



GILLINGHAM TOWN COUNCIL

GENERAL PURPOSES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
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Minutes of a meeting of the **General Purposes Committee** held on **Monday, 1st October 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 Mrs B Ridout (Chairman),
Cllr B Von Clemens (Deputy Chairman),
Cllr Mrs A Beckley, Cllr Mrs S Cullingford,
Cllr R Evill, Cllr M Hill, Cllr Mrs S Hunt,
Cllr S Joyce, 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 C Ratcliffe, Deputy Town Clerk.

338. Apologies

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

Cllr Mrs Cullingford proposed that **“the apology for absence received from Cllr Gould is accepted”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOVLED.**

339. To approve the minutes of the last meeting held on Monday 3rd September 2018.

Cllr Mrs Beckley proposed that **“the minutes of the meeting held on Monday, 3rd September 2018 are approved as a correct record of the meeting”**. Cllr Mrs Toye seconded and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

GENERAL PURPOSES COMMITTEE – Monday, 1st October 2018 (continued):

340. Questions. There were no questions.

341. 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 pecuniary interests received.

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

a) Allotments and Burials

Cllr Mrs Toye, Lead Member, tabled an update report at the meeting. Please refer to Appendix A. The report summarised the two site meetings that had taken place in August and September. The report contained one recommendation that was rescinded as the refurbishment of the drive and the turning area at the Garden of Remembrance has already commenced.

b) Estate Management

Cllr Von Clemens, Lead Member, reported that the working party had met on 20th September 2018 but no report was available. A meeting has been scheduled for Thursday, 18th October at 10am.

c) Festive Lighting.

Cllr Von Clemens, Lead Member, summarised the working party report that had been circulated with the agenda. Please refer to Appendix B. The report contained one recommendation.

Cllr Von Clemens reported that a meeting with 'Up in Smoke' that had taken place earlier in the day revealed that the cost of sound and lighting has increased from £400 to £425.

Cllr Von Clemens commented that it has become more difficult to obtain sponsorship over recent years and particularly this year despite the efforts made by Cllr Mrs Ridout and Cllr Mrs Hunt. Companies that have previously provided sponsorship have decided not to this year.

Cllr Mrs Cullingford offered to promote the Christmas Parade at the next Chamber events.

Cllr Von Clemens proposed that **"the General Purposes recommends to the Policy and Resources Committee that funds are released from budget no. 6.06-Festive Lighting to pay for advertising costs at £155, sound and lighting costs at £425 and the costs for road signs and banners at a cost not to exceed £250"**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

d) Health and Safety

Cllr Robinson, Lead Member, reported that no meeting had been held but some research work has been done. There is much work to do.

e) High Street Facilities.

Cllr Mrs Toye, Lead Member, reported that the refurbishment of the High Street facilities will commence on 3rd December 2018.

GENERAL PURPOSES COMMITTEE – Monday, 1st October 2018 (continued):

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

f) Town Seating and Planted Areas.

Cllr Mrs Ridout, Lead Member, reported that she had not heard from the Art Ambassadors at Gillingham School regarding the design of the seating in the High Street but would chase again now that the autumn term is well underway.

g) Traffic Management.

Cllr Mrs Ridout, Lead Member, summarised her report that had been circulated prior to the meeting. Please refer to Appendix C.

Cllr Mrs Ridout explained to members that the petition received from the residents of Wessex Way did not make the DCC Highways criteria for petitions of 50 names. The PCSOs have investigated the parked cars and the owners were found to be residents. The parking restrictions and road markings have now been repainted after the recent resurfacing works. DCC Highways and Dorset Police have considered the matter thoroughly and concluded that the junctions of Knoll Place and Saxon Mead Close are not compromised by parked cars and the matter is not a great safety issue. Cllr Mrs Ridout suggested the Traffic Management Working Party monitor the situation.

Cllr Mrs Ridout proposed that **“no further action is taken with regards to Wessex Way/Saxon Mead Close and the parked vehicles at the junctions of Knoll Place and Saxon Mead Close”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

343. To receive and consider a report on the operation of the Speed Indicator Device (SID).

Cllr Mrs Ridout referred to her report that had been circulated with the agenda. Please refer to Appendix D. Cllr Mrs Ridout summarised the comprehensive report which contained two recommendations.

