



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, 1st April 2019**, in the Jubilee Room, Town Hall, School Road, Gillingham commencing at **7.30 pm**.

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 Gould, Cllr M Hill,
Cllr Mrs S Hunt, Cllr G Poulter,
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: There was no member of the Press present.

In Attendance: Mrs C Ratcliffe, Deputy Town Clerk

391. Apologies. There were no apologies for absence.

392. To approve the minutes of the last meeting held on Monday 4th March 2019.

Cllr Mrs Cullingford proposed that **“the minutes of the meeting held on Monday, 4th March 2019 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.**

393. Questions. There were no questions.

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

There were no disclosable pecuniary interests declared.

GENERAL PURPOSES COMMITTEE – Monday, 1st April 2019 (continued):

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

a) Allotments and Burials

Cllr Mrs Toye apologised that there was no written report this month. A meeting has been scheduled later this month. A request had been received for a bee hive at Cemetery Road. A complaint involving two allotment holders is being investigated.

b) Estate Management

An update report was circulated prior to the meeting. Please refer to Appendix A. Cllr Von Clemens summarised the report. The report contained two recommendations.

Cllr Von Clemens reported that Employ My Ability at Thorngrove has submitted a quotation for the flowers that will be required to fill the flower beds at Lodbourne, referred to in the update report, paragraph no. 2.

Cllr Von Clemens proposed that **“the remaining balances from budget nos. 7.01 and 8.24, totalling £3,082.04, are earmarked in reserves for FY 2019/20 to help towards the cost of financing of a Gillingham Green Infrastructure Strategy, which has not anticipated when considering the precept for FY 2019/20”**. Cllr Poulter seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“a fibreglass flag pole, 6m in length, with internal halyards and gold finial at top is purchased at a cost of £275 ex VAT and financed from budget no. 3.24 Running Costs contingency to replace the smaller flag pole at Rolls Bridge”**. Cllr Mrs Hunt seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“the bedding plants required to fill the planters at Lodbourne is purchased at a cost of £94.53 (ex VAT) and financed from FY 2018/19 budget no. 6.10 – Planting Scheme”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

c) Festive Lighting

Cllr Von Clemens reported that the Festive Lighting working party had met on Wednesday, 27th March to discuss this years' event. Please refer to Appendix B. The report contained one recommendation.

Cllr Von Clemens proposed that **“the hire of a Father Christmas suite at a cost of £33 (ex VAT) and the road closure notice at an approximate cost of £140 (ex VAT) was financed from monies allocated in the precept for FY 2019/20”**. Cllr Mrs Beckley seconded, and the vote was unanimous. **RESOLVED.**

d) Gillingham's Gateways

Cllr Mrs Ridout reported that a Gillingham Gateways working party meeting had taken place prior to the General Purposes Committee. A verbal report was given, as follows:

- Cllr Mrs Cullingford and Cllr Poulter will investigate sourcing a suitable stag sculpture and then contact Dorset Council Highways for approval.
- The Scats long bed project will be deferred until the new road layout has been decided for that area.
- Cllr Gould and Cllr Mrs Hunt will investigate with Simon Dobie, the size and style of the self-watering planter to be placed on the Lodbourne roundabout, subject to Dorset Council Highways approval.
- Cllr Mrs Ridout will continue to progress the butterfly and bee garden at the railway station with the help of Cllr Gould.
- Dorset Council Landscapes will be asked to design a planting scheme for the roundabout at Peacemarsh.

GENERAL PURPOSES COMMITTEE – Monday, 1st April 2019 (continued):

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

e) Health and Safety

Cllr Robinson had circulated a health and safety report prior to the meeting. Please refer to Appendix C. There were no recommendations this month.

Cllr Robinson was pleased with the progress of highlighted health and safety issues.

f) High Street Facilities.

Cllr Mrs Toye referred to an update report that had been tabled at the meeting. Please refer to Appendix D. The report contained one recommendation.

Cllr Toye proposed that **“the builder (Bjorn Construction) is instructed to supply and fit the replacement steel, as specified by the structural engineer at a cost of £560 ex VAT”**. Cllr Gould seconded, and the vote was unanimous. **RESOLVED.**

g) Town Seating and Planted Areas.

Cllr Mrs Ridout commented that there was no report this month. The designs for the seating had been sent off to a bespoke seating company a few weeks ago, but no response has been received.

h) Traffic Management.

Cllr Mrs Ridout tabled a report. Please refer to Appendix E. Cllr Mrs Ridout summarised the report which contained several recommendations.

Cllr Mrs Ridout proposed that **“the recommendations contained in the Traffic Management report are taken en bloc”**. Cllr Gould seconded, and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout proposed that **“the recommendations nos. 1 to 5 were dealt with as outlined in the report”**. Cllr Von Clemens seconded, and the vote was unanimous. **RESOLVED.**

396. To receive and consider information on the new Public Spaces Protection Orders (PSPO), that come into force from 1st April 2019, as reported in the local press.

Cllr Mrs Ridout had tried to research more about these new PSPOs. Please refer to Appendix F. More investigation needs to be done by the General Purposes Committee.

Cllr Von Clemens suggested that the Estate Management Working Party investigates PSPOs after May.

