



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, 3rd September 2018**, in the **Jubilee Room, Town Hall, School Road, Gillingham** commencing at **7.35pm**.

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 Mrs S Hunt, Cllr S Joyce,
Cllr Mrs B Ridout, Cllr J Robinson
and Cllr Mrs D Toye.

Non-voting

Members: None.

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

Members of the Press: No member of the Press was present.

In Attendance: Mrs J Hawkins, Town Clerk
Mrs C Ratcliffe, Deputy Town Clerk

The meeting started at 7.35pm due to the overrunning of the Health and Safety Working Party meeting.

329. Apologies.

Apologies were received from Cllr Mrs Cullingford. The Chairman informed the meeting of the reason for the apology, which was duly recorded in the attendance register.

Cllr Von Clemens proposed that "the apology for absence received from Cllr Mrs Cullingford was accepted" Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

GENERAL PURPOSES COMMITTEE – Monday, 3rd September 2018 (continued):

330. To approve the minutes of the last meeting held on Monday 6th August 2018.

Cllr Von Clemens proposed that **“the minutes of the meeting held on Monday 6th August 2018 were approved as a correct record of the meeting”**. Cllr Mrs Beckley seconded and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

The Chairman thanked Cllr Von Clemens for chairing the last meeting in her absence.

331. Questions. There were no questions.

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

There were no declarations of disclosable pecuniary interests declared.

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

a) Allotments and Burials

Cllr Mrs Toye reported that there had been no working party meeting this last month; however, a quotation had been received for the removal of spoil from the cemetery and she requested that this was added to the General Purposes ‘wish list’ for FY 2019/20.

Cllr Toye proposed that **“the quotation for the removal of the spoil from the cemetery at a cost of £1,225 (ex VAT) is included in the General Purposes ‘wish list’ for financial year 2019/20”**. Cllr Evill seconded and the vote was unanimous.

b) Estate Management

Cllr Von Clemens referred to a report that had been emailed to members prior to the meeting and a revised report that was tabled at the meeting. Please refer to Appendix A. In addition, Cllr Von Clemens informed members that an apology letter has been received from the person responsible for the damage to the ring of Willow trees at the bottom of Hardings Park.

The report contained six recommendations, which were taken en bloc as follows:

Cllr Von Clemens proposed:

- that **“a recommendation is made to the Policy and Resources Committee that a suitable replacement tree(s) is purchased to a maximum value of £500 for the open space off Marlott Road and financed from the Tree Planting/Tree Work Budget no.3.19;**
- that **“a solution is investigated regarding the failed fencing at Hardings Park”;**
- that **“a recommendation is made to the Policy and Resources Committee that replacement play equipment is purchased for King John Road play area at a cost of £1,629 (inc delivery ex VAT) and taken from the budget no. 3.12- Play Area running costs”;**
- that **“a recommendation is made to the Policy and Resources Committee that a Tree Condition Survey and Risk Management Plan is undertaken by a qualified arboriculturalist for the closed churchyard at St Mary the Virgin Parish Church for a fee of £200 (ex VAT) to be funded from the General Reserve budget no. 8.07 – Tree Planting/Tree Work”;**
- that **“a recommendation is made to the Policy and Resources Committee that a re-survey of trees in the ‘Higher Risk Zone (Zone 1)’ is undertaken by a qualified arboriculturalist for a fee of £1,650 (ex VAT) to be funded from the General Reserve budget no. 8.07 – Tree Planting/Tree Work.**
- that **“the dog poo bag dispenser designed by a local resident is used on trial at a suitable location on POS Jubilee Fields”;**

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

GENERAL PURPOSES COMMITTEE – Monday, 3rd September 2018 (continued):

333. To receive working party reports for consideration and approval, if available (continued):

c) Festive Lighting

Cllr Mrs Hunt reported that no meeting had taken place this month but a meeting has been scheduled for Thursday, 20th September 2018.

d) Health and Safety

Cllr Robinson reported that the working party had held their first meeting at 7pm prior to the start of General Purposes Meeting.