Cllr Hill volunteered to help move the SID to set positions in the town.

Cllr Mrs Ridout proposed that

“a recommendation is made to Policy and Resources Committee to keep all five pole locations at New Road, Wyke Road, Peacemarsh, Bay Road and Shaftesbury Road at a cost of £40 (2 x relocation of pole at New Road and Wyke) and financed from budget no. 8.10-Traffic Management”.

“a recommendation is made to Policy and Resources Committee to convert three pole locations (New Road, Wyke Road and Peacemarsh to solar compatible with both the ‘Basic D’ and the ‘Vario’ model at a total cost of £450 (3 no. locations at £150 each) to be financed from budget no. 8.10-Traffic Management”.

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

344. To receive and consider an annual report from the Deputy Town Clerk regarding CCTV.

The Deputy Town Clerk informed members that Cllr Von Clemens and Cllr Walsh had attended a meeting with the CCTV provider on Wednesday, 19th September 2018. The CCTV is in good working order but there have been problems with the new control equipment which is currently being resolved. The new camera positions requested in a report last year cannot be installed because permission from DCC Street Lighting will not be granted until the street lighting columns in the town are upgraded. The up-grading of the street lighting is expected soon. A report will be available next month when a quotation for the works discussed has been received.

GENERAL PURPOSES COMMITTEE – Monday, 1st October 2018 (continued):

345. To receive correspondence from a resident regarding the roundabout near Orchard Park and seating at the bus stop.

A letter has been received from a resident enquiring about the condition of the roundabout at Orchard Park, the overgrown pathway at the bus stop not far from the roundabout and a request for a seat/shelter at the bus stop. The resident is partially sighted and apparently the weeds in the kerbing at crossing points on the roundabout are a hazard.

The condition of the orchard park roundabout has been raised with DCC many times. Cllr Von Clemens and Cllr Mrs Ridout met with a representative from DCC to discuss roundabout sponsorship and possible landscaping designs. The discussion also talked about the bus stop. A response from DCC Planning Operations Manager, Mr Richard Dodson, has indicated that there may be some s106 monies available for a bus stop; however, this needs to be investigated further. The matter of overgrown bushes and weeds in the kerbing near the bus stop have been raised with DCC.

346. To identify any relevant projects (current and new) to the General Purposes Committee for inclusion into the Precept for FY 2019/20.

A General Purposes Committee precept 'wish list' was circulated with the agenda prior to the meeting and a revised version tabled at the meeting. The list was thoroughly debated. The list will provide the basis of the final precept which will be decided on at Full Council on 10th December 2018.

Cllr Von Clemens proposed that **"the following items were included and agreed 'in principle' for inclusion in the General Purposes 'wish list' for current projects: A provision of £3,000 is set aside to complete the High Street Enhancement Project. A provision of £9,000 is set aside for non-essential highway works. A provision of £3,500 is set aside to purchase an additional speed indicator device. A provision of £3,000 is set aside for self-watering containers. A provision of £10,000 is set aside for Estate Management. A provision of £4,000 is made for professional Health and Safety advice. A decision on roundabout landscaping and Public Realm (street furniture) improvements is deferred until more information is known"**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens referred to the annual running costs, especially the cost of the festive lights. The money is used to purchase new lights, Christmas trees and the expenses of the annual Christmas parade/event. The figure has not been increased for six years. The budget has always been boosted by sponsorship but the number of sponsors has gone down over the last couple of years. If this event is to continue next year then the budget will need to be increased to £5,000. The cost of the staff overtime to enable the Christmas trees to be erected in the High Street over a weekend when the High Street is quieter is currently included in the staff and salaries budget. To ascertain the real cost of decorating the town at Christmas including the Christmas Parade the overtime budget will need to be calculated in the cost of the event.