397. To receive and consider a request to refurbish finger posts from Milton-on-Stour Village Committee.

Cllr Mrs Ridout referred to a letter that had been received from two residents at Milton-on-Stour requesting financial help towards the refurbishment of two finger posts. A report on fingerposts had been tabled at the meeting. Please refer to Appendix G. The report contained two recommendations.

Cllr Von Clemens remarked that this was a very admirable project to undertake and members agreed with this sentiment.

Cllr Mrs Su Hunt declared an interest at this point as Chairman of the Milton-on-Stour Village Committee.

GENERAL PURPOSES COMMITTEE – Monday, 1st April 2019 (continued):

397. To receive and consider a request to refurbish finger posts (continued):

The representatives from Milton-on-Stour were in attendance and invited to speak. Whilst they are not part of the Milton-on-Stour Village Committee they do have the blessing of the committee and any donations received will be held by the Village Committee.

Cllr Gould proposed that **“a donation of £1,000 is awarded to Milton-on-Stour Village Committee for the refurbishment of the finger post located near the war memorial and the fingerpost located at the turning for Huntingford and financed from monies allocated in the precept for FY 2019/20”**. Cllr Mrs Toye seconded, and the majority were in favour. Cllr Mrs Hunt abstained as she had previously declared an interest. **RESOLVED.**

Cllr Von Clemens proposed that **“the General Purposes Committee sets up a Fingerpost Working Party in June”**. Cllr Poulter seconded, and the vote was unanimous. **RESOVLED.**

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

A report was circulated prior to the meeting. Please refer to Appendix H.

399. Matters pertinent.

The Deputy Town Clerk thanked Cllr Mrs Ridout for all her work with the various working parties, particularly Traffic Management and Estate Management, together with her calm chairmanship over the last year. Her talents will be much missed.

Cllr Von Clemens added his appreciation and thanks to the comments made above.

The meeting closed at: 8.21pm

Gillingham Town Council

Estate Management Working Party - Update 1st April 2019

Author: Mrs Clare Ratcliffe, Deputy Town Clerk

1. Build Love

A visit was made to HMP Guys Marsh on 7th March to see what Build Love could offer. The Works Manager will take seeds, compost and suitable containers to the prison for prisoners to nurture wild flower plug plants.

2. Employ My Ability – Thorngrove

Cllr Von Clemens and Works Manager met with representatives from Thorngrove on 7th February. Students from Thorngrove will look after plants at the top end of Queen Street. The Town Council will need to supply the bedding plants.

3. Formal Flowerbed Displays

This work is being progressed although sourcing the type of plants required has been difficult as many suppliers were out of stock. Display beds will need to be thought about much earlier next year. An idea for next year:

A date for your diary: 8 May 2020. This represents an important milestone in the history of our communities, our nation, and indeed the world. The 8th May 1945 was the day, 75 years ago, that peace broke out and brought an end to nearly six years of war. VE Day 75, which has been extended to cover the weekend of 8 – 10 May 2020, will be an international celebration of peace and we are encouraging our councils to take part in this unique celebration/commemoration.

4. Marlott Road Play Area

See attached report from the Marlott Road Project Team.

5. Fly Tipping /Planning Enforcement – Gyllas Way

The fly tipping reported that occurred on a planted area along Gyllas Way has been dealt with and the rubbish removed by the property owner. The rear access that has occurred in the wall and is contrary to the original planning permission has been reported to planning enforcement.

6. Upper Lodden

Three dogs that were out of control crossed the River Lodden and into private property and killed several chickens. The landowner made a complaint to the police.



The same landowner has an ongoing complaint regarding the rusty gabion baskets that are along the river bank at the bottom of her garden. The town council has tried many times to help ascertain who is responsible for these gabion baskets. There does not appear much that can be done.

Photo: rusty gabion baskets only just visible during winter months.

7. Shreen Meadow



There appears to be some 'gorilla' countryside work being undertaken by persons unknown at Shreen Meadow. GANG is aware and equally bemused. A sign will be erected in the locality to see if anyone comes forward.

A great swathe of bramble has been cleared providing an opening to the river. Native plants have been planted near the river bank.

Whist volunteer work is appreciated, there is a management plan for this area and this clearance work may result in another problem; for example, dogs may start to enter the river, causing river bank erosion and stressing wildlife. The area will need monitoring.

8. Green Flag

Jubilee Fields etc and Upper Loddon etc will be mystery shopped this year. Shires Gate etc will be officially judged on 17th May.

9. Pollinator Action Plan

Prof Jill Atkins (Chair of Financial Management at Sheffield University) and Prof Barry Atkins (who covers Corporate Governance and Accountability and visiting professor at the University of the Witwatersrand, South Africa) have edited a book: *The Business of Bees: An Integrated Approach to Bee Decline and Corporate Responsibility*. The professor would like to present a copy of the book to the Town Council on Tuesday, 16th April as they will be visiting Dorset that day.

The visit was proposed by Cllr Ieuan Williams (Immediate and Past Mayor of Brecon Town Council) after reading an article that appeared in the *Clerks and Councils Magazine*, January edition (reporting on the Bees Needs Award).

The Clerk at Poritshead Town Council phoned to asked about our Pollinator Action Plan and how it was developed and promoted. Portishead would like to encourage their unitary authority to develop a pollinator action plan and a green infrastructure policy.

