



# **GILLINGHAM TOWN COUNCIL**

## **GENERAL PURPOSES COMMITTEE**

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

Minutes of a meeting of the **General Purposes Committee** held on **Tuesday 3<sup>rd</sup> April 2018** in the **Jubilee Room, Town Hall, School Road, Gillingham** commencing at **7.30pm**.

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

**Present:** Cllr B Von Clemens (Chairman),  
Cllr Mrs A Beckley, Cllr R Evill,  
Cllr M Hill, Cllr Mrs S Hunt,  
Cllr S Joyce, Cllr Mrs B Ridout  
and Cllr Mrs D Toye.

**Non-voting  
Members:** Cllr M Gould.

**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 C Ratcliffe, Deputy Clerk/Office Manager.

**Apologies:** Cllr Mrs S Cullingford, Cllr P Harris and Cllr D Walsh.

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Prior to the meeting there was a slide show to illustrate some of the work that has been undertaken by the GTC grounds team over the winter months.

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**281. To approve the minutes of the last meeting held on Monday, 5<sup>th</sup> March 2018.**

Cllr Mrs Ridout proposed that **“the minutes of the meeting held on Monday, 5<sup>th</sup> March 2018, were approved as a correct record of the meeting”**. Cllr Evill seconded and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

**282. Questions.** There were no questions.

**GENERAL PURPOSES COMMITTEE – Tuesday, 3<sup>rd</sup> April 2018 (continued):**

**283. 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.

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

**a) Allotments and Burials**

Cllr Evill, Lead Member, reported that the working party had not met this month and gave a verbal update, as follows:

- Repairs to the Chapel roof have been completed (as seen on the slide show earlier);
- All members of the Town Council had received a letter from the Gillingham Allotment Association (GAA) dated 21<sup>st</sup> March regarding the condition of the entrance track and, in the opinion of the GAA, the repairs required to prevent the track from becoming muddy and rutted. The letter challenged the proposed amendment to the Allotment Rules and Regulations regarding the restrictive access of the track by vehicles during the winter months. The proposal was recommended by the General Purposes Committee on 5<sup>th</sup> March 2018, minute no. 274 (a), and ratified by Full Council on 26<sup>th</sup> March 2018.

Cllr Evill proposed that **“the comments made by the Gillingham Allotment Association in their letter dated 21<sup>st</sup> March were noted and no future action is taken at this time”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

**b) Estate Management**

Cllr Von Clemens, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix A. The report was for information only; there were no recommendations.

Cllr Von Clemens summarised the report and updated members on the following items:

- The sponsored flower scheme has generated £600 towards bedding plants this year;
- A total of three small wildflower areas will be created at Rolls Bridge, Jubilee Fields and Shreen Meadow this summer. The areas will be rotovated by a contractor next week prior to sowing wildflower seeds and wildflower plug plants. It was intended to use weed killer before rotovating to kill off invasive weeds; however, due to the recent bad weather, this was not possible. It will be interesting to see how these areas develop and whether improvements will need to be made next year. In addition, a wildflower lawn is being developed in the closed churchyard at St Mary's Church. This area will be scarified before seeding and planting;
- A quotation for tree work that had been requested by the Works Manager some weeks ago has finally been received. The tree work is required at several open spaces, including the stump work at Gyllas Way which is necessary before planting the new cherry trees. The work required at Rolls Bridge is part of the recommendations made in the Tree Management Plan. All works can be completed in five to six weeks' time at a cost of £1,755. **Note:** the tree work at Rolls Bridge will require TPO Consent before the work can be carried out.

Cllr Von Clemens proposed that **“a recommendation was made to the Policy and Resources Committee to release funds for tree work totalling £1,755 and funded from money held in the tree budget for FY 2018/19”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

**GENERAL PURPOSES COMMITTEE – Tuesday, 3<sup>rd</sup> April 2018 (continued):**

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

**c) Festive Lighting**

Cllr Mrs Ridout, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix B. The report contained two recommendations.

Cllr Mrs Ridout proposed that **“the festive lighting event takes place this year on Friday, 30<sup>th</sup> November 2018”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout proposed that **“a recommendation is made to the Policy and Resources Committee to release funding from budget no. 6.06, Festive Lighting 2018 to pay for the following expenses: reindeer at £836; Mr Merlin at £260; road closure notice at approximate cost of £140”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

**d) Future Workshop Provision**

Cllr Harris, Lead Member, was absent from the meeting. In his absence Cllr Von Clemens reported that letters had been sent to six companies to ask if they would be prepared to do a ‘design and build’ tender for the proposed works depot. Two companies have been selected for this process.

**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 C. The report contained three recommendations.

Cllr Mrs Toye proposed that **“Cllr Robinson is appointed as the Design and Project Manager”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Toye proposed that **“the contractors listed in the report should be asked to tender for the project”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Toye proposed that **“the High Street Facilities working party is instructed to write the project specification and to send the finalised specification out to the approved contractors”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

**f) Town Seating and Planted Areas**

Cllr Mrs Ridout, Lead Member, reported that a site visit had taken place this month and referred to the tabled report. Please refer to Appendix D. The report contained one recommendation.