A short debate followed before the following proposal was made:

Cllr Mrs Ridout proposed that **"the festive light budget is increased 'in principle' from £3,000 to £5,000 and that the overtime budget remains within the staff and salaries budget"**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

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

A report had been circulated prior to the meeting. Please refer to Appendix E. Cllr Mrs Cullingford noted that no wedding ceremonies had taken place over the last month and enquired why it cost £700 to get married in Gillingham when it is cheaper elsewhere in the county. *Note: To hire the Civic Hall (which seats 60 persons) for a wedding costs £200. The other costs are associated with DCC Registration costs. Not all the rooms used for Civil Ceremonies are as large or as nicely furnished as the Civic Hall in Gillingham. Since April there have been nine weddings held in the Civic Hall, which has generated an income of £1,800. This money will go towards the upkeep of the Town Hall.*

GENERAL PURPOSES COMMITTEE – Monday, 1st October 2018 (continued):

348. Matters Pertinent

Cllr Mrs Ridout informed members that Cllr Von Clemens and Cllr Mrs Potheary are hosting a 'Save St Martins House' Public Meeting on Tuesday, 16th October, 2018 at 7pm in the Jubilee Room at the Town Hall. County Councillor David Walsh will be attending along with local historian, Mr Sam Woodcock and a representative from Magna Housing Association.

Cllr Mrs Cullingford suggested that Simon Hoare MP is also invited to the public meeting.

The meeting closed at 9.16pm

Minute number: 342 (a)

Gillingham Town Council
Allotment and Burials Working Party
Update Report – 1st October 2018
Author: Cllr Mrs Donna Toye

Two site meetings were held on 1st August and 12th September 2018.

1 Meeting 1st August 2018

Attendees: Cllr Paul Harris, Cllr Barry Von Clemens,
GTC Works Manager: Mr Simon Dobie

The Purpose of the meeting was to examine the proposed site for works to the entrance into the Garden of Remembrance and to inspect the progress of the wall repairs to the track adjoining the Garden of Remembrance.

The proposed and approved new tarmac track providing works access into the Garden of Remembrance will be too close to some of the long-established Yew Trees which would need trimming. The opinion of the tree warden was sought and he recommended that any cutting back should not be extensive and must take place in early Spring to ensure the trees are left in good health. Cutting back will expose the “brown” and is expected to look unsightly for many months; however, this is not expected to affect the health of the trees.

Recommendation

~~**That the access way work is delayed until spring 2019 to allow for the shaping of the old Yew Trees prior to commencement of work.**~~

(Note: this recommendation was rescinded as the work to the driveway and turning area has already commenced)

2 Meeting 12th September 2018

Attendees: Cllr Paul Harris, Cllr Barry Von Clemens, Cllr Rupert Evill, Cllr Su Hunt,
Cllr John Robinson and Cllr Mick Hill

This was a quick meeting to check on:

- The “lump” by the entrance gate to the allotments (currently the Gillingham Allotment Association is researching possible solutions for this).
- Completed works to the wall adjoining the Garden of Remembrance.
- Spoil Heap is getting rather large – a quotation for the bi-annual removal was recommended to the General Purposes Committee held on 3rd September 2018, min no. 333(a) for inclusion in the Precept FY 2019/20.

Minute no. 342 (c)

Gillingham Town Council

Festive Lighting Working Party

Notes of meeting held on Thursday 20th September 2018

Present: Cllr Barry Von Clemens (Lead Member)
Cllr Mrs Su Hunt (Mayor of Gillingham)
Cllr Mrs Belinda Ridout
Mrs Mary Bailey (Carnival Committee)
Mr Simon Dobie (Works Manager)
Mrs Jill Ezzard (Clerk and Mayor's Secretary)
Mrs Cheryl Sinclair (The Breeze Radio)

Apologies Cllr Mick Hill and Steve Dauwalder (ATM)

1. Lead Member

It was agreed that Cllr Von Clemens would be the lead member of the Festive Lights Working Party.

2. Anonymous Travelling Market (ATM)

Mr Dauwalder has sent an email advising that the ATM will have 15 stalls attending, selling a mixture of crafts and food, but only one of these stalls would be selling hot food. The working party suggested Mrs Ezzard contact the Scouts to ask if they would like to provide a burger stall on the Town Meadow site during the event.

3. Schools, Nurseries and Groups

Invitations have been sent to all four primary schools asking them if they would like to sing on the stage and take part in the lantern competition. Gillingham, St Mary's and Wyke Primary Schools have all agreed to take part. Unfortunately, Milton-on-Stour Primary School have declined due to their Christmas schedule.