10. Natural Heritage and Landscape Assessment.

Aaron Carpenter DCC Landscape Technician met with Deputy Town Clerk, Works Manager and Deputy Works Manager on 21st March and visited the open spaces at Upper Lodden etc and Jubilee Fields etc. The DCC Landscape team are very keen to create a Gillingham Green Infrastructure Strategy and have identified 10 projects. Each project will take a week to develop at £375 per day (£1,875 per week x 10 = £18,750). Given the cost, the projects would need to be prioritised and addressed over time.

The two projects that would be worth considering in the short term are: 'Peacemarsh and its relation to Jubilee Fields and the River Stour' and 'A revised approach to play in the Peacemarsh area by creating an association with Marlott Road play area and Yarlbury Wood play area'.

The Town Council will not be invoiced for the £750 set aside in February (Policy and Resources Committee, 18/02/19, min 470) as the landscape team had envisaged that this would be spent on the Gateway Project and not our public open spaces. This money could now be used to help finance one of the ten projects outlined in the initial assessment as mentioned above. The working party will need to discuss this fully after the elections.

11. South West in Bloom

From a recent meeting that was held at the Youth Centre on Saturday, 23rd March, it is possible that about 10 gardens will be available for an 'It's Your Neighbourhood' entry this year. Cllr Su Hunt, Cllr Belinda Ridout and the Deputy Clerk continue to take the lead with this civic pride project.

12. Hedge at Yarlbury Wood Way (Jubilee Fields)

This work was completed in early March. Whilst it looks stark, it will not take long to grow back into a lovely thick hedge that can be managed easily and provide a habitat for insects and small mammals. The work could not have been easily undertaken by using a tractor and flail due to its location.



13. Planted Area – Horsefields



A planted area within the Horsefields housing estate has become overgrown and attracts blown litter. Bloor Homes, the former developer of the site, has been contacted. The area was not transferred to the Town Council with other planted areas nearby. It is hoped that Bloor will undertake to tidy the area.

14. Rolls Bridge

A vehicle is being parked on a small patch of highway verge adjoining the public open space at Rolls Bridge. The vehicle owner has been identified and will be asked not to park their vehicle on the grassed verge. The situation will be monitored.

The flag pole at Rolls Bridge is too small for the flags supplied by Green Flag and each year the flag must be made smaller. This is a nuisance. Installation of the correct sized pole would be preferable.

15. Ham Farm – BMX track

A member of the public, who has experience of BMX, has offered to give advice on the improvements to the BMX track at Ham Farm and may possibly be prepared to offer volunteer help. A site meeting will be arranged with the Deputy Town Clerk/ Works Manager to establish the level and range of help being offered.

16. Trees – Risk Management

The Deputy Works Manager has made extensive lists of the tree works to be undertaken by grounds staff and the works that will require a tree surgeon. Some of the work will require TPO consent before being carried out. A specification for the works will be progressed prior to seeking quotations.

17. Trees – POS Hawthorne Avenue

Following the recent strong winds, a tree on this site will need to have its limbs reduced. The tree falls within a TPO area and consent will be required before work can commence.

18. Trees – Cemetery Road Allotments

Following the recent strong winds, residents at King Edmund Court were concerned that the nearby trees may fall on their properties. They asked for reassurance that the trees were regularly surveyed and monitored. This assurance has been given.

The trees are not a risk to nearby properties. The only work required is to ivy band and monitor/photograph every six months. An arboriculture surveyor looked at the trees in 2015 and more recently in October 2018.

19. End of Year Budgets at February 2019

Budget no. 7.01 (GTC Management Plan work) shows a balance of £937.78.

Budget no. 8.24 (Land Management) shows a balance of £4,419.26 but at the end of March will show a balance of £2,144.26 (to include an invoice from DWT).

20. Date of the Next Meeting

The next meeting will be held in June. Date to be confirmed.

21. Recommendations

- That the remaining balances from budget nos. 7.01 and 8.24, totalling £3,082.04, are earmarked in reserves for FY 2019/20 to help towards the cost of financing of a Gillingham Green Infrastructure Strategy, which was not anticipated when considering the precept for FY 2019/20.
- That 1 x 6m glass fibre flag pole with internal halyards and gold finial at top is purchased at a cost of £275 ex VAT and financed from budget no. 3.24 Running Costs contingency (balance at end of February £6,108.80) to replace a small flag pole at Rolls Bridge.

Minute no. 395(b)

Gillingham Town Council

Project Team: Marlott Road Play Area

Notes of the meeting held on Wednesday, 6th March 2019

Present: Cllr Barry Von Clemens, Cllr Su Hunt, Cllr Belinda Ridout, Deputy Clerk and Works Manager