Cllr Mrs Ridout proposed that **“the Town Council notice board currently located at Rawson Court is removed and replaced with a new notice board positioned to the front of the High Street car park”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout took the opportunity in updating members as follows:

- The refurbishment of the ‘D’ bed is now complete (as seen on the slide show earlier). The contractor has done a good job. The area to the front of the High Street car park has been greatly improved.
- SSE have yet to set a date for the installation of the additional Heritage Lamps to be installed in the Conservation Area of the High Street.

**GENERAL PURPOSES COMMITTEE – Tuesday, 3<sup>rd</sup> April 2018 (continued):**

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

**g) Traffic Management**

Cllr Mrs Ridout, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix E. The report was for information only and did not contain any recommendations.

Cllr Mrs Ridout updated members as follows:

- The recent speed survey undertaken at Bay Road has revealed that eastbound traffic over a seven-day week averages at 964 vehicle movements per day. The average movement of eastbound traffic over a working week is 1075 vehicle movements. The average speed of the traffic is 29.8 mph, just under the 30 mph speed limit for this stretch of highway. There were no significant numbers of vehicles exceeding the speed limit.
- It has been agreed by DCC Highways to install at yellow grid near the ‘hammer head’ turning at Hardings Lane to ease traffic congestion at busy times. This initiative will reduce the amount of roadside car parking by three spaces.
- DCC Highways will start work on an additional pedestrian crossing at Le Neubourg Way/Station Road soon.
- DCC Highways have agreed to install a new pavement between Lydfords Lane and Clarendon Close

A resident, Mr Light, asked to speak. Mr Light was very concerned that the new pavement between Lydfords Lane and Clarendon Close would, in his opinion, result in the main road (B3081) becoming even narrower and a hazard for larger vehicles. Mr Light considered the project a waste of public resources and, instead, the money should be diverted to pay for pot hole repairs.

Cllr Mrs Ridout replied that the pavement request had originally come from the Traffic Management Working Party following concerns about pedestrian safety. After discussion with DCC Highways the solution was to install a pavement using county council funds set aside to improve pedestrian safety. Funding for repairing pot holes comes from another budget.

Mr Light asked if parking restrictions would be put in place once the pavement work was completed.

Cllr Mrs Ridout responded that the Traffic Management Working Party could make recommendations to DCC Highways but the final decision would fall to DCC Highways.

Cllr Von Clemens referred to a letter that Cllr Mrs Ridout had mentioned in her report. The letter had been addressed to the Town Council concerning the poor road surface at Barnaby Mead. Cllr Mrs Ridout, as Lead Member of the Traffic Management Working Party, intended to respond on behalf of the Town Council.

Cllr Mrs Ridout proposed that **“a written response addressing concerns of the poor road surface at Barnaby Mead was undertaken by the Traffic Management Working Party”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

**285. To consider and approve a report on the procurement of large machinery.**

Cllr Von Clemens reminded members that this item had been referred from the previous General Purposes Committee meeting pending further information on the costs of leasing large machinery rather than purchasing out-right.



**GENERAL PURPOSES COMMITTEE – Tuesday, 3<sup>rd</sup> April 2018 (continued):**

**285. To consider and approve a report on the procurement of large machinery (continued):**

The Town Clerk had prepared a report outlining the options available. Please refer to Appendix F. The report contained four recommendations.

Cllr Joyce proposed that **“a recommendation is made to the Policy and Resources Committee that the Town Council do not enter into a contract/lease agreement for a new Kubota 2311”**. 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 Kubota 2311 is purchased at a cost of £17,995 ex VAT and financed from Precept FY 2018/19, precept budget no. 6.04”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

Cllr Joyce proposed that **“a recommendation is made to the Policy and Resources Committee that the sum of £5,985 is set aside for parts and labour costs to allow the front loader and back hoe to be fixed to an existing tractor and financed from Precept FY 2018/19, precept budget no. 6.04”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

Cllr Joyce proposed that **“a recommendation is made to the Policy and Resources Committee that the current John Deere tractor is part exchanged with the purchase of the new compact tractor for an agreed sum of £2,500”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

**286. To consider and approve an update on the Town WiFi Project.**

Cllr Von Clemens reminded members that the Town Council had previously agreed to take the Town WiFi Project forward at a cost of £3,000 (Gillingham's share of the estimated annual maintenance costs) and the amount was included in this year's precept – Budget No: 2.13 (FY 2018/19). The opening date for EU funding to finance the set up and installation costs associated with this project has now been released and, consequently, a firm commitment to the project is now required.

When the project was initially discussed, three north Dorset towns were interested in the project; however, this has since reduced. Blandford and Sturminster Newton have decided to withdraw (Shaftesbury was never interested in the project), which leaves Gillingham to go it alone and incur all the maintenance costs, estimated at £10,000 per year for an initial commitment of three years.