Invitations to take part in the lantern competition will be sent to the four nursery schools in Gillingham as well as Hipp!Bones, Bones Youth Club, Scouts, Cubs, Beavers, Guides, Brownies and Rainbows.

4. Event Layout

This will be referred to the next meeting following a site visit to the Town Meadow by Mrs Ezzard and Mr Dobie. It was recommended that Mr Baker's musical mechanical organ will be parked next to the ATM in the approach road to the car parks.

5. Sound and Lighting

Mr Smoker from 'Up in Smoke' was unable to attend the meeting. Mrs Ezzard and Mr Dobie will arrange a separate meeting with Mr Smoker and report back to the working party.

6. Advertising

It was recommended to place a ¼ page advert in the November issue of the Gillingham and Shaftesbury News at a cost of £75.00 (ex VAT) and an advert in the Valley News for £80 (ex VAT). A press release will also be issued explaining why the event start time has changed.

The Blackmore Vale Magazine was contacted regarding the price of an advert in their Tinsel Town issue. A 10 x 2 advert would cost £265.00 (ex VAT). There is not enough money in the Festive Light budget to pay for this advert.

Mrs Sinclair from The Breeze radio has been in contact with 'We Do Vans' who have agreed to sponsor the radio advertisement again this year. The 40 second advert will run for 10 days prior to the event and an advert will also be placed on their website events page. Mrs Sinclair will put an advert together for consideration and approval at the next meeting.

Due to the changed format of this year's event the banners need to be complete changed. The old banners will be taken to the printer to see if they can be changed, but if this is not possible 2 new banners will need to be purchased at a cost of £65.00 each. The A2 size road signs cost £16 each new, but we may be able to reuse some of last year's signs, subject to confirmation by the printers.

7. Event Sponsorship

Station Road Garage has kindly agreed to sponsor the event. The amount is to be advised. Cllr Mrs Hunt and Cllr Mrs Ridout will contact several local companies for further sponsorship and report back by the end of October.

8. Christmas Lights

It was recommended that 50 sets of lights are purchased at a cost of £6.45 per set. GTS has expressed an interest in sponsoring a second sparkling tree at Lodbourne. The new tree will cost £800 to make and will only be done if GTS or another sponsor pays for the cost in full.

9. Christmas Window Competition

A representative from the Gillingham and Shaftesbury News, David Parker from Valley News and Mr Sam Braddick will be invited to judge the Christmas Window competition on Wednesday 28th November at 6.00pm.

10. Other Business

The 4ft Christmas trees have been ordered at a cost of £14.50 per tree. The large Christmas tree will cost £280 which includes delivery and erection.

A costume for Father Christmas at a cost of £33.00 has been booked in advance to ensure availability.

11. Date of Next Meeting

Thursday 18th October 2018 at 9.00am.

12. Recommendation

That a recommendation is made to the Policy and Resources Committee to release funds from budget no 6.06, Festive Lighting Event 2018, for the following:

- **To pay for advertising: cost £155**
- **To pay for Sound and Lighting: approximate cost £425**
- **To Pay for road signs and banners: approximate cost £250**

Minute no. 342 (g)

Gillingham Town Council

Notes of the Traffic Management Working Party

Held on Thursday, 13th September, 4pm at the Town Hall

1. Those present

Cllr B Von Clemens, Cllr M Gould, Cllr Mrs B Ridout, Cllr M Hill, PCSO Nicola Fear, Community Highways Officer Roger Bell.

2. Apologies

Cllr Mrs S Hunt, Cllr Mrs VPothecary, Cllr D Walsh.