- Monies held in General Reserve: £20k (needs to be checked)
- Monies allocated in precept FY 2019/20: £26k
- Location of play area: To remain as per existing
- Type of Refurbishment: Whole site
- Drainage Works Required: Yes – investigation to be made. Local contractor keen to help.
- Preferred style of equipment: Wood (laminated with steel fixings) - this would suit location.
- Supplier: To be decided. Two preliminary designs already received but only one design is being seriously considered for planning purposes.
- Installation: To be carried out by supplier
- Planning Application: Not required. The play area will fall within the existing boundary.
- Age Range of equipment: Toddler to 12 years.
- Type of play area: LEAP (Local Educational Area of Play). The play area is the principle area of play for children living in the north of the town.
- Type of boundary fencing: To be decided.
- Surfacing: Possibly a grass surface; wet pour very expensive.
- Type of equipment to be included:
 - ✓ 2 toddler swings
 - ✓ 2 flat swings
 - ✓ 1 basket swing
 - ✓ 1 spinner
 - ✓ 1 junior multi play unit
 - ✓ 1 toddler multi play unit
 - ✓ Activity trail and educational activity boardsRevised cost of equipment including delivery and installation: £35,017.
- Likely timescale: As soon as possible and as finances allow; the current equipment is failing and will be removed when no longer viable to repair.
- Actions: Works Manager: obtain drainage solutions and estimate costs. Deputy Town Clerk: obtain costing for a creative sign to go up at site prior to and while refurbishment works are in progress.
- Date of Next meeting: Wednesday, 17th April at 9.15am

Gillingham Town Council

Festive Lighting Working Party

Notes from meeting held on Wednesday 27th March 2019

In Attendance: Cllr B Von Clemens, Cllr Mrs S Hunt,
Cllr M Hill and Mrs M Bailey
Mr S Dobie, Works Manager
Mrs J Ezzard, Mayor's Secretary

Apologies: Cllr Mrs B Ridout, Cllr Mrs S Cullingford

1. To receive an event update

The grotto, Somerset Reindeer and Mr Merlin have been booked. Mrs Ezzard is waiting to hear from Dextra regarding the loan of a lorry to use as a stage.

2. To receive and update on the Christmas Market

Cllr Hill has booked the musical organ and The Royal British Legion have agreed to provide mulled wine and soft drinks from the shepherd's hut. The scouts will be selling burgers etc.

3. To discuss ideas for the parade and to receive an update from Mrs Bailey regarding the Marshalls.

Mrs Bailey will ask some of the Gillingham Carnival's groups if they would like to take part in the parade. Cllr Hill and Cllr Von Clemens will source a couple of vintage vehicles to join the parade.

Mrs Ezzard will apply for the road closure and book the Santa suit with Glad Rags at a cost of £33. Following the elections, members will be asked if anyone would like to volunteer to be Father Christmas.

Mrs Bailey will be able to provide enough marshals for the event, with extra assistance from the Lions.

4. To discuss the event sponsorship

We Do Vans will be asked if they are willing to continue sponsoring the radio advertisement. It was recommended that Station Road Garage are permitted to retain the sponsorship of the Town Meadow Christmas tree. The Chamber of Commerce will be donating £250 towards the overall event. Cllr Mrs Hunt will ask some of last year's sponsors if they will be willing to sponsor the event again this year.

5. Any other business

Cllr Mrs Hunt agreed to remain a member of the Festive Lights working party after she steps down as a councillor in May.

6. Date of the Next Meeting

Wednesday 19th June at 9.00am.

7. Recommendations

That the following items are financed from monies set aside in the precept for FY 2019/20 for Festive Lighting:

- the hire of the Father Christmas suit: cost; £33.00;
- the road closure notice at an approximate cost £140.00.

Gillingham Town Council

Health and Safety

Author: John Robinson, Lead Member Health and Safety Working Party

General Risk Assessment Report

Ellis Whittam has prepared a general risk assessment on behalf of Gillingham Town Council. The assessment covers significant health and safety issues and identifies areas for improvement to meet compliance. The information on which the assessment is based, was obtained from discussions with the Working Party and members of staff, direct observation during a walk-round of the premises and, where possible, examination of relevant documentation.

By completing the actions recommended within the time frames specified, the council will improve health and safety conditions within the workplace. This means the council will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against the council whether by the Regulator or in the civil courts.

General Health and Safety Matters

The following outlines some of the risk mitigation achieved during the month. The list provides only indicative work carried out and does not detail all the work carried out to date.

- Water cooler installed in the workshop to provide additional water source for staff.
- Mandatory health and safety signage has recently been purchased and erected.
- Additional fire extinguishers are now in place at the Cemetery Chapel and Old Mortuary Building. Fire extinguishers for vehicles need to be checked since these have been quoted as 12kg by Ellis Whittam (suspect these should be quoted as 2kg)
- Welding has been suspended due to extensive mitigation work to be carried out. This decision was taken since the amount of welding carried out is minimal.
- Diesel required for vehicles is currently being bought from the local garage in the absence of an onsite tank. Installation of an onsite tank has now been quoted for including a concrete wall which is required around the installed tank.
- Works manager & deputy now have access to the Ellis Whittam web site.
- Work continues on the risk assessments and is now 50% complete.
- Topple testing is currently being carried out on headstones and monuments in Gillingham Cemetery and is now 70% complete. A report will be made available to the Allotments and Burials Working Party on completion of the testing.
- First aid kit has been replaced in all vehicles.
- Gas heater in the workshop has been replaced and is now up and running.
- Ladder inspection continues.
- Suitable courses for PAT testing is being investigated.

RECOMMENDATIONS

There are no recommendations this month.

Gillingham Town Council

High Street Facilities Working Party - Update Report

Author: Mrs Clare Ratcliffe, Deputy Town Clerk

1. Introduction

In March it became apparent that the modifications to the public conveniences in the High Street required Building Control consent.

Julia Sanders Consulting Limited, a structural engineer, was instructed to visit the building and a report was received. The structural engineer's report was appended to the application for Building Control consent.