As technology advances, it is not inconceivable that the use of 4G, and possibly 5G in the future, offering greater security, will be the favoured platform for mobile internet access and the need to offer free town Wifi will become obsolete.

Cllr Von Clemens proposed that **“Gillingham Town Council no longer continues with the Town Wifi Project due to foreseeable increased costs and the likely preferred use of 4G/5G”**. Cllr Hunt seconded and the vote was unanimous. **RESOLVED.**

**287. To consider and agree a proposal that the existing four town entrance signs should be replaced with new enhanced signage and funded from money to be set aside in the Precept FY 2019/20.**

Cllr Gould presented a case for the 4 no. existing town entrance signage to be replaced with new enhanced signage during FY 2019/20. The cast aluminium 'welcome' signs, black with gold writing would cost £2,078 each. The style of the proposed signage is compliant with DCC Highways regulations.

Cllr Gould strongly advocated that 'first impressions count'. It is very important to present a positive attitude for residents, visitors and businesses as well as potential new householders and businesses to the town.

**GENERAL PURPOSES COMMITTEE – Tuesday, 3<sup>rd</sup> April 2018 (continued):**

**287. To consider and agree a proposal that the existing four town entrance signs should be replaced with new enhanced signage and funded from money to be set aside in the Precept FY 2019/20 (continued):**

Whist members agreed with Cllr Gould they were concerned about the cost, especially when there has been criticism about the rise in council tax. Would it be possible to source funding from the business community or future housing developers?

Cllr Gould replied that the signage would be of immediate benefit. Waiting for housing developers to contribute may take many years. The business community already contributes to the well-being of the town and there is a danger that asking for substantial financial contributions could have a negative impact. The signage would last for many years and the actual cost spread over the life of the signage, say, 20 years, would be minimal. Many larger companies ‘mystery shop’ a town before making a decision to invest. If Gillingham wants to attract big investment then it will need to create the right image. If the town does match a ‘band’ imagine, future investment will more likely to follow. There are examples of cash positive councils – where council tax has been reduced due to the investments that have been made. There will always be a cost to living in a nice town but the benefits are worth it.

Cllr Von Clemens concluded from the discussion that the majority were in favour of enhancing the town’s entrance signage providing alternative sources of funding are investigated in the first instance.

Cllr Mrs Ridout proposed that **“a recommendation is made to the Policy and Resources Committee that consideration is given for the funding of enhanced town entrance signage when deliberating the precept for FY 2019/18 and that meanwhile alternative sources of funding are investigated”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

**288. To receive Health and Safety matters for consideration and approval.**

Cllr Von Clemens reported that the Site Safety Management System is currently being reviewed and the risk assessments are being updated. A comprehensive risk assessment and safety notes has been completed to cater for volunteers who carry out litter picking, bulb planting and tree planting tasks in the town. A programme of toolbox talks for staff will be drawn up so that topics such as manual handling, use of display screen equipment, minor first aid procedures etc are regularly refreshed.

**289. To receive a copy of the NDDC Balloon and Sky Lantern Release Policy and to consider and agree a similar policy for Gillingham Town Council.**

Following previous discussions about the complete ban of balloon and sky lantern release on town council owned land, the district council has now agreed on a policy. The policy is very clear and can be easily adopted to suit the needs of the Town Council.

Cllr Von Clemens and others presented a very strong case for banning the release of balloons and sky lanterns on council-owned land. Balloons and lanterns have a detrimental effect on the environment and the Town Council should be seen to lead by example and show support for any initiative that protects the environment.

Cllr Von Clemens proposed that **“a recommendation is made to the Policy and Resources Committee that the Town Council adopts a Balloon and Sky Lantern Release Policy”**. Cllr Mrs Hunt seconded and the majority were in favour. Cllr Hill and Cllr Mrs Toye abstained. **RESOLVED.**

**GENERAL PURPOSES COMMITTEE – Tuesday, 3<sup>rd</sup> April 2018 (continued):**

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

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

Cllr Mrs Hunt reported that the water leak at Milton-on-Stour has finally been fixed by Wessex Water.

Cllr Mrs Beckley reported a massive puddle near the pavement by the Dolphin pub. Pedestrians must walk into the road to avoid getting wet. A similar situation occurs by the Clock Shop at Newbury.

**291. Matters pertinent**

- a) **Gillingham Litter Pickers:** This newly formed group will commence their first litter pick on Wednesday, 4<sup>th</sup> April. Litter pickers and protective clothing/equipment are provided. All welcome.
- b) **Licensing Application – Motocorsa Limited:** Residents of Wyke have requested that a Town Councillor attends the Dorset Councils Partnership Licensing Sub Committee on Monday, 9<sup>th</sup> April at South Walks House, Dorchester at 10.30 am, when the application for a new premise licence for Motocorsa Limited will be discussed. Cllr Hill volunteered but another volunteer is needed in case Cllr Hill is not available due to work commitments.

The meeting closed at 8.58pm.