3. Action/Updates from Working Party meeting held on 1st August 2018

- **Wyke road markings request** - As per the recommendation made and agreed at the August GP meeting, a request has been made to Dorset Highways for double yellow lines between Brewery Lane and Clarendon Close and a single yellow line with parking restrictions between Clarendon Close and Lydford's Lane.
- **Progress of previous Wyke TRO request (from the pedestrian crossing to 'Lyndale')** - It was confirmed that the TRO is no. 25 on the Dorset Highways list. Noted that all Gillingham outstanding TRO's may be dealt with together once Christchurch are 'dropped' from the list under the new Unitary arrangement.
- **Build out/prioritisation at Brewery Cottages** - As per the recommendation made and agreed at the August GP meeting, a request has been made to Roly Skeates, Dorset Highways, who will deal with this on his return from holiday.
- **Shaftesbury Road – speeding** – PCSO Nicky Fear confirmed that late evening speed monitoring will be conducted shortly.
- **NorDDIS disabled parking space request** – an email from Christine Mitchell, Vice Chair, NorDDIS was read out, explaining that Martin Farnham, Senior Technical Officer for Dorset Highways had visited the shop and advised that with the current parking layout, the blue badge scheme could already accommodate the kind of usage their customers need. A single yellow line to the right of the shop (in front of the old Nat West bank) could accommodate a car with a blue badge for up to 3 hours, effectively doubling the parking NorDDis can offer, if only one car length is occupied. The TMWP were thanked for their help and support with this.
- **New traffic scheme for Gillingham** – As per the recommendation made and agreed at the August GP meeting, a request has been made to Andrew Bradley to present the proposal for a new traffic scheme for Gillingham to the TMWP. Andrew is not the lead but part of the team considering the scheme. Agreed that the Town Regeneration Group is to be kept informed, as there is a strong correlation between the functioning of the local highways and economic prosperity of the town, particularly regarding the Station Road area. Noted that new traffic proposals will involve detailed surveys of all routes around the town to assess traffic flow.
- **Cycleway, Peacemarsh to Milton on Stour** – noted that this is being monitored but there is no Highways budget for repairs to this cycleway.
- **Langham Road, SLOW signage request** – SLOW signage has been installed, as requested at the last TMWP meeting in August.

- **Bay Road traffic and safety - formal statement** – **Action: Roger Bell** to draw up a statement as agreed at the TMWP in August, to answer anyone making representation about the Bay Bridge prioritisation scheme and footway.

4. New Items

- **Boweridge Hill/Bay Road junction** – speeding concerns following vehicle collision. **Action: Cllr Ridout** to forward a request from a local resident for 'concealed junction' signage to Mike Potter, Safety Officer, Dorset Highways, requesting that the junction is investigated from a safety point of view.
- **Fairy Crescent 'nuisance' parking and 'for sale' vehicles parked on Peacemarch Road** – the former is currently under investigation with Enforcement. Noted that there is a Highway ruling that no more than two 'for sale' vehicles can be parked on the highway at the same time, with a minimum distance between them.

5. PCSO Updates/New Items

- **Speed camera request for Commonmead Lane from Broad Robin to Thorngrove** - This has been conducted and those 'caught' speeding were local people, one forgetting the speed limit. Unfortunately, 30mph repeater signs cannot be installed where there are street lights.
- **Barnaby Mill traffic concerns** – PCSO Fear confirmed she had contacted the interim manager and had spoken with residents, explaining it is a 30mph limit; demonstrating the speed gun; advising on keeping the shrubbery cut back to improve visibility and to possibly erect a mirror on the opposite side of the road, with landowner permission. **Action: Roger Bell** to consider installing an 'elderly people' sign on the approach to Barnaby Mill.
- **School Lane/Road – refresh road markings** – Roger Bell confirmed that Queen Street is first on the list before School Lane/School Road.
- **Wessex Way/Saxon Mead Close/Knoll Place – parking** – A copy of a petition signed by 21 residents to Parking Services, DCC was discussed at length. PCSO Nicky Fear confirmed that the situation has been investigated and vehicle owners have been identified as being local to the area and that following visits to the site, it was considered that safety at the junctions of Knoll Place and Saxon Mead Close was not compromised by the parked vehicles. It was agreed by the working party to recommend that following the findings of the Police and investigation by Highways, no further action need be taken. It was noted that the parking restriction lines have been fully reinstated after the recent surface dressing.