2. Purpose

The report showed a plan and calculations demonstrating the suitability of the existing steel beams that had been recently installed.

The structural engineer requested that the existing lintel that supports the inner bearing of the cranked steel beam was exposed and checked to verify its capacity to support the loading in this area.

Bjorn Construction, the builder, exposed the steel beam and discovered that the existing lintel over the internal opening comprised: 2 no. Catnic box lintels, measuring 150mm deep x 96mm wide.

The structural engineer deemed that the additional loading from the cranked beam is a concern. Without the beam, the lintel is adequate, but not with the beam loading onto it. Therefore, it is recommended that the lintel immediately beneath the beam bearing is replaced with a 152 x 89 x 16 UB lintel with a 225mm bearing onto 100 x 330 x 215 dp pad stones at each end.

3. Objective

To ensure that the modifications to the building meet with current Building Control requirements and that the final stages of the refurbishment can be progressed.

4. Financial Implications

The services of a structural engineer cost £180 and has been authorised for payment. The builder has costed the replacement steel, supplied and fitted as per the requirements of the structural engineer at £560 (ex VAT). Sufficient funds remain in FY 2018/19 budget no. 8.04 – Refurbishment of WC, for this work.

5. Recommendation

- **That the builder is instructed to supply and fit the replacement steel, as specified by the structural engineer at a cost of £560 ex VAT.**

Gillingham Town Council

Traffic Management Working Party Meeting - Thursday, 28th March 2019

Author: Cllr Mrs Belinda Ridout, Lead Member

Those present: Cllr Belinda Ridout, Cllr Val Pothecary, Cllr Barry Von Clemens, Cllr. Mike Gould, Mr Roger Bell (Community Highways Officer), PCSO Nicky Fear.

1. Apologies

Cllr Su Hunt and Cllr Mick Hill

2. Gillingham School – 6th form parking proposals update

Following their presentation to February Full Council, Eden and David attended to update members and discuss options. It was noted that the use of the new football club for parking is currently not an option. Actions agreed for Sixth Form Committee (CFC):

- a) To contact Parking Services re the possibility of subsidized parking permits and to source funding to meet the cost of permits. Cllr Gould has made some enquiries with Parking Services but Sixth Form to follow up.
- b) To identify suitable land both within and outside school grounds which could be suitable for additional parking. To approach local landowners. Roger Bell suggested the use of grasscrete. Green space is important in the school environment and this would provide a robust surface suitable for parking whilst keeping the grass.
- c) To explore the possibility of Section 106 monies from future large-scale development being made available to provide parking for students on and/or off site (for educational purposes). Advised to write a business plan with costings to present to Martin Pendlebury, the officer overseeing major developments in the new Dorset Council.

Present business plan to Foundation Governors, Traffic Management Working Party and Gillingham Town Full Council for support. Simultaneously consult with Martin Pendlebury, DC, for advice and support.

Action: Cllr Ridout to forward Martin Pendlebury's contact details to the SFC.

It was noted that with impending exams and summer hols, actions will not be taking place until after the summer break, but it was understood that there is no quick fix to this problem and things will take time.

3. Actions/updates from previous meetings

- a) **Build out/prioritisation proposal at Brewery Cottages, Wyke** - Cllr Gould presented a case for parking and traffic calming with photos. Informal consultation with residents has shown there is support for such a scheme. Due to the prohibitive cost of the scheme and the low priority it would be given by Highways, it was agreed to defer and assess the situation after the Traffic Regulation Order (TRO) for a single yellow line from the zebra crossing to the bend has been installed (scheduled for this year). **Action:** Cllr Ridout to contact Mike Potter, Collision Reduction Manager, Highways, for an implementation date.
- b) **Barnaby Mill traffic/pedestrian concerns.** Request for elderly people/pedestrian signage by residents of Barnaby Mill. **Action:** Roger Bell to assess the situation.
- c) **SID (Speed Indicator Device)** - working well.

- d) **Horsefields** – concerns re visibility at this junction. **Action: Roger Bell** has investigated and actioned dropped kerbs to assist mobility for pedestrians.
- e) **Cemetery Road** – parking – vehicles parked inappropriately. **Action: Agreed** to issue a Polite Parking Notice.