**Gillingham Town Council**

**Estate Management Working Party**

**Notes of the meeting held on Friday 23<sup>rd</sup> March 2018 at 9.30am in the Town Hall**

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

**1. South West in Bloom**

A total of 10 gardens have been entered for the South West in Bloom 'It's Your Neighbourhood – 2018' Award. The Town has been entered for a South West in Bloom Pennant Award and our two Green Flag sites have been entered for the South West in Bloom 'Parks and Places' Award. Judging will take place in June / July.

**2. Sponsorship for flower beds 2018**

This year only nine companies have agreed to sponsor the planters in the town. The sponsorship scheme needs to be revamped for next year to cater for small and larger businesses.

On a positive note, a medium sized company on the Brickfields Industrial Estate has offered to purchase a large self-watering planter and plants. This will be sited at Newbury.

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

During the cold and snow GANG volunteers started work at Frog Hollow, clearing the area of self-seeded Willow saplings in readiness for further work later on in the year.

GANG will be holding a volunteer seed sowing day on Saturday, 14<sup>th</sup> April at Shreen Meadow. The Town Council may hold a similar event later on.

**4. Site Visit - 27 March – Rolls Bridge/Jubilee Fields**

A site visit was made to Rolls Bridge and Jubilee Fields by Cllr Von Clemens, Cllr Mrs Ridout, the Works Manager and the Deputy Town Clerk to agree on areas for wild flower planting, to discuss riverbank erosion and to see the work that has been undertaken this winter.

The Works Manager met with Daniel Griffin of the Environment Agency on 26<sup>th</sup> March to discuss how to mitigate the amount of riverbank erosion at Rolls Bridge/Jubilee Fields and the Right of Way at the back of Tinknells that is being caused by dogs. The Works Manager will be presenting a report with costs to a future working party meeting.

**5. Community Work Days/Litter Pick**

A draft calendar is still being progressed. A volunteer litter picking group will hold its first litter pick on Wednesday, 4<sup>th</sup> April. There has been some preparation work to set up this group, which will fall under the Town Council's insurance, including a comprehensive risk assessment and safety guidance notes.



**6. Marlott Road – Play Area**

Simon Dobie will report on this to the next working party meeting in May.

**7. Tree Planting – General**

The Elm tree planting at Hardings Park with the help of Hedgehog Class at Gillingham Primary School was very successful and the Press Release was well received. The Blackmore Vale Magazine took some lovely photos on the day.

**8. We're Watching You campaign**

The 'We're Watching You' signage is admired by some and vandalised by others. Dog Fouling is a persistent problem not only in Gillingham but also nationwide. The bad winter weather has possibly lead to dog owners being reluctant to pick up after their dogs but nevertheless no excuse. The NDDC Dog Warden contract expired at the end of March. An additional Dog Warden will be employed by Dorset Councils Partnership to cover the North Dorset areas. It could be sometime before we see a dog warden in North Dorset. New ideas to tackle dog fouling will need to be investigated.

**9. Promotion of sites**

Two 'walk and talk' guided walks will be featured in the Gillingham Walking Festival this year to promote the Town Council's green spaces. The Deputy Town Clerk and Works Manager will prepare a route and talk. Hopefully, Dorset Wildlife Trust will help too.

**10. Date of the Next Meeting**

The proposed date for the next meeting is Thursday, 3<sup>rd</sup> May at 9am.

**Gillingham Town Council**

**Festive Lighting Working Party**

**Notes of meeting held on Thursday 15<sup>th</sup> March 2018**

**Author: Mayor's Secretary**

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

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

The working party was advised that the GMS Lions could not provide a gift, equal to the Town Council's quality in previous years, and have withdrawn their request to provide a Father Christmas.

**2. Chamber of Commerce**

The Chamber of Commerce has agreed to donate £500 towards the small Christmas trees and would like personal recognition of this in any written advertisement of the event. The cost of these trees is expected to be £1,500.

**3. Potential Sponsorship**

Kingsmere Surfacing have agreed to part sponsor the reindeer. Gillingham Town Council are waiting to hear from Dorset Hire to see if they will also provide sponsorship. The exact amounts have not been advised.

Farnfields Solicitors has expressed an interest in making a donation for the repair to the festive motif on their building but would like to know the cost before a firm commitment is made.

More local businesses will also be approached by members of the working party.

**4. Lights**

Mr Dobie and Mrs Ezzard met with a representative of a festive lighting company in January. Unfortunately, promised quotes have not been received and Mr Dobie will source quotes elsewhere.

**5. Stage**

Mr Tim Pickford from Dextra has agreed to provide a lorry to be used as a stage free of charge on the 30<sup>th</sup> November 2018.

## **6. Feedback from the Primary Schools**

All four primary schools were contacted prior to the meeting to ask for feedback regarding the possible changes to the 2018 event. Responses from Gillingham Primary and Wyke Primary had been received and these were circulated to members prior to the meeting. Both schools liked the idea of starting the event earlier and the schools singing on the stage as part of Gillingham Area Schools Partnership. As the children would not be taking part in the parade, a suggestion had been received to have a designated area at the Town Meadow for each school to meet before they perform.