The working party consisted of: Cllr Robinson, Cllr Mrs Toye, Cllr Von Clemens, the Deputy Town Clerk and the Works Manager. Cllr Robinson was elected as lead member. The working party decided to work towards updating health and safety policies and procedures alongside the development of a staff handbook.

e) High Street Facilities

Cllr Mrs Toye reported that she will be seeking updates and timescales over the coming month.

f) Town Seating and Planted Areas

Cllr Mrs Ridout referred to an update report that had been tabled at the meeting. Please refer to Appendix B.

g) Traffic Management

Cllr Mrs Ridout reported that the working party had not met during the last month; however, a letter had been received from the Milton-on-Stour Village Committee confirming that they still wished to proceed with the Traffic Regulation Order for a 30 mph speed limit throughout the village.

The Village Committee has raised the £500 to match fund the Town Council's grant of £500 to finance the cost of the consultation. The Village Committee are also working hard to raise the required installation costs for the TRO of £3,025. Gillingham Town Council will now need to officially inform DCC Highways to proceed with the TRO consultation.

Cllr Mrs Hunt proposed that **“a recommendation is made to the Policy and Resources Committee that a grant of £500 is awarded to the Milton-on-Stour Village Committee towards the cost of a TRO consultation and that a letter is written to DCC Highways confirming that a TRO consultation is still required at Milton-on-Stour and that the Village Committee continues to fundraise towards the TRO installation costs”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout informed members that she had been handed a note just prior to the start of the meeting regarding speeding traffic issues at Common Mead Lane and was also aware of similar concerns from residents at Maple Way. Both these concerns will be referred to the next Traffic Management Working Party.

334. To agree a working party to investigate a way forward regarding ‘Working Together – non-essential highway works’.

The Chairman asked the Deputy Town Clerk to present this item.

The Deputy Town Clerk gave a brief update on what had been achieved so far under the ‘Working Together – non-essential highways works’ Agency Agreement with DCC. It is essential that a working party is convened to discuss what is required for next year to determine likely costs for FY 2019/20.

GENERAL PURPOSES COMMITTEE – Monday, 3rd September 2018 (continued):

334. To agree a working party to investigate a way forward regarding ‘Working Together – non-essential highway works’ (continued):

Cllr Mrs Ridout proposed that “A ‘Working Together – non-essential highway works’ working party is convened consisting of Cllr Mrs Hunt, Cllr Mrs Ridout, Cllr Gould and Cllr Von Clemens”. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

335. To receive and consider a report from the Deputy Town Clerk regarding roundabout maintenance.

The Chairman referred to a report that had been emailed to members prior to the meeting and asked the Deputy Town Clerk to summarise the report which had resulted from comments received from residents about the poor state of the roundabout at Ham. Cllr Gould and others concurred with the report. The report contained two recommendations.

Cllr Von Clemens proposed:

- that “Gillingham Town Council via the Estate Management Working Party liaise with DCC regarding possible roundabout landscape improvements”, and
- that “a decision of whether Gillingham Town Council includes roundabout landscape maintenance as part of the SLA grass verge cutting is deferred until the outcome regarding roundabout landscape improvements are known”.

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

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

A copy of the Gillingham Direct report had been circulated to members with the agenda prior to the meeting. Please refer to Appendix C.

Members raised several concerns regarding the resurfacing works being carried out in the town, which will be referred to the DCC Surfacing Dressing Manager, Mr S Higgs.

337. Matters Pertinent.

Gillingham Royal Forest Project

Unfortunately, the application made by Dorset Wildlife Trust (DWT) to the Heritage Lottery Fund (HLF) for the Gillingham Royal Forest project has not been successful.

HLF recognised the potential of the project proposal and the high quality of the application. However, there was strong competition from other bids that they felt better achieved HLF outcomes and offered better value for money.

It was specifically noted that the level of landowner support and commitment to the project was not adequate. HLF have left the door open to re-apply but if DWT do so DWT will need to provide stronger evidence of landowner support and landowners would have to sign-up to the project and its conditions.

The meeting closed at 8.30pm

Gillingham Town Council
Estate Management Working Party
Update – September 2018

1. Hardings Park

The young people are still entering farmland adjacent to the recreation ground and litter has accumulated on the boundary, which has been removed by GTC grounds team (see photos below).



The concrete drain cover that was vandalised in this vicinity has been replaced with a plastic cover which has been firmly secured (see photo).

Installation of safer surface around the perimeter of the skate park where the earth bank has eroded with wear will be installed shortly. This should help prevent future erosion.

2. Ham Farm – Chaffinch Chase

The two apple trees planted in a small green space between houses have been damaged; one has been completely severed and the other has had the main stem damaged. These trees cost £25 plus £15 planting kit each. The Willow trees near the play area on the open space also take quite a bit of abuse by young children.



