that DCC re-assessed all pole locations and offered the second-hand SID to GTC in 2014.

5. **Bay Road - traffic and safety.** An email from a local resident was discussed at length. Roger Bell confirmed that there have been no recorded serious accidents since the Bay bridge prioritisation scheme and footway was installed 5 years ago. Overgrown vegetation has been removed. A traffic survey conducted in February 2018 by DCC on behalf of the GTC did not highlight significant speeding in either direction along

Bay Road, although traffic volume had significantly increased since the last speed surveys conducted October 2013. **Action:** It was agreed to put together a formal statement with Roger Bell to answer anyone making representation about the safety of the scheme. **Cllr Ridout** to reply to the resident.

6. **Barnaby Mill – traffic volume and speed** – a letter received from residents of Barnaby Mill re traffic, volume and speed, was discussed at length. **Action: Police** to liaise with the management re their concerns. Residents to be advised that although Highways do not condone mirrors, there is nothing stopping residents seeking permission from the householder to erect a mirror opposite the private road.

7. **Shaftesbury Road – speeding/light jumping** - following concerns raised by a Shaftesbury Road resident at a recent council meeting, it was agreed that speeding and light jumping is a police matter. The Police confirmed there is no *safe* place to park up on Shaftesbury Road to conduct a speed survey, whether by the hand-held gun or van. **Action: Police** to request late evening speed monitoring along Shaftesbury road. **Cllr Ridout** to respond to the resident.

Noted that with the new traffic proposals for Gillingham (see item last item under AOB) it might be a good time to push for Automatic Number Plate Recognition ANPR/speed cameras installed on any new traffic lights. Blandford funded their speed monitoring devices. **Action: Cllr Ridout** to contact Andrew Bradley, Dorset Highways.

8. **PCSO updates/new items:**

- **Hardings Lane** - the yellow box is working well. Concerns have been received re parking further down Hardings Lane, particularly at school pick up times. **Action: Roger Bell** to remind parking Services to visit site on a regular basis. **Cllr Ridout** to respond to the resident.
- **Knoll Place off Wessex Way** – concerns received about parking along Wessex Way, particularly opposite the Knoll Place junction with Wessex Way. **Action: Police** to continue to monitor and check who owns the parked vehicles. **Roger Bell** to investigate the situation.

9. **AOB**

- **Request to upgrade zebra crossing on Wyke Road to a light controlled crossing (Pelican crossing).** Noted that a previous request for a pelican crossing at Wyke was turned down because it didn't meet strict DCC criteria. **Action : Cllr Ridout** to inform resident. Note: the build out/prioritisation scheme proposal mentioned at point 3 above may have a bearing on the Zebra crossing.
- **Surface dressing Peacemarsh:** to commence in 3 weeks time (end of august). It involves developments off of Peacemarsh Road, e.g. Wessex Way. Holes will be filled and all footways renewed. The work will take approximately 6 weeks.

- **Surface dressing of developments off Shaftesbury Road** – involves all developments along the left hand side, including King John road, Rookery Close, etc.
- **Milton on Stour** – Post Office Road – ditches to be dug out and grips (dug out trenches) cleared.
- **Cycle Way from Peacemarth to Milton on Stour Primary School** – Roger Bell to meet with a senior sustainability officer, DCC re the surface cracking. Funding the repairs may be an issue because the cycleway was never on any County lists.
- **Footway across the Town Bridge**, High Street has been repaired.
- **Note:** any melting road surfaces to be reported asap because they can be 'dusted' to make them safe.
- **Langham Road** – Cllr Potheary requested SLOW on the road between Langham Church and The Cottage on the corner. Roger Bell to look into installing SLOW with yellow strip lines.
- **Traffic proposal for Gillingham** – Roger Bell reported that a proposal for a new traffic scheme, involving removing the roundabouts and replacing with traffic lights, is currently being drawn up for Gillingham, part of the £2.5m infrastructure award by Government. It will involve Le Neubourg Way/Station Road junction, Newbury roundabout and the railway bridge junction with New Road. It was agreed to invite Andrew Bradley, Dorset Highways to a TMWP meeting to discuss the proposals, to keep the town council fully informed of what is happening.

Meeting closed 6pm.

RECOMMENDATIONS:

1. To make a request for a temporary TRO, a single yellow line, along the whole length from Brewery Lane to Lydford's Lane, Wyke, restricting parking between 8am and 6pm, to allow parking in the evening/overnight by local residents.
2. To make a request to Rolly Skeats, Dorset Highways to consider a build out (prioritisation scheme) for Wyke Road at the pinch point between the old brewery cottages.
3. **SID Recommendations:**
 - a. To keep all 5 SID pole locations because it was felt that the SID, when fully functional, is a significant deterrent to speeding, even if DCC require some locations to be reassessed and relocated. The SID could then be deployed at the location most needed on a 6 week deployment period.