## **7. Event Format**

After much discussion, the event format was recommended as follows:

- 5.00pm Children's entertainer will perform on stage for 30 Minutes
- 5.30pm Gillingham Area Schools Partnership will sing on the stage for 25 minutes
- 5.55pm Father Christmas will be accompanied by one child, who will be representing and carrying a lantern from each school, nursery and youth group. They will process along the High Street to the Town Meadow.
- 6.00pm The Mayor and Father Christmas will judge the lanterns and announce the winner followed by switching on the tree lights.
- 6.10pm Children's entertainer will return to the stage for another 30 minutes
- 6.40pm The Gillingham Imperial Silver Band and Community Choir perform carols
- 7.00pm Event concludes

The Anonymous Travelling Market to be situated in the High Street Car Park. Somerset Reindeer will have a fenced off area within the Town Meadow. Coles Fun Fair to be invited to send some attractions. Mr Nick Baker to be asked if he can provide his musical fairground organ.

A press release to be issued in the November local papers to let them know about the new format and the reasons behind the change.

A road closure will be requested 5.00pm – 7.00pm between Barnaby Mead and Chans Chinese Takeaway, and 5.40pm – 6.10pm in School Lane and the High Street.

## **8. Reindeer and Children's Entertainer**

The working party recommended that Somerset Reindeer should be booked at a cost of £836.00 and Mr Merlin the Children's Entertainer should be booked at a cost of £260.00.

## **9. Date of Next Meeting**

Thursday 14<sup>th</sup> June 2018 at 9.00am.

## **10. RECOMMENDATIONS**

- a) To consider and agree the new format of the Festive Lighting Event which will take place on Friday, 30<sup>th</sup> November 2018.
- b) To recommend to the Policy and Resources Committee that funds are released from budget no 6.06, Festive Lighting Event 2018, for the following:
  - To pay for the reindeer: cost; £836;
  - To pay for Mr Merlin: cost £260;
  - To pay for a road closure notice: approximate cost £140.

**GILLINGHAM TOWN COUNCIL**

**The High Street Car Park Facilities Working Party Report**

**Meeting held 21<sup>st</sup> March 2018 at 7.00pm, Jubilee Room, Town Hall.**

**Author: Cllr Mrs Donna Toye**

**Present:** Cllr Mrs Donna Toye (Lead member)  
Cllr Mrs Su Hunt, Cllr Mick Hill, Mrs S Dobie- Town Clerk

**Apologies:** Mr S Dobie (Works Manager).

**1. To receive an up-date on the project so far.**

- a) Planning Permission was granted on the 8<sup>th</sup> February 2018. It specifies that the windows shall be metal framed and the doors solid timber (or composite timber). The brick and pointing materials to be used in the repair/infill of the openings permitted within the application will match, in terms of colour, size, shape and texture, those on the existing building. The reason is in the interests of the appearance of the development and in the interests of the conservation area. There is also included a recommendation that consideration be given to use of flood proofing measures to reduce the impact of flooding if or when it occurs. The trees near the application site will require a 211 notification to the Local Planning Authority if any work is required (6 weeks prior to any proposed tree work).
- b) Zurich Insurance Co have amended the 'Restrictive Covenant Indemnity Policy' originally taken out in 2009, to include the words Community and the new policy has been received.
- c) North Dorset District Council have agreed a variation to the 'Right of Way' over the High Street car park and the additional restrictive covenant for alternative use which was part of the transfer clause 15 dated March 2010. The solicitors are drawing up the necessary paperwork.
- d) Farnfields are now drawing up the lease between GTC and Windrose Rural Media Trust.

**2. To discuss the way forward regarding the external and internal refurbishment.**

A site visit was held on Monday 12<sup>th</sup> March at 7.00pm. It was originally intended that the refurbishment of the public conveniences in the High Street would be carried out in-part by the Town Council's grounds team during the winter months. This is no longer possible and a contractor will now need to be employed to carry out the full refurbishment and this will incur additional costs. An additional £10K has been earmarked for this project.



**3. To agree the project and design manager who will provide the specification of work and submit to the General Purposes Committee for approval on behalf of the working party.**

Cllr Robinson informed members that he has a background in managerial and specification work albeit within another industry. He has already looked at the plans and planning permission for the project and volunteered to be the project and design manager. Cllr Robinson said he would write the specification of work to be carried out. Cllrs Mrs Toye and Hill said they would be happy to assist.

**4. To consider and agree a list of contractors for the work.**

It was agreed the following contractors should be asked to tender for the project:

- G. Bashford
- Sheppard Brothers
- P Franks
- WRE Andrews & Son
- Rob Buckley

**5. Recommendations**

- a) That Cllr John Robinson is appointed the design and project manager.
- b) That the contractors listed in the report should be asked to tender for the project.
- c) That the working party is instructed to write the project specification and to send out to the approved contractors.

Minute no. 284 (f)

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**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 3<sup>rd</sup> April 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 Von Clemens, Mr Simon Dobie and Mrs Julie Hawkins.