6. Any Other Business

- **Yellow Box sign** – Shaftesbury Road. **Action: Roger Bell** to re-align.
- **Buckingham Road** – reported that the permanently parked vehicles have been removed, along with accumulated weeds and litter. **Action: Roger Bell** to refresh solid white 'access line' to the garage access.
- **End of Speed Limit sign** – Shaftesbury Road. **Action: Roger Bell** to realign.
- **Oakewoods** – a resident has requested a disabled parking space outside their property because they cannot use their garage. **Action: PCSO Fear** to advise resident to speak to Parking Services, Sovereign or apply online at Dorsetforyou. Noted: that any blue badge holder can utilise a disabled parking space, even if outside a resident's property.
- **Surface Re-dressing** – the second phase at Peacemarch seems to have gone more smoothly than the first phase around Wyke, where there are still problems around the Cold Harbour junction, even after extra dressing. Noted that weeds were removed before re-surfacing, after the Town Council complained.

- **Wyke Road** – is to be re-surfaced soon, from Wyke Street to Wyke Hall and then looking at the Stock Hill area, particularly under the trees on the bend where the surface has worn significantly.

7. RECOMMENDATION

- **Wessex Way/Saxon Mead Close/Knoll Place – Petition**

Following a thorough investigation and monitoring by Dorset Police and Dorset County Highways, members of the Traffic Management Working Party agreed that safety at the junctions of Knoll Place and Saxon Mead Close were not compromised by parked vehicles. It was therefore agreed to recommend that no further action need be taken in respect of the petition received.

GILLINGHAM TOWN COUNCIL**Report on Speed Indicator Device (SID)****Author: Cllr Mrs B Ridout, Lead Member Traffic Management Working Party****1. BACKGROUND**

Rob Camp, Safer Travel Officer, and Joe Allen from the County Council, met with Simon Dobie in June 2018 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 are discussed further below.

2. CURRENT SITUATION

Currently the Town Council owns one portable SID (Basic D) 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.

Town Council staff have historically looked after the SID programme, deploying the previous SID until it broke down because of water penetration and rendered unusable. A data-controller has not yet been found to regularly download the data from the 'Basic D', which would be useful to pin-point regular traffic speeding and share that information with the Police.

Unfortunately, the move to 6 weekly deployment, as advised by the Safer Travel Officer, brought problems in that the batteries do not last for the 6 weeks, which causes extra work for town council staff on top of moving one of the SIDs to a different location every 6 weeks. Hence, the portable and fixed SID have not been in full operation for some months now.

It is recognised that SID's do play a vital role in helping to calm traffic and that all 5 locations are important as they are on the main routes into town.

County Council comments and advice:a) Pole locations:

1 SID and 5 locations is not acceptable, unless another SID is purchased or reduce the number of poles.

1 SID and 3 locations is viable on a 6 week rotation, i.e. Wyke Road, New Road and Peacemarsh.

Of the 5 pole locations:

- New Road needs relocating (work could be undertaken by GTC grounds staff at a cost of approx. £20 per pole);
- Wyke Road needs relocating (work could be undertaken by GTC grounds staff at a cost of approx. £20 per pole);

- Bay Road needs to be cleared of vegetation and be more accessible and visible. (All 3 SID locations above would then have to be formerly risk-assessed again.)
 - Shaftesbury Road needs to be formerly risk assessed and moved, if necessary.
 - Peacemarsh is OK.
- b) Solar power: Consider converting sites to Solar power (this saves the amount of time someone must change the batteries). The 'Basic D' can be converted to solar at a cost of £120 per pole for the equipment, time and labour free. The latest and more effective 'Vario' model (recommended by DCC) can be converted to solar at a cost of £150 per pole for the equipment, time and labour free. The conversion work to be undertaken by DCC. With a 'Basic D' and a 'Vario' as a second SID, then it is better to have the £150 conversion to all sites, so they are compatible with both the 'Basic D' and the 'Vario'.
- c) Bay Road SID: to be removed because it is old technology, parts are obsolete and cannot be converted to solar.
- d) Deployment: Utilising the works staff is the best option, rather than enlisting volunteers. Works staff can work under the Licence Agreement already in place with DCC to work on the highway. Volunteers can be trained by DCC. Moving either 1 or 2 SIDs every 6 weeks to a new location according to a rota would be minimal commitment.