- b. To relocate posts on Wyke Road and New Road as advised by the County Council at a cost of approximately £10 per pole (work carried out by GTC staff). Funded by monies taken from the Traffic Management budget.
 - c. To convert all 5 SID pole locations to solar power at a cost of £100 per pole (work undertaken by DCC), totalling £500. It was agreed that this would be beneficial, as it would reduce the man hours checking and changing batteries and the GTC workforce could better cope with deployment. Funded by monies held in the Traffic Management budget.
 - d. To continue deploying the second-hand SID at Bay Road but to remove when not operational, as advised by the County Council.
4. To invite Andrew Bradley, Dorset Highways to a TMWP meeting to present and discuss the major traffic scheme proposals for Gillingham's main thoroughfare, in order that the Town Council is kept fully informed of intended proposals.

GILLINGHAM TOWN COUNCIL REPORT ON SPEED INDICATOR DEVICES (SID)**Cllr Belinda Ridout****BACKGROUND**

Rob Camp, Safer Travel Officer, and Joe Allen from the County Council, met with Simon Dobie recently to discuss the deployment of the Town Council SID's, both the portable and the fixed. The reason for their visit being to ensure the safety of the volunteers (Council staff in our case) operating on the highway and to refresh best practice guidance. Also, to advise on further training to be delivered to all volunteers and update on Risk Assessments, along with a revised method statement for the activity of safely deploying SIDS. The opportunity was also taken to look at the current number of sites and effective SID deployment periods, which is discussed further below.

At present there are 22 communities involved in SID programmes and the aim is to have a consistent SID Programme throughout Dorset with deployment periods of 4-6 weeks at each site as well as to reassess every historic site to ensure SIDS are not being deployed at inappropriate locations.

Gillingham's current SID situation: Currently the Town Council owns one portable SID which can record vehicle data and one second-hand fixed SID (deployed permanently at Bay Road). There are 5 SID locations: Wyke Road, New Road, Shaftesbury Road, Bay Road and Peacemarsh. Following County Council guidelines, the portable SID is deployed on a 6 weekly rota, moving round the 4 locations of Wyke Road, New Road, Shaftesbury Road and Peacemarsh. The permanent SID at Bay Road is deployed for 6 weeks, then covered for one week (on previous DCC advice).

Unfortunately the move to 6 weekly deployment has brought problems in that the batteries do not last for the 6 week period and have to be checked, which causes extra work for the GTC works staff. Hence the SIDs have not been in operation for some months now. It is recognised that SID's play a vital role in helping to calm traffic. However, the current SID situation in Gillingham does not conform to the County Council's SID Community Programme and requires addressing as soon as possible.

To be able to continue participation in the SID Community Programme, Highways commented and advised as follows:

1. SIDS are not to be placed permanently on the highway, as this is not permitted. The permanent SID at Bay Road is to be removed as soon as possible.
2. 2 of the 5 sites do not meet Highways speed criteria and consideration should be given to disestablishing the sites, which would make deployment easier. (1 SID for a maximum of 3 locations). The 2 sites to be disestablished being Shaftesbury Road and Bay Road. The former being too near the Sydenham's roundabout and the Bay Road site is unsuitable near the bend.
3. If it is decided to have only 3 locations: Wyke road, New Road and Peacemarsh, then it would be necessary to move the Wyke Road pole further along the verge

away from the bend near Wyke Hall and the New Road pole, now obscured by a lamp post, would require moving further along.

4. Consider converting the SID's to solar power. A simple procedure which can be undertaken by the County Council for £100 per post. This would considerably reduce workforce time with checking/charging batteries.
5. Volunteers would be beneficial although utilizing works staff is the best option, if deployments can be managed effectively. Volunteers can be trained by DCC. 2 people are required when working on the Highway.

Costs

1. Posts can be relocated for £10 per hole if carried out by town Council staff, using the existing poles. To install solar units @ £100 each. Work undertaken by DCC.
2. Hi Viz for volunteers/Council staff.

3 Options:

1. Consider the recommendations above (1 - 5) made by DCC to comply with the Community SID Programme.
2. Consider the purchase of another SID (£2/£3000) so that all 5 pole locations can be covered, which would involve Bay Road and Shaftesbury Road locations being reassessed by DCC.
3. Consider disestablishing all SID's sites and withdrawing from the Community SID Programme.

Following lengthy discussion, members of the TMWP were not in complete agreement with Rob Camp's recommendations, particularly as the SID was wholly funded by GTC. It was agreed to find out more information as to why the Shaftesbury Road and Bay Road pole locations and the second-hand SID at Bay Road are now considered unsuitable, given the fact that DCC assessed all the pole locations and offered the second-hand SID to GTC in 2014.