3. Rolls Bridge



The bench which was removed earlier in the summer and been reinstated in a new location away from housing.

4. Common Mead Lane



Opposite: photo of replacement wooden bench to replace the metal blue seat removed from Common Mead Lane to go outside Lidl supermarket. This wooden bench is more appropriate for this location which is in a conservation area.

Opposite: photo of the refurbished metal seat to replace the damaged seat in the garden area at the front of Lidl supermarket.



5. Marlott Road – Split Tree

One of the trees on an open area off Marlott Road has become split. The tree has been removed by GTC staff for health and safety reasons. A suitable replacement(s) will be planted in the autumn. The photos below show the size of the tree and the large split in the trunk.



6. Marlott Road Play Area

The Works Manager met with a supplier of play equipment to discuss replacement play equipment options for the site. Costings will be available at the next working party meeting.

7. The Gillings Play Area

The new safer surface has been installed at the Gillings Play Area by GTC grounds staff.



Above: Before works started



Above: After works completed.

8. King John Road Play Area

A couple of pieces of wooden play equipment have failed. It is proposed that items will be replaced by a timber 'Burma Bridge' and 'timber Monkey Bars' supplied by Playdale to match existing equipment.

9. Play Area Inspections

The Annual Play Area inspections by an independent play area inspector was carried out in July. There were no 'high' risks recorded. The Works Manager will programme in the 'moderate' and 'low' risk work that has been identified in the report.

10. St Mary's Closed Churchyard

The Town Council is responsible for the closed churchyard which includes a few trees. There has recently been concerns from a member of the public about a large Cherry tree to the rear of the cemetery. The tree overhangs several ashes burial plots making it difficult for visiting relatives to tend to the graves. To safeguard the Town Council, it would be prudent if this area was surveyed and included within the Town Council Tree Condition Survey and Risk Management Plan. A copy of the quotation received has been circulated (see attached).

11. Review of Town Council Tree Condition Survey and Risk Management Plan

The original survey work was done in 2015 and it was recommended that all trees in the 'Higher Risk Zone (Zone 1)' were re-surveyed on a cycle of three years and that all trees in the 'Lower Risk Zone (Zone 2)' were re-surveyed on a cycle of every six years. The re-survey of the trees in the 'Higher Risk Zone' are now due. It is estimated that it will take 33 hours to re-survey the trees at a cost of £1,650. A copy of the quotation has been received and made available to members of the working party (see attached).

12. 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 Gillingham Walking Festival with a walk on Wednesday, 5th September starting at 6pm from RiversMeet Leisure Centre. There will be a treasure trail for young children along the way. The walk will be led by Clare Ratcliffe and members of the Estate Management Working Party. RiversMeet café will be open until 6pm that evening to accommodate walkers.

13. Self-Watering Containers

Apparently, these have proved a success. It would be worth considering replacing some of the older planters for this type in the future.

14. Proposed LAP and LEAP at Lodden Lakes

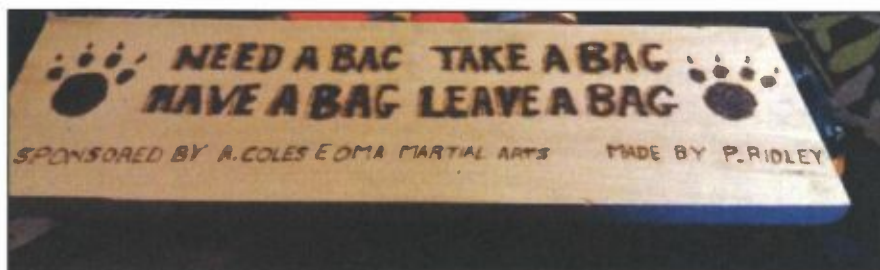
The Deputy Town Clerk, the Works Manager and Cllr Von Clemens met over the summer to review the proposed plans for the Local Area of Play (LAP) and the Local Educational Area of Play (LEAP) at Lodden Lakes. The recommendations for the preferred play equipment, layout and type of surfacing have been reported to the landscape design team working on behalf of the housing developer.

15. Proposed LEAP at Barnaby Mead

The proposed LAP and LEAP at for the new Barnaby Mead housing development have been considered by the working party and comments on the designs have been forwarded to the housing developer.