3. CONCLUSIONS

1. **Reduce to 3 pole locations, i.e. New Road, Wyke Road and Peacemarsh.** (Note: Wyke Road and New Road locations need to be relocated and risk-assessed.)
2. **Keep all 5 pole locations, i.e. New Road, Wyke Road, Peacemarsh, Bay Road and Shaftesbury Road.** (Note: Wyke Road and New Road locations will need to be re-located and risk-assessed. Shaftesbury Road and Bay Road will have to be risk assessed again.)
3. **Convert 3 pole locations, i.e. New Road, Wyke Road and Peacemarsh to solar at a cost of £120 per pole, compatible with the 'Basic D' SID.**
4. **Convert 3 pole locations, i.e. New Road, Wyke Road and Peacemarsh to solar at a cost of £150 per pole, compatible with both the 'Basic D' and the 'Vario' model (recommended by DCC), if the 'Vario' is purchased as a second SID in the future.**

4. BUDGETARY CONSIDERATIONS

Budget no. 8.10-Traffic Management has a balance of £1,750 (this allows for the £500 towards the Milton on Stour TRO agreed last month). If the recommendations shown below are agreed, the balance of budget no. 8.10-Traffic Management would be £1,260. The remaining balance could go towards the purchase the future purchase of a second SID.

5. RECOMMENDATIONS

1. **Keep all 5 pole locations, i.e. New Road, Wyke Road, Peacemarsh, Bay Road and Shaftesbury Road.** (Note: Wyke Road and New Road locations will need to be re-located and risk-assessed. Shaftesbury Road and Bay Road will only need to be risk assessed again.) **at a cost of £40 (2 x relocation of pole at New Road and Wyke) and financed from budget no. 8.10-Traffic Management.**
2. **Convert 3 pole locations, i.e. New Road, Wyke Road and Peacemarsh to solar compatible with both the 'Basic D' and the 'Vario' model (recommended by DCC, if the 'Vario' is purchased as a second SID in the future), at a total cost £450 (3 no. locations at £150 each) to be financed from budget no. 8.10-Traffic Management.**

Minute no. 347

Gillingham Town Council**Report from Gillingham Direct
30th August to 26th September 2018**

The following matters have been dealt with by Gillingham Direct:

No.	Issue	Reference No.
1	Keep clear road markings need repainting outside 41 Church View	1109332
2	Street Lights on Upper Lodden Meadow are on during the day	NDDC Mike Coker
3	Overgrown hedge, Back Street East Stour	Roger Bell DCC Highways
4	For sale vehicles parked on two hard standings at Peacemearsh	Police
5	Parked vehicles at Fairey Crescent very close to the junction with B3092	Police and Planning enforcement notified Ref : FS-cae87151774
6	Request for dog waste bin at Windsor Lane	DWP
7	Complaint re top dressing at Downsview Drive, Materials left in hedge.	Emailed Steve Higgs DCC Highways
8	Panic alarm activated in the High St toilet, disabled pod at 9.46pm on 4 th Sept	GTC to investigate
9	Request for double yellow lines at Wessex Way	Traffic Management
10	2 dead trees on the public right of way from Windsor Lane to Oak Tree Meadow.	Emailed Graham Stanley
11	Request for a public bench to be reinstated at Laburnum Way	Not a council owned bench.
12	Over flowing bin at Common Mead Lane	DWP
13	Request for white lines to be repainted at the Broad Robin junction with Wyke Road	DCC 110212
14	Temporary road sign at Dry Lane blocking visibility at the junction.	DCC 1109923
15	The road surface at Lockwood Terrace needs resurfacing	DCC Roger Bell
16	Fly tipping in the layby on the B3081 heading towards the A303	DWP FT 88186494
17	Drain at Peacemearsh Farm Close has been covered over during resurfacing.	DCC 1110402
18	Weeds growing out of the pavement next to the railing and the New Road/ Shaftesbury Road Junction.	DCC 1110407 These will not be removed by DCC
19	White lines need replacing on Saxon Mead Close and Knoll Place following resurfacing.	DCC 1110490
20	Tree down on Le Neubourg Way verge obstructing the gate into Chantry Field.	DCC 1110637

33 replacement recycle bins have been collected.
No weddings have taken place.