**1. PURPOSE OF REPORT**

1.1 To consider relocation of the Town Council notice board.

1.2 To receive an update on the refurbishment of the D Bed.

**2. REPLACEMENT OF TOWN COUNCIL NOTICE BOARD**

2.1 Gillingham Town Council's High Street Notice Board is situated outside of Rawson Court in Gillingham High Street.

2.2 The current notice board is made from a UPVC window frame which is difficult to use and is considered to be aesthetically detrimental to the Conservation Area.



2.3 Gillingham Town Council has purchased the following new notice board which conforms with the recommendations of the draft Conservation Area Appraisal document:



2.4 The Working Party held a site visit on 12<sup>th</sup> March 2018 to consider relocating the notice board.

2.5 Members of the working party agreed that a recommendation is made to the General Purposes Committee that the notice board is relocated to the front of the High Street Car Park. This location is easily accessible and there is sufficient space to allow members of the public to read notices safely.

2.6 The photograph below show the proposed location:



### **3. REFURBISHMENT OF THE D BED**

- 3.1 The refurbishment of the D Bed is now complete. Work was completed on time and within budget.

Before:



After:



### **4. RECOMMENDATION**

- 4.1 That the Town Council notice board currently located at Rawson Court is removed and replaced with a new notice board positioned to the front of the High Street Car Park.



Minute no. 284 (g)

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**Gillingham Town Council**

**Notes of the Traffic Management Working Party  
Held on 27<sup>th</sup> March 2018**

**Author: Cllr Belinda Ridout**

Present: Cllr Belinda Ridout (Lead Member), Cllr Val Potheary, Cllr. David Walsh,  
Roger Bell - Community Highways Officer.

Apologises: Unfortunately, PCSO's not able to attend.

**1. Actions from Working Party meeting of 24<sup>th</sup> January 2018**

- a) Speed survey results – Bay Road, 19<sup>th</sup> – 25<sup>th</sup> February 2018.** The results show that of the 85<sup>th</sup>tile (less 15% of drivers that are going to speed whatever) the 7-day average speed Eastbound & Westbound was 29.8mph. The 7-day average mean Eastbound was 24.8mph and Westbound 23.9mph. The 5-day average flow Eastbound: 1075 and Westbound: 1026. The 7-day average flow Eastbound: 964 and Westbound: 929. It was noted that the higher the volume of traffic, the less the speed. Full results are available to view. **Action: Cllr Ridout** to compare results with two previous surveys, undertook in 2013, either side of the bridge and to email results to Steve Savage, Highways, to ensure that up-to-date data is available to him when considering large planning applications in the area.
- b) Hardings Lane** - outcome of meeting with all parties re parking on Hardings Lane. Actions agreed as follows:
- Highways to install an area of yellow hatching on the return bend at the hammerhead area of Hardings Lane, taking out three car parking spaces on the leisure centre side. This does not require a Traffic Regulation Order and therefore can be installed almost immediately.
  - Cllr Monksummers to speak with the Football Club re use of the new car park for students/community use.
  - Paul Nicholson, head master, Gillingham School to find out how many sixth form students have vehicles and consult re possible parking solutions e.g. car sharing. To consult school governors re students using the new car park at Gillingham Football Club, although it was the headmaster's opinion that the car park was too far away.
  - Riversmeet to consider applying for white access lines across the entrance/exit to keep clear of vehicles. A cost would be incurred. Riversmeet considering the relocation of their exit to the corner of the car park, where it used to be.
  - Cllr Ridout to speak with the Town Clerk regarding the future use and maintenance of the track and the continued use of the land in front of Woodwater Farm entrance for student parking, to feed into negotiations with Mr Sweeney, in conjunction with Gillingham School and Highways.
  - DCC Highways offered scalplings to make good the potholes on the track and the area in front of Woodwater Farm gates, currently used by students for additional parking with permission of Mr Sweeney.