The following RECOMMENDATIONS were agreed:

- To keep all 5 SID pole locations because it was felt that the SID, when fully functional, is a significant deterrent to speeding, even if DCC require some locations to be reassessed and relocated. The SID could then be deployed at the location most needed on a 6 week deployment period.
- To relocate posts on Wyke Road and New Road as advised by the County Council at a cost of approximately £10 per pole (work carried out by GTC staff). Funded by monies taken from the Traffic Management budget.
- To convert all 5 SID pole locations to solar power at a cost of £100 per pole (work undertaken by DCC), totalling £500. It was agreed that this would be beneficial, as it would reduce the man hours checking and changing batteries and the GTC workforce could better cope with deployment. Funded by monies held in the Traffic Management budget No. 8.10.
- To continue deploying the second-hand SID at Bay Road but to remove when not operational, as advised by the County Council.

Report from Gillingham Direct 1st July – 1st August 2018

APPENDIX D

The following matters have been dealt with by Gillingham Direct:

	Issue	Reference No.
1	Vegetation growing over the school sign at Bay Bridge and the hedge at the bottom of Riverside Cottage is hindering the view crossing the bridge.	DCC 1105359
2	Hedge growing over the pavement at Lockwood Terrace.	DCC 1105365
3	River Shreen in the town centre is a milky green colour. Residents concerned that it could be sewerage. (Reported by a resident of Barnaby Mead Flats)	Reported to the Environment Agency - 1627244
4	Over-hanging vegetation rear of Esso Garage, Le Neubourg Way	DCC 1105598
5	Leaning fence caused by rotting posts – Sewerage Pumping Station, Barnaby Mead	Wessex Water Notified. 35379292001
6	Vegetation has grown over the 30mph sign coming into Gillingham on the B3081 near Stock House	DCC 1105805
7	The direction sign on Newbury Bridge is pointing the wrong way.	DCC 1105796
8	Missing bollard on the verge between 5 – 7 Bay Road.	DCC 1105890
9	Vegetation growing over the pavement along Wyke Road between Tregarth and Wyke Court.	DCC 1106088
10	Children damaging trees at Wren Place play area. Reported by a resident.	Reported to the Police – 06-352
11	Damage carried out to the fence at Hawthorne Avenue. Cans and bottles left under the bridge.	GTC aware and reported to the Police.
12	Large hole on the inside bend along Rams Hill – Southbound.	DCC 1106247
13	Report of children playing on the digger hired by GANG at Frog Hollow, Shiresgate and children playing in the gravel.	Reported to Bob Messer, GANG
14	Over-hanging trees and shrubbery along Jubilee Walk and the back of the WC's – High Street car park.	Reported to Mike Coker - NDDC
15	Speeding traffic at Barnaby Mead – residents requesting road humps or something similar.	Referred to GTC Traffic Management Working Party
16	Litter and broken glass around bench and in the river at King Edmund Green.	GTC to clear
17	Complaint regarding the condition of the roundabout at Ham, previously maintained by Orchard Park Garden Centre.	DCC
18	Complaint of over-hanging vegetation Bay Rd blocking visibility to drivers (Gillingham side).	Reported to Roger Bell - DCC
19	Footpath 66 – Pound Lane to Milton on Stour - pedestrian gate off its hinges near the bungalow at Wavering Lane West	MNT41332
20	The footbridge over the river near St. Mary's school is rotting	MNT 41360
21	Water leak on the junction of Pound Lane and Wavering Lane West	Wessex Water notified 35476450001
22	Zebra crossing beacons at Wyke covered by vegetation.	DCC 1107132
23	Hole in the ground at Hardings Park between zip wire and the trees.	GTC will repair
24	Large crack on the grass verge along-side the old A303 at Bourton leading towards Wincanton near the 40 mph sign.	DCC 1107138
25	Many road signs on the Wyke Road are covered by vegetation.	DCC 1107225
26	Vegetation overhanging footpath at the old farmhouse at Lodbourne Green.	DCC 1107282
27	Tree guard (6ft tall) has been removed from the tree at the rear of the Recreation Ground and thrown over the fence onto the verge.	GTC/Police

28	A dead deer at the Turnpike junction on the Gillingham to Shaftesbury Road.	DWP DA 82874494
29	Fly-tipping – 2 blue bags and a metal bed frame – Bay Road going out of Gillingham on edge of track.	DWP FT 8344825
30	Fly-tipping – Right hand side just before ford at Colesbrook	DWP FT 83450821
31	Trees over hanging Le Neubourg Way between Wyke Road and Church View.	DCC 1107781
32	The kerb outside 37 Saxon Mead Close has broken away.	DCC 1107785
33	The area outside the parade of shops at Lodbourne is very uneven. Will put DCC in touch with land owner.	DCC 1107786

21 Replacement recycle bins have been collected.

3 Weddings have taken place.