16. Dog Poo Bag Dispenser

A local resident has made a dispenser for dog poo bags and has requested that this is trialled in Gillingham on one of the open spaces. The idea is that if a dog walker hasn't got any poo bags then they can get one from the dispenser and replace with a new bag the next time they go for a walk. This way the dispenser is self-replenishing. Apparently, the scheme works well in Minehead, Somerset. The dispenser will be available to see at the General Purposes Committee meeting on Monday, 3rd September 2018.



17. Installation of Flag Pole at Upper Lodden

The new full-sized flat pole required for Green Flag purposes has been erected at Upper Lodden.

18. Date of Next Meeting

The next meeting has been scheduled for **Thursday 20th September at 10.30 am.**

19. Recommendations

- That a suitable replacement tree(s) is purchased for the open space off Marlott Road to a maximum value of £500 and financed from budget no. 3.19 - Tree Planting/Tree Work.
- That a solution is investigated regarding the failed fencing at Hardings Park.
- That two pieces of wooden play equipment are purchased to replace failed equipment at King John Road at a cost of £1,629 (inc. delivery ex VAT) to be funded from budget no. 3.12 – Play Area Running costs.
- That a Tree Condition Survey and Risk Management Plan is undertaken by a qualified arboriculturalist for the closed churchyard at St Mary the Virgin Parish Church for a fee of £200 (ex VAT) to be funded from the General Reserve budget no. 8.07 – Tree Planting/Tree Work.
- That a re-survey of trees in the 'Higher Risk Zone (Zone 1)' is undertaken by a qualified arboriculturalist for a fee of £1,650 (ex VAT) to be funded from the General Reserve budget no. 8.07 – Tree Planting/Tree Work.
- That the dog poo bag dispenser designed by a local resident is used on trial at a suitable location on POS Jubilee Fields.

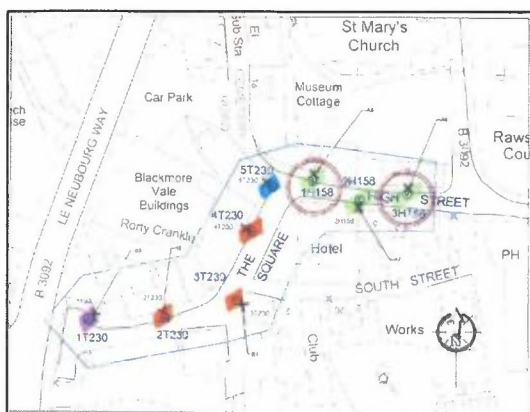
Minute no. 333 (f)

Gillingham Town Council
Town Seating and Planted Areas Working Party
Update Report

Author: Mrs Julie Hawkins, Town Clerk

1. Heritage Lighting

The 7 street lights and 1 wall light (shown on the plan below) in Gillingham Conservation Area have been upgraded to Heritage Lights. This project has now been completed and GTC has received many positive comments from members of the public.



2. Bench and Bin at St. Mary's Church Gate

GTC staff have laid a concrete base and installed the new bench and rubbish bin at St. Mary's Church Gate in The Square. This project has now been completed and GTC has received many positive comments from members of the public.



3. Bench in area adjacent to the Town Bridge

The Town Seating and Planted Areas Working Party will be working with Gillingham School Art Ambassadors during the new school term on a design for a bench in the area adjacent to Gillingham Town Bridge. A report will be made to the General Purposes Committee as soon as further information is available.

Minute no. 336

Gillingham Town Council**Gillingham Direct Report****2nd to 29th August 2018**

The following matters have been dealt with by Gillingham Direct:

	Issue	Reference No.
1	Accident debris on the highway at the Gyllas Way roundabout.	DCC 1107801
2	Abandoned vehicle in Buckingham Road – silver Citroen	DWP AV 83571368
3	Attempted break in at the Garden of Remembrance Old Mortuary building, sometime between 6pm 07 Aug – 7.45am 8 Aug	Police Ref 20180807/430310 55180126464
4	Missed bin collection in Buckingham Road due to parked cars DWP scheduled to return.	DWP
5	Road subsiding heading out of Gillingham opposite the entrance to Wyke Hall.	DCC 1109079
6	Paint spilt on the Shaftesbury Road by a Palletline lorry	DCC Highways Emergency Line

45 Replacement recycle bins have been collected.

1 Wedding has taken place.