- c) **Le Neubourg Way** – lorry/car parked – PCSO's have approached owners of the vehicles but there are no parking restrictions. Roger Bell enquired of the working party if an urban clear way might be considered, which would mean absolutely no parking (red lines). Two sorts: a 'normal' which covers the width of the carriage way, including pavement or an 'Urban', only the road itself. **Action: Roger** to research cost of implementation.
- d) **Wyke Road resurfacing** – a response has been received from Mike Hansford, Asset and Performance Manager, Dorset Highways on 13<sup>th</sup> March, stating: *"We have been made aware that Wyke Road has deteriorated quite badly through the winter. I will ask one of our design engineers to inspect the carriageway. I will also seek details of the drainage issue you referred to (Spencer House, Brewery Cottages) so our design engineers can factor that into any design ahead of any future works."*
- e) **Highway dressing issues** - (*Wavering Lane West and Cold Harbour/Wyke Road junction*). A response was received from Steve Higgs, Highways Construction Team, which was reported last month. It was noted that the weeds referred to in the reply are not 're-growth', they were *not* removed in the first place before the dressing was applied.
- f) **Skittles Workshop, Station Road - parking issues** – a single yellow line was installed as requested, only to be dug up again by utility works. Upon checking since the works, the line is still reasonably intact.
- g) **Saxon Mead Close** - a request for clearance of kerbs and gullies. **Action: a volunteer work party** to clear the kerbs on Wednesday, 28<sup>th</sup> March and to inform Roger Bell if the gullies need emptying. (*This work has been completed and blocked gullies reported*).
- h) **Wyke Road footway update** - A response has been received from Laura Russ, Principal Transport Planner, 21<sup>st</sup> March, stating: "We are currently finalising the programme for the next year, and although still subject to change, this scheme is currently expected to be put in place before the summer (2018)".
- i) **Wyke Road, Moto Corsa** – parking. No update available from PCSO's .
- j) **King's Chase** – emergency access. No response from Vernon Phillips, DCC at this time or Persimmon Homes. **Action: Cllr Ridout** to chase.
- k) **Shreen Way** – speeding. No update available from PCSO's.
- l) **Chaffinch Chase** – parking/emergency access issues – an email received, 7<sup>th</sup> March, from a concerned resident at 48 Chaffinch chase was discussed. It refers to some progress that has been made to alleviate concerns about emergency access. *"After two visits during the early hours by the fire brigade attending at least one emergency, who no doubt had difficulties to access the bend, a temporary marking has appeared on the pavement within that area and it has been clear of the neighbouring vehicles. The result probably from a request by the fire service."* As this development is un-adopted, there is nothing that Highways can do to make the markings permanent.

## 2. New Items

- a) **Bus timetable case affixed to SID Pole at Ham** – South West Coaches have apologised and confirmed that the timetable case will be removed and relocated.
- b) **Bus stop at Waitrose** – a request for better signing. There is adequate signage. **Action: Cllr Ridout** to request Parking Services to include this on their regular visit.

- c) **Request for horse signs at Eccliffe** - following an incident between a vehicle and a horse and rider, who was subsequently taken to hospital. Roger Bell reported that portable horse signs have been made up (picture of a rearing stallion) which he has given to the manager of the local stud to use temporarily when their horses are out on the local roads.

### 3. Any Other Business

- a) **Barnaby Mead** – an email received from a resident in Barnaby Mead regarding the road surface. The Town Council has acted upon every concern and reported to DCC Highways. Roger Bell explained that the one pothole mentioned in the email was attended to by the 'pot hole team', who travel all over Dorset fixing pot holes. The highway is not of a condition to warrant intervention at the current time but is being monitored. It was recommended that Mr Venters makes his complaint to the Complaints Department, Dorset County Council, to be dealt with officially. **Action: Cllr Ridout** to draft letter to the resident.
- b) **Sydenhams roundabout** – a concern raised at March Full Council about surface water approaching the roundabout from the town side. **Action: Cllr Ridout** to check state of the gullies and report if necessary. It could be the camber of the road.
- c) **Town Bridge Car Park** - Cllr Potheary expressed concern about the large puddles that form, a particular nuisance when there is an event such as the Remembrance Parade. The car park belongs to NDDC. Roger Bell suggested that DWP are asked to sweep the car park prior to such events.
- d) **Le Neubourg Way** - Cllr Potheary reported concerns made to her about speeding along the relief road, particularly when trying to cross from Church View to Chantry. **Action: Cllr Ridout** to request a speed check along this stretch.
- e) **Hardings Lane junction with the High Street** - a request has been received for a pedestrian crossing in the vicinity of Royal Lodge to aid older people crossing the High Street. It was pointed out that this is in a 20mph zone. A pedestrian crossing has been looked into previously and was found not to meet criteria although a School Patrol Crossing was approved but never taken up by the local schools, who would have to fund the cost of a School Patrol, unless a voluntary position.
- f) **Diverted traffic – B3081** - a concern raised at March Full Council. Cllr Cattaway is the liaison between Highways England and Dorset Highways. Agreed to write a letter to Cllr Cattaway asking how long the A303 diversion will be in force and seeking compensation for the extra wear and tear caused to the B3081, copying in Roger Bell, Mike Hansford (Asset and Performance Manager, Dorset Highways and Cllr Walsh.
- g) **Eccliffe** – Roger Bell reported that Eccliffe has been temporarily closed off due to a large pot hole which has to be investigated because of water emerging from the hole. Works will involve going onto Network Rail land and mains electricity running through the site means that excavation has to be by hand to find the water pipe.
- h) **A30** – Roger Bell reported that two sections are to be re-surfaced between the Udder Farm shop and Sherborne Causeway between 3<sup>rd</sup> and 25<sup>th</sup> April.
- i) **Shaftesbury Road Traffic Lights** – works by the electricity board caused havoc with traffic flow due to badly timed traffic lights. Roger Bell arranged for the lights to be recalibrated. Dorset Highways has a duty of care to road users and can enforce changes. Future problems to be reported direct to Dorset Highways on line or via the Town Council.