4. New Items

- a) **HGV Directional Signage** on Le Neubourg Way (both ways) to Brickfields/Kingsmead business parks, Old Market Centre, etc. To prevent large vehicles inadvertently entering Upper Station Road and getting stuck. **Action: Cllr Ridout** to check existing signage and highlight request to Emma Baker, Project Engineer/Sustainable Transport, DC for consideration in highways proposals and Rolly Skeats, Highways, signage budget. **Cllr Ridout** to respond to the resident who made the request.
- b) **Railway Directional signage** on Station Road/Le Neubourg Way junction. Agreed this should be part of directional signage for the business parks. **Action: Cllr Ridout** to forward to Emma Baker, DC and Rolly Skeats, as above for consideration.
- c) **Destruction of grass verge and damage to pavement outside 1 Sycamore Way, Maple Way.** Roger Bell has this in hand. Pavement is a trip hazard and will be repaired and verge re-seeded.
- d) **Riversmeet traffic concerns** – pedestrian safety, vehicles blocking emergency access. Roger Bell advised Riversmeet to apply for Access Protection Markings across both accesses (at their own cost). A 'Keep Clear' marking has been installed at the emergency access as requested and a 'yellow box' has been installed on the return bend to aid school buses. Parking is a significant problem on Hardings Lane, particularly when there are multiple events happening. Double yellow lines would not be considered in the current situation because it would displace too many vehicles, causing problems elsewhere. Student parking is not the whole problem because there are parking problems in the evenings. Noted that Riversmeet is looking to expand car parking availability on site.
- e) **Old Post Office, Wyke** - surface water as a consequence of recent re-surfacing – gully requested. **Action: Roger Bell** to follow this up and investigate promise of a gully to take surface water away.
- f) **Waverland Terrace** – parking restrictions/parking fines – noted that the new bungalows have been designated 2 x parking spaces each along Waverland Terrace, displacing parking by the residents of the existing bungalows, who will have to find parking on Hyde Road. Nicky Fear confirmed that a TRO (single/double yellow lines) is equally enforceable behind the line as it is in front, ie. roadside.
- g) **1 The Oaks** – concerns with potential collapse of wall and bank. **Action: Roger Bell** to investigate.
- h) **Youth Centre car park access** – safety concerns re vehicles blocking access. Roger Bell has actioned yellow hatching, Highway's side, to be installed asap.
- i) **Speed Restriction Stickers** – see attached.

5. PCSO items

- a) **30mph request through Buckhorn Weston/Kington Magna** – consultation to take place; speed monitoring to take place shortly.
- b) **School Lane** – request to refresh markings and for anything more substantial to stop vehicles blocking access to the Police station. Zig Zag markings have to meet strict criteria. Parking enforcement not always able to act because drivers can wait on lines for up to 10 minutes so long as they don't leave their vehicle and not causing a major hazard. **Action: Cllr Ridout** to request Mike Potter, Collision Reduction Manager, DC, to assess the situation.

6. AOB

- a) **Quarr Crossroads** - speed concerns and trees blocking view. **Action: Roger Bell** to install SLOW markings. **Cllr Pothecary** to email Roger with details.
- b) **Cerne Avenue – HGV turning concerns** – to highlight this problem to Emma Baker, Sustainable Transport, DC and Rolly Skeats. Signage on roundabout approaching from the south needs adjusting to indicate main HGV route through the town.

7. Advice on Speed Restriction Stickers

Dear Town/Parish Clerk,

We have received several enquiries relating to residents wishing to place speed-restriction stickers on their bins.

While we appreciate and respect the efforts of those who wish to inform motorists of their legal duty to keep within residential speed limits, the Dorset Waste Partnership and road safety partners cannot support these initiatives and ask that residents do not place these stickers on their bins.

Dorset Police have been clear that they would not support the use of such stickers. They have concerns around driver distraction, bins being left out beyond agreed collection days, non-compliance with traffic regulations and potential interference from people moving stickered bins next to other higher-speed roads. In short, the police believe the stickers cause more problems than they solve.

The wheeled bins remain the property of DWP. They are often repaired/swapped/replaced and hence over time move across the county. Applying stickers to the bins that are specific to one area causes us problems with reusing bins, as the stickers are often very difficult to remove and often leave a residue.

It should also be noted that colleagues at Bournemouth Borough Council recently carried out a study and found that speed data did not change during or after their wheelie bin sticker trial.

If you are approached by any residents or community groups about this type of campaign, we kindly ask you to refer to the information above. If you have any further questions, please get in touch via enquiries@dorsetwastepartnership.gov.uk

Kind regards

Karyn Punchard, Director, Dorset Waste Partnership

8. Recommendations

1. To agree actions a), b) and c) for Gillingham Sixth Form to follow up about student parking.
2. To defer the proposal for a build out/prioritisation at Brewery Cottages, Wyke until the Traffic Regulation Order (TRO) for a single yellow line has been installed (scheduled for this year).
3. To issue 'Polite Parking Notice' on vehicles inappropriately parked at Cemetery Road.
4. To highlight to Emma Baker, Project Engineer, Sustainable Transport, Highways the following amendments to current signage:
 - To review HGV directional signage on Le Neubourg Way (both ways) and the southern approach to the Ham roundabout, as per 4.a) and 6.b) of the above report, with clear marking to all business/retail parks;
 - To review Railway directional signage on Station Road/Le Neubourg Way junction as per 4.b) of the above report.
5. To contact Mike Potter, Collision Reduction, Highways regarding advice on appropriate traffic regulation markings on School Lane.

Gillingham Town Council

PSPO – Notes

Author: Cllr Mrs Belinda Ridout

We were notified in February 2019 that the new PSPO, **Dog related** Public Spaces Protection Order for North Dorset has been 'made' and will come into force 31st March 2019, for 3 years.

- Public Spaces Protection Orders have been introduced to replace a number of 'area designations' under different Acts to restrict anti-social behaviour on public land and in public places. A PSPO might be introduced for reasons of drinking of alcohol in public places, aggressive begging and dog control. The old Designation Order was no longer fit for purpose and only related to clearance of fouling.
- The introduction of PSPO's provided ND with the opportunity to review dog controls considering new legislation and following public consultation in 2018 additional dog control measures have now come into force: exclusion of dogs from identified areas and dogs to be kept on a lead when directed by an authorised officer and these additional controls have just come into force.
- Presumably this relates to the same areas here in Gillingham: Hardings Park, Garden of Remembrance and Wesley Gardens.
- Clarification received 28th March from Kerry Pitt-Kerby, environmental Health Manager, DC, that the **new 'dog-related PSPO** for ND deals **only** with the control of dogs, and dog fouling – no other matters are included, and this does not affect any existing PSPO's dealing with 'other' matters e.g. ASB. The 'new' dog controls were decided upon following an extensive public and stakeholder consultation exercise and sought to balance the wide range of suggestions put forward – from complete dog bans to no controls at all.
- Signage is needed at the TC's own expense, hard signs costing £4 each, stickers £1
- Noted: there was 1 FTE dog warden for each of the sovereign councils. No indication what is happening under the new Dorset Council.
- Suggestion in communication dated February 2019 that Parish/town councils could employ suitably qualified and competent officers to be authorised by DC to serve Fix Penalty Notices. It is the intention to schedule a one-day course by a DEFRA qualified trainer this year. This is something for Estate Management WP to discuss and bring forward recommendations along with a requirement for signage with the new DC logo.

Gillingham Town Council

Refurbishment of Fingerposts

Author: Mrs Clare Ratcliffe, Deputy Town Clerk

1. Introduction

The Walkers Are Welcome group identified a need to preserve the finger posts within the parish and it was decided to include £3,000 in the precept for FY 2019/20 to carry out repairs.

Unfortunately, repairs to heritage road signage are no longer undertaken by Dorset Council and, therefore, over time this type of signage will disappear.

Repairs are now largely carried out by competent volunteers; however, there is still a cost for materials.

Residents of Milton-on-Stour have already repaired one fingerpost and are looking to repair and restore a couple of other fingerposts, as per their letter dated 7th March (see attached).

2. Purpose

The finger post at The Forge Garage site was restored by volunteers in 2015 and entirely funded by the residents of Milton-on-Stour.

Two further finger posts in Milton-on-Stour have been identified for repair; but there is no financial resource for the repairs at present, except a promise of a grant from CPRE of £200.

There are at least two finger posts that require repair in Gillingham. An assessment of other finger posts may be possible with the help of volunteers and enabled by a working party of the Town Council.

It may be possible for GTC grounds team to help with the repair of the fingerposts over the winter months. The grounds team restored the old mile stones in the town a few years ago and on occasions repair the cast iron heritage style finger posts in the town.

3. Objective

To preserve the rural heritage of the town and surrounding countryside.

www.dorsetaonb.org.uk/our-work/rural-roads/fingerpostproject/1372-cpre-grant-scheme

The **CPRE** offer a small grants scheme for people wanting to restore fingerposts using the correct materials as set out in the Dorset AONB '**how to guide**'.

Match funding is not required and there is no application form, but the CPRE ask that requests come from a Parish Council representative, (or similar), with a summary of the fingerposts that need repairing, their location(s) and details of who the cheque needs to be made payable to. The CPRE are covering the whole of the County of Dorset and are prepared to award between £100-£200 per post. To find out more contact Linda Williams on info@dorset-cpre.org.uk or Tel: 0333 577 0360.

4. Financial Implications

The provision of £3,000 for fingerpost repair restoration within the parish of Gillingham has been allocated in the precept for FY 2019/20, in anticipation that this would be a project undertaken during the year.

It is not appropriate, at this stage, to use the grant money received for the Gillingham Gateway project. This money is set aside for specific projects and does not include finger post refurbishment.

5. Recommendation

- **That £1,000 is awarded to Milton-on-Stour Village Committee for the refurbishment of the finger post by the war memorial and the finger post at Huntingford and financed from monies allocated in the precept FY 2019/20.**
- **That the Town Council sets up a Fingerpost working party in June 2019.**

7 March 2019

Dear Councillor Belinda Ridout,

In connection with the recently announced Gateways Plan that has a key element of improving the appearance of the town's entrance signs, we are asking that provision be made for restoring two traditional finger posts on the B3092 at the rural northern entrance to the Gillingham Town Council area. One is the single finger post pointing to the hamlet of Huntingford and the other is a three- way fingerpost by the War Memorial in Milton on Stour. Both of these are in a very dilapidated condition (see figures 1 and 3) and detract considerably from the approach to Gillingham.

Further information on these historic fingerposts can be seen on the Dorset AONB website who are very much in support of keeping them to retain our local distinctiveness.

<https://www.dorsetaonb.org.uk/publications/39-rural-roads/fingerpostproject>



Figure 1, War memorial fingerpost



Figure 2. The Original Rondel
(picture supplied by Roger Bond)



Figure 3. Huntingford fingerpost

In 2015, while members of the village committee, we completed a successful reconstruction of the fingerpost at the Forge in Milton, and we would like to volunteer the benefit of our experience and expertise to restoring these two further ones which urgently need attention.

Our best estimate for the cost of restoration is around £1200 (subject to inspection after dismantling) for both posts, which includes new oak boards, proper traditional metal letters and a re-cast roundel, paint and new poles. All the work, apart from taking down the original sign and re-inserting new poles (if required), will be undertaken by the same volunteers from the village who have the capability and experience to carry out the work. The removal of the finger posts and their installation after renewal, and insertion of new poles (if needed) would be carried out by Dorset Council.

Whilst the Village Committee is fully in favour of this latest project, it is unable to fund it in the same way that it donated the whole cost of the Forge signpost materials. We have, however obtained support from CPRE of £200.