**Gillingham Town Council****Procurement of Large Machinery****Author: Mrs Sylvia Dobie, Town Clerk****1. Introduction**

At the General Purposes Committee held on the 5<sup>th</sup> March 2018 the following recommendation was made:

Cllr Von Clemens proposed that **“the purchase of the compact tractor and upgrading an existing piece of equipment was referred back to the next General Purposes Committee pending information on leasing costs”**. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

**2. Leasing Option**

A quotation has been sourced from a reputable supplier for leasing costs of a Kubota 2311 as listed below:

Contract finance/lease on a brand new Kubota 2311 which will need to be returned at the end of the lease period. The Town Council will need to carry out all maintenance and services of the Kubota during the leasing period. There is no part exchange package. The Town Council will be liable to the finance company, not the agent providing the machine.

- 3-year lease £552.00 per month x 36 months = £19,872
- 5-year lease £356.00 per month x 60 months = £21,369

**3. Purchasing Option**

The original quotation sourced from a reputable supplier who has supplied the Town Council with similar pieces of equipment and submitted to the General Purposes Committee in March was as follows:

The cost of replacing the old tractor and to attach existing equipment:

Purchase of new compact tractor	£17,995
Less Part-exchange	£ 2,500
<b>Sub Total</b>	<b>£15,495</b>
Parts and labour costs to attach to existing equipment	£ 5,985
<b>Total Cost</b>	<b>£21,480</b>

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A budget for replacement machinery of £25,000 has been earmarked within in the Precept FY 2018/19. Budge no. 6.04

The remaining £3,520 within budget no.604 will be used to purchased smaller additional pieces equipment that may need to be purchased during the coming financial year.



#### **4. Recommendations**

That the following recommendations are made to the Policy and Resources Committee:

- a) That the town council do not enter into a contract/lease agreement for a new Kubota 2311.**
- b) That a Kubota 2311 is purchased at a cost of £17,995 ex VAT and financed from Precept FY 2018/19, precept budget no. 6.04.**
- c) That £5,985 is set aside for parts and labour costs to allow the front loader and back hoe to be fixed to an existing tractor and financed from Precept FY 2018/19, precept budget no. 6.04.**
- d) That the current John Deere tractor is part exchanged with the purchase of the new compact tractor for an agreed price of £2,500.**

Minute no. 290

**Gillingham Town Council****Report from Gillingham Direct 1<sup>st</sup> March -26<sup>th</sup> March 2018**

The following matters have been dealt with by Gillingham Direct:

	<b>Issue</b>	<b>Reference No.</b>
1	The new road surface at the Coldharbour / Wyke Road junction was worn away.	DCC 1095485
2	Request for Wessex Water to test the water in the road opposite Hillside, Milton on Stour.	Wessex Water 34758688001
3	Pothole on Buck Street, East Stour opposite the garage.	DCC 1095891
4	Potholes at the Bere Marsh junction with the A357	DCC 1095890
5	Safety issues outside the Chantry Office while the office was in use, between 5pm – 6pm on 6 <sup>th</sup> March 2018. Two gangs were being very abusive and intimidating.	Police Ref 07-116
6	Pothole outside Jonquilla in Wyke Road	DCC 1095936
7	A green Vauxhall has been parking on Le Neubourg Way but as there are no parking restrictions, nothing can be done to prevent it.	
8	School sign has been knocked over along Bay Road.	DCC 1096017
9	Pothole in East Stour near the Old Chapel, Back Street.	DCC 1096019
10	Potholes both sides of the bends on Rams Hill	DCC 1096020
11	Gas utility cover is broken outside Little Budda, Station Road.	SGN Gas CRM1576098
12	Water utility cover broken in the pavement outside the fish and chip shop in Station Road.	Wessex Water 34782856001
13	Pothole outside Windyridge Farm, Bay Road.	DCC 1096142
14	Pothole on the Shaftesbury Road opposite Bridge Close	DCC 1096156
15	Request for the grit bin outside Great Walk House to be refilled.	DCC 1096171
16	A row of five potholes outside Moto Corsa, Wyke Road	DCC 1096379
17	Potholes either side of the zebra crossing at Wyke.	DCC 1096381
18	Potholes around the manhole cover in the road outside Broad Robin Post Office.	DCC 1096384
19	Pothole next to the manhole cover in Maple Way near the junction with Broad Robin.	DCC 1096385
20	Sunken manhole cover on the Newbury bridge. This has been reported several times.	DCC 1096388
21	Large amount of litter in the layby just past Stock on the B3081 heading towards Wincanton.	DWP CU70063334
22	Pothole on the B3081 at Stock	DCC 1096392

23	Bags of dog poo on the pavement outside 21 Addison Close.	DWP
24	Pothole reopened near the garage at East Stour	DCC 1096602
25	Overflowing dog waste bin on Bay Road near to the junction with Shreen Way.	DWP
26	Loose drain cover outside King Edmund Court.	DCC 1906891
27	Pothole outside 24 Barnaby Mead	DCC 1097100
28	Temporary traffic lights on the Shaftesbury Road are causing long delays	DCC 1097174
29	Large pothole on the junction of Common Mead Lane and Broad Robin.	DCC 1097334

22 Replacement recycle bins have been collected.