We are asking for support of this worthwhile project of £1000* that will enable us to dramatically boost the appearance of the approach to the parish of Gillingham, enhancing its traditional rural character.

Attached is a summary of earlier work carried out by a small group of volunteers from the village committee in restoring the sign outside what was the Forge Garage in Post Office Road. It would be this same working party tackling this new project.

With best wishes

Ralph Jacobson and Richard Jenkins
Fingerpost working party

[Redacted signature line]

[Redacted signature line]

Attachment. Information on a previous fingerpost restoration project.

In 2015 the Milton on Stour Village Committee supported and paid for the refurbishment of a finger post shown in the following pictures:



Before Restoration



After Restoration

The work was completed in 2016 and undertaken by volunteers from the village committee with guidance and advice from Roger Bond who works with Dorset AONB on signposts. A report of this project was published in the *Milton on Stour Times*, Autumn/Winter 2016 which is reproduced below for information. This finger post is now in position as shown above.

RICHARD JENKINS AND RALPH JACOBSON GIVE A FINGERPOST UPDATE

Of the approximately 1,285 fingerposts in Dorset thought to exist in the 1950s, 717 are believed to remain today, with a further 78 having been replaced entirely with non-traditional new versions in the 1990s, and an additional 42 roundels survive where the fingerposts themselves have been replaced by modern signage. However, some of the 717 originals have been repaired using non-traditional materials or lettering, and others are currently in need of TLC. Beside the Forge Garage, Milton on Stour has one of the original finger posts which has fallen into disrepair and work is under way to refurbish it.

In the past, the work would have been undertaken free by Dorset County Council (DCC) but with financial cutbacks this is no longer the case. However, all is not lost and the original roundel, on top of the post, is still in place together with the brackets which support the signboards. So we have decided to DIY the work which cuts the costs to a minimum. The old paintwork on the brackets is being stripped back to the original aluminium and new oak signboards are being supplied from the Stock Gaylard Estate near Stalbridge. We have also obtained some second hand letters and numbers for the signboards. There used to be three arms which pointed to Wyke, Bourton and Gillingham but as there was a risk that the Gillingham arm could be broken off by a large passing vehicle there will only be signs to Wyke and Bourton.

Once the various parts have been reassembled the fingerpost will be ready for reinstallation, and here we are in the hands of DCC who will at least do this for free – but in their own time! All things being equal we hope to have the post back in place by the New Year.

Table 1

| War Memorial Estimates | No | cost/item | total cost | | | |
|-----------------------------|----|-----------|-----------------|--|--|--|
| LETTERS | 54 | £5.00 | £270.00 | | | |
| POLE | 1 | £50.00 | £50.00 | | | |
| BOARDS | 3 | £60.00 | £180.00 | | | |
| RONDEL | 1 | £400.00 | £400.00 | | | |
| Paint/screws/ nuts&bolts | 1 | £50.00 | £50.00 | | | |
| COST | | | <u>£950.00</u> | | | |
| | | | | | | |
| Huntingford | | | | | | |
| LETTERS | 22 | 5.00 | £110.00 | | | |
| POLE | 1 | £50.00 | £50.00 | | | |
| BOARD | 1 | £60.00 | £60.00 | | | |
| Paint/screws/ nuts&bolts | 1 | £20.00 | £20.00 | | | |
| COST | | | <u>£240.00</u> | | | |
| | | | | | | |
| TOTAL | | | <u>£1190.00</u> | | | |
| Add contingency | | | £100.00 | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Minute no. 398

Gillingham Town Council**Report from Gillingham Direct 26th February – 27th March 2019**

The following matters have been dealt with by Gillingham Direct:

| | Issue | Reference No. |
|----|---------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1 | Fly tipping in the layby near Windyridge Farm, Bay Lane | DWPFT 106468714 |
| 2 | Flytipping to the rear of Coronation Road | DWPFT |
| 3 | There are large cracks in the high wall and steps on Le Neubourg Way junction with Cemetery Road. | Contacted DCC Highways and they are investigating. |
| 4 | Bin overflowing at Rolls Bridge | DWP informed |
| 5 | Wood chippings spilt on the junction of Wyke Road and Le Neubourg Way. | DCC 1119652 |
| 6 | Pothole between Maple Way and the Post Office on Common Mead Lane. | DCC 1119827 |
| 7 | A hedge is growing over the pavement in Wyke Road near the pedestrian crossing. | DCC 1119829 |
| 8 | 3 potholes on the B3081 near the rugby club turning. | DCC 1119876 |
| 9 | Raised kerb outside The Studio in the High St. | DCC 1120358 |
| 10 | A tree has blown over near 25 Coronation Road | DCC 1120265 |
| 11 | The fence behind 10 Chestnut Avenue is leaning over the footpath. | MNT43307 |
| 12 | There is a pothole next to the drain cover on Le Neubourg Way near the Waitrose junction. | DCC 1120591 |
| 13 | There is a dead elm tree next to 17 Windsor Lane on Footpath N64/55 | MNT43392 |
| 14 | Missing bollard on the Peacemarsh roundabout following an accident. | DCC1121760 |
| 15 | The street light at the rear of Waitrose near the Town Meadow bridge has been damaged. | SSE 12015 |

49 x Replacement recycle bins have been collected.
1 x